

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

20 JULY 2012
REPORT OF THE GLAMORGAN
ARCHIVIST

PART 1	AGENDA ITEM NO: 6
REPORT FOR THE PERIOD 1 March – 31 May 2012	

1. **PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1 March to 31 May 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

Laura Russell, Archivist, began her maternity leave; Andrew Thynne's Cardiff Works contract has been extended to cover her absence until the full recruitment process can be completed.

All temporary posts within Cardiff County Council have been extended until September 2012. The 3 externally funded project posts managed by Glamorgan Archives have been included in this although they will extend beyond that date, as is the Records Assistant post which was re-designated from permanent to temporary by Cardiff County Council's Vacancy Review Panel. None of these posts is eligible for redeployment but the authority has not been receptive to representations of special

circumstances and formal requests for further contract extensions will have to be made for each post.

Job evaluation

Appeals have been submitted for all posts in detriment as a result of the Single Status Job Evaluation exercise in CCC, 9 in all, representing 17 members of staff. Following discussion at the last GAJC meeting, a request has been submitted that Glamorgan Archives posts are heard as a group, and as soon as possible. It was emphasised that it is difficult to assess posts without any context, evidenced by the fact that posts have been scored differently for factors in which the work is identical. The examples given were records production in the searchroom and collection from depositors, where the less senior posts scored better although the work is identical and carried out for an identical length of time, issues which would not arise if posts were considered as a group. It was also pointed out that changes to establishment costs impact beyond the authority so that financial certainty needs to be established early in the year. The response of the Chief Executive in April was:

“We need to start the appeals process next month for the 1,600 appeals that we have had and we will look to see what can be done to look at these posts. Rest assured - as with other staff who are in posts which are suffering detriment these posts will be dealt with as a matter of priority. This is in line with our negotiations with unions and is to ensure fairness and transparency across the whole organisation.”

I am grateful to the Chair for his support and assistance in pursuing this request.

Integrate National Occupational Standards with competency frameworks

Cardiff County Council has developed a competency framework against which the NOS will need to be compared to ensure no opportunities for improvement are missed. The framework has not yet been rolled out but has been demonstrated to staff attending Single Status support workshops.

Advance volunteer programme

During the quarter 17 volunteers and work experience placements contributed 510 hours to the work of the office. Eleven volunteers came from Cardiff, and two each from the Vale of Glamorgan, Rhondda Cynon Taf and Caerphilly. New volunteers include a recently

qualified archivist who is keen to develop skills gained on the archive course, and a further placement through Quest Employment Agency. Interest in volunteering opportunities continues with seven tours provided for prospective volunteers and individuals considering a career in archives.

Following placement with Glamorgan, two former work experience students have been accepted to study on their chosen postgraduate courses. Lewis Elmer has started the Archive Administration distance learning course offered by Aberystwyth University and will continue to volunteer one day each week for the duration of the course. Wherever possible she will be supported by the selection of tasks to fit the module of study she is working through. Rachael Secular Faber has been accepted to study towards an MA in Conservation at both Camberwell College of Arts and West Dean College near Chichester, and is as yet undecided which to accept. She will return during the summer months to volunteer in the conservation studio. Former volunteer Sian Astill is the new trainee archivist at the Bodleian Library in Oxford; she hopes to start on one of the archive courses next year.

Building plans have now been listed by volunteers for Cardiff Borough and Rural District Council, Penybont Rural District Council, and the Urban District Councils of Ogmore and Garw, Penarth, Maesteg and Porthcawl. Records of the surveyor's department of Rhondda Urban District Council contain one of the largest series of building plans held. Work is now underway to add details of these plans to the public catalogue. Basic conservation (cleaning, removal of metal fastenings) and repackaging will take place at the same time.

Careers Wales visited the Archives to obtain up to date information on work experience placements for inclusion on a new Wales wide database. To date, all students contacting the office by this method have been from Cardiff but the new database will be accessible to students across the whole of the country.

The European Centre for Training and Regional Co-operation (ECTARC) organises three-month work placements for graduates across Europe. The organisation has arranged a placement for Josep Mallorqui, a postgraduate student from Girona who will be based at the Archives from June.

The Policy and Development Officer for Public Services and the Third Sector at Cardiff Council visited to discuss the volunteer programme. She is in the earliest stages of developing a volunteer policy and volunteering opportunities and had been advised to make contact.

Hannah Price and Louise Hunt attended a Volunteering Roadshow organised by the Archives and Records Association PSQG sub-committee on Volunteering and hosted by Gwent Archives. This proved a useful opportunity to exchange information and best practice with other archives in Wales and beyond.

2. Staff: development

Maintain training in CCC systems and procedures

Staff are keeping up to date with the development of CCC's Digigov system. Modules for recruitment, over-time, working hours, and travel expenses are now live although not always fool-proof. The full Archives' establishment was not initially on the mailing list for updates. Assurance has been received that this issue has been resolved.

The Glamorgan Archivist has attended meetings of the Senior Management Forum, the Health & Safety Advisory Forum, at which the Archives' action plan was accepted, and the launch of What Matters: 2010-20, the ten year strategy plan for Cardiff.

The Deputy Glamorgan Archivist attended a seminar 'Working effectively in Partnership', part of Cardiff Council's Integrated Partnership Programme. Various partnership models were examined with an emphasis on the leadership skills in motivating and influencing others.

Stefan Walker, Records Assistant, attended a workshop to assist staff, in detriment as a result of Job Evaluation, to improve their employment prospects. He has reported his experience to all staff.

Continue training in building and operational procedures

The annual monitoring of the methane carpet took place during the quarter and staff were able to observe the procedure.

The programme of training sessions for Access Team staff continued with sessions focussing on tithe plans and apportionments, identifying and logging conservation issues, and Quarter Sessions records. Following this session, the Conservator has downloaded the Archive

Damage Atlas produced by the National Library & Archives of the Netherlands to provide instant identification of conservation issues in a searchroom situation. It is now available to all staff.

Ensure all staff access appropriate CPD

In March a second staff visit was made to the new Gwent Archives in Ebbw Vale. It has been useful to compare their new building with the new Glamorgan Archives, and to learn from their experiences. Conservation staff made a separate visit which concentrated more on conservation and storage.

The Senior Archivist has agreed to mentor a member of staff from the National Museum Wales who has enrolled on the Distance Learning Masters in Archives Management at Dundee University. Not only will this provide an opportunity for the Senior Archivist to develop valuable coaching and mentoring skills, it will also serve to increase co-operation with the Museum.

Heather Mountjoy, Archivist, attended an Education Open Day at the National Archives in April. During the day participants learnt how the organisation delivers and develops its school programme. The course included the chance to take part in a 'virtual class' using a computer link up, and participants were also shown how a school workshop can be based around using and investigating a single document. It was valuable to share experiences of what we do with other organisations and to pick up fresh ideas of how to promote and progress the education service.

The Conservator, Michael Hodgson and Conservation Assistant Katie Hebborn attended a one day conference on Mould: Conservation, Health and Legal Implications which described how mould is produced, its health implications and treatment.

Heather Coutanche, Records Assistant, attended a training course on using Adobe Photoshop. The package is regularly used by staff when responding to reprographics orders from the public and when producing resources for use in-house, such as with school groups and at external events. This training ensures that sufficient numbers of staff have the skills required to use the software.

Engage with Welsh Strategic Leadership process

Management Team submitted evidence for the WSL Award. As a result of feed-back received from the pilot panel the application will be revised for final submission in September. Management Team meetings have been reconfigured to allow for leadership reflection and to clarify decision making as senior staff become more aware of the need to plan for succession and to develop leaders throughout the organisation. Full staff meetings have been rearranged to vary control. The Glamorgan Archivists holds bi-monthly staff briefings and attends staff forums, where the staff set the agenda, on alternate months.

The Archives' Investors in People status is due for review this summer. Under the new framework it is possible to choose areas for additional questions. To supplement the WSLA questions have been focussed on the People strand to obtain feed-back and suggestions for progress from staff at all levels. Enough questions have been selected to qualify for the bronze award, should the review be successful.

This year the Chartered Institute of Library & Information Professionals (CILIP) annual conference in Wales was held in Cardiff. Emma Stagg, CLOCH Project Manager, Hannah Price and Louise Hunt, Archivists took the opportunity to hear prominent speakers on the topic of leadership. The two day conference provided an excellent networking opportunity with local librarians, as well as a chance to catch up with two of the CLOCH trainees who were also attending.

3. Budget

Manage to best advantage

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

Cardiff Council Internal Audit Section has undertaken an audit of the processes and procedures in place at Glamorgan Archives as the appointed internal auditors. A report has been received detailing the work carried out during the audit with an assessment of the adequacy and effectiveness of the internal control system.

Overall the controls in place were deemed satisfactory. Development areas identified include procedures relating to the management of the imprest account, and of the till. Other issues outstanding from the previous audit are the

division of duties amongst staff dealing with income, (difficult to resolve given staff size) and insurance on the Collection which is a domain-wide issue. A contact has been suggested at Welsh Local Government Association who may be able to progress the matter at a national level.

Review existing paid services

Feed-back forms for use by groups booking rooms have been introduced. Initial responses have been positive; facilities and staff assistance are highly rated. A recently enforced alteration in catering providers has been considerably less well received. Discussions are on-going with procurement officers to resolve the matter.

Costs for box making have been finalised and added to the web site.

Develop income opportunities

The Agreement for the rental of repository space has been extended with additional shelving now occupied by the external body. A second organisation has rented space for storage of archives and artefacts at the same charge.

An enquiry from the location director of Being Human for a potential return visit has been favourably received.

Staff from CCC who manage training have visited the Office to see the rooms available. Several bookings have subsequently been received with rooms booked across the summer months. WCVA have continued to use the facilities. The current Annual Report advertises the space available for hire, as does the web site and a discrete notice on the building itself.

Conservation for external bodies and individuals has continued and is reported below.

Promote partnerships

Conserving Local Communities Heritage: CLOCH

CLOCH is a Heritage Lottery Fund Skills for the Future project through which a consortium of local heritage institutions, led by Glamorgan Archives, will prepare 10 unemployed young men for entry level posts in the sector. The project has a Facebook presence and a Twitter feed, accessible through the CLOCH page on the Archives' web site. The first three trainees completed their basic training at the Archives at the end of March and moved on to placements in Swansea, Cwmbran and Tredegar.

Sadly one has chosen not to continue but the other two are very much enjoying their placements.

Recruitment for the second cohort of trainees will start mid-June and project staff have been busy during the quarter setting up the placements for September with offers of support now confirmed from Bridgend Libraries (Y Llynfi, Maesteg), Caerphilly Library Service (Bargoed Library), Gwent Archives (Ebbw Vale), Monmouthshire Libraries and Arts (Chepstow Library) and Torfaen Libraries (Cwmbran Library). The project is using Positive Action Training to target potential trainees with the help of Working Links, Bridges into Work, local councils and local voluntary and training organisations.

A bid for additional funding has been successful and the project will now be able to offer a further 6 traineeships on the same basis, taking the team through to 2014.

Hannah Price, Archivist, and Emma Stagg, CLOCH Project Manager started training towards a level 3 certificate in Assessing Vocational Achievement. The training, offered through TSW Training Ltd, will enable the accreditation of vocational qualifications initially for the CLOCH project trainees and later for work experience students and volunteers at the Archives. Two Assessor training sessions have been held in the Archives for staff of partner bodies and a steering group meeting was also hosted here.

Archives and Records Council Wales

In her capacity as Chair of Archives and Records Council Wales (ARCW) the Deputy Glamorgan Archivist has attended a range of meetings including the regular Council meeting in April and a meeting of the working group for the Cynefin Project attended by the HLF mentor and held at the Archives. Glamorgan Archives is working with a Bridgend based group of volunteers to establish a textile art project inspired by tithe maps as part of this all-Wales programme.

There have been numerous meetings, mostly in the form of teleconferences to 'co-create' the standard for an Archives Accreditation Scheme. This process was launched in Wales at a Forum in Newtown and has continued with the archive community contributing via the online dialogue set up for this purpose. A complementary consultation was organised by CyMAL looking more broadly at the purpose of the scheme with an overview of each module. All senior staff at Glamorgan Archives

participated in this consultation and ARCW has submitted its views for consideration. Preparations are being made to pilot the scheme and make any revisions as the final stage of the process.

CyMAL's archives sector grants this year include a total of £43,000 for ARCW. There is continued administrative support for the organisation from a part time Administrative Officer, a continuation of the work of the Digital Conservation Consortium and a new initiative to survey the surviving records of the steel industry held in record offices and elsewhere in Wales. CyMAL have also made a further £40,000 available for distribution by ARCW as small grants at a maximum of £4,000, to individual offices to assist in their work and workforce development.

In addition CyMAL commissioned a baseline review of all archive services in Wales. A draft report has been circulated and comments submitted by both the Chair of ARCW and the Glamorgan Archivist. Both also attended a Marketing Strategy Day for Archives to learn more about the plans to implement the strategy. A team of three, based in Wrexham with experience of marketing in library services across Wales will now be available to the archives sector to roll out similar campaigns to raise our profile. The Senior Archivist will be a member of the steering group.

The Senior Archivist also represents Glamorgan Archives on the committees of both the South Wales Records Society and Glamorgan History, attending their joint-AGM at The Rest, Porthcawl in May.

Hannah Price, Archivist attended the South Wales Museums Group meeting at Rhondda Heritage Park. The main theme of the meeting was temporary exhibitions, very appropriate since the Archives are currently investigating options for pop up stands and recoil banners. It was a useful opportunity for cross sector discussion regarding similar projects.

Members of the Grangetown Local History Society visited the Archives in April to seek advice on the digitisation of their photographic collection. They have received funding from Communities First to digitise some 1000 images, and were seeking advice on the metadata they would need to capture during the process, and also the possibility of depositing original items with Glamorgan Archives in future.

In April, members of Cardiff People First used the group room at Glamorgan Archives as the location for their end-of-project photo shoot for the HLF-funded Ely Hospital Project. Glamorgan Archives has supported and been involved with the project from the very beginning and we were more than happy to host this event. Documents from the collection relating to Ely Hospital were produced for photographs re-enacting the research work undertaken by members at the Archives.

The Senior Archivist met with a representative from the Women's Archive of Wales to advise on the use of social media, such as Twitter and Facebook.

The Glamorgan Archivist attended a meeting of LGBT Heritage in Wales, organised by the LGBT Excellence Centre, which intends to develop the work begun through its HLF grant in the last financial year.

4. Building and systems

Maintain and develop building systems

Hannah Price, Archivist attended a training course in disaster recovery provided by Harwell Document Restoration Services. The intensive course focused on key content of emergency plans, emergency management roles and responsibilities, as well as adaptable salvage techniques for minor through to major incidents. Strategies detailed during the course will aid the review of the emergency plan for Glamorgan Archives which is due during the next quarter.

The usual maintenance visits have been made by the contractors. An issue with the lift telephone receiving external calls has been resolved.

The weekly building defects inspection tours are proving to be very beneficial. A leaking boiler in the plant room was detected one week while another identified issues with the aluminium planking which screens the air-conditioning plant on the roof.

Complete decoration

No progress has been made on this task during the quarter.

Reorganise electronic filing system

The images folder has been completely revised and a template developed for the remainder of the shared drive.

Health & Safety

First Aid training was provided for five members of staff.

The cleaning specification for the building has been reviewed with the cleaning company and greater flexibility agreed along with more frequent deep cleaning for selected areas.

An issue with a delayed response from CCC's Pest Control team has been reported. The problem appears to be with the new system for logging issues.

B. THE COLLECTION

1. Conservation

Complete policies, strategies and procedures

A prioritised conservation plan has been created which allows for demand and coordinates with the work programme of the Collections Team. Staff and volunteers work together on collections requiring detailed listing or indexing and repackaging, sorting and cleaning. First in the queue is a series of local authority minutes, currently accessible but without an electronic list and stored in substandard, very heavy boxes. Future projects will include records of Non-conformist congregations and of the Plymouth Estate.

A first draft of an instruction manual for using the conservation module of CALM has been completed. Conservation staff are now following these instructions and inputting any treatment carried out into the database. Further development and troubleshooting may be required as this process continues.

Katie Hebborn, Assistant Conservator, has produced a glossary of conservation terms to help staff reporting problems. Use of the correct descriptive terminology will help the Preservation Team to prioritise treatment.

A simple clip board procedure has been instituted to keep track of items in Isolation. It identifies the Archivist responsible and the location so that Conservation staff can resolve issues quickly as they come up.

A review of the conservation library has resulted in the disposal of out of date material and some additions being sourced.

Develop conservation services

Boxes have been made for the historic cricket bat collection of Glamorgan County Cricket Club.

The Conservator has trained Cardiff University Library staff to use the electronic box measuring table to measure volumes in their historic collection which conservation staff will make on the Kasemake machine

A packaging survey was carried out on Cardiff Central Library's archive collection to provide costs for boxing and packaging. This is a direct result of the previous conservation survey.

Lisa Childs, Archives Conservator at the National Museum of Wales, returned on a skill sharing visit to discuss prioritisation methods for treatment, preservation surveys and ways to raise the profile of the work of the conservation studio. She had attended a workshop on photographic conservation and explained new methods to the Conservator.

Manage repositories environment and storage issues

Accurate data loggers now record temperature and humidity in all areas of the building where records are produced. Analysis of the data shows that the conditions within the strongrooms are within the recommendations in PD 5454: 2012. However the relative humidity levels in some work areas falls below the recommended levels. Options for raising the humidity here are being considered.

The ongoing pest management inspections of the buffer zone are showing some insect activity close to external vents and doors. Action has been taken against the most persistent.

Over the past quarter preservation staff have been re-locating incorrectly shelved items which have been a problem since the move into the new building. Each strong-room has been inspected. All volumes which were either too big or too heavy for staff to produce (and often on high shelves) were moved to more convenient locations and the locations database updated. Flat volumes (numbered 7 in the move) have proved difficult to produce and have occupied more space than they require. These are now being re-located with over 700 shifted during the quarter. Production has been eased, and storing them vertically rather than horizontally not

only saves space but prevents potential damage to the volumes. Preservation Assistants have also re-packaged volumes from damaged bespoke boxes. A list has been created and items that are produced most frequently prioritised. This will be ongoing as items will be added to a re-packaging list when noticed during production.

The empty archival boxes have been reorganised to ensure stock rotation as new deliveries may have come from an area of higher humidity. Old stock will be used first to ensure that all boxes have time to dry out before use, eliminating any potential for mould.

Implement conservation and preservation plans

Most of this quarter's bench work has been concentrated on the Mathews Collection (see Appendix IV). One of the most interesting items treated was a plan of the plantation of Abednego Mathew in St. George Basseterre, St. Christopher with additions dated 1757. The plan was initially repaired in the 1950's. It had been faced with silk and backed onto Bodleian repair paper and linen. Repairs were also carried out with Bodleian paper. The plan is stored rolled and the heavy repairs and loss of flexibility due to the deterioration of the repair materials have caused cupping where there are splits and creases when the document is unrolled. The deterioration of the silk facing has caused the image to become discoloured and partially obscured. After removal of the old repairs washing, deacidification, rebacking and infilling missing areas the map was much clearer to read.

Another major project was the repair of the plan of Aberdare Tramways, a Parliamentary plan for the 1905 session, showing proposed tramways in the Aberdare area. At 3.10 by 2 meters this is the largest plan tackled by the conservation team so far. The document was in poor condition having been previously stored where it had been subjected to water damage on two or possibly three separate occasions. On the left hand edge two distinct sets of tide marks can be seen showing that the edge became wet then dried out only to become wet again at a later date. Horizontal tide marks show that the plan also became wet when it was lying on its side. The plan was dry-cleaned, old backings and repairs were removed and it was then split into the 17 component parts which made up the completed map and was washed, deacidified, packed onto new linen and repaired. The photographic record of the treatment has been posted on Flickr and Facebook.

As demands for both in-house and external conservation work increase the need for additional equipment becomes obvious. The major items acquired during the quarter were:

- Shelving for large card
- Table for Nipping Press
- 5 extra Tiny Tags
- New polyester encapsulation machine

2. Cataloguing

Review current policies, strategies and procedures

A small amendment has been made to the locations database to ensure the accuracy of the empty shelf report. This helps effective use of space.

The area of strongroom 4 where new accessions and material undergoing conservation are stored has been rearranged and sorted in two Collections Days. A more systematic regime is now in place.

Develop CALM database

Work on adding hierarchies to the catalogues in CALM has been completed. Additional catalogues are now being added to the database, entries edited for consistency and checks made that the most up to date version of catalogues are on the database. Work experience students have helped with the consistency checks. This provides them with valuable experience of using the CALM software and an understanding of how the data is used to create the public catalogue. One student has continued to work on checking the catalogues on the shared drive against what is on CALM, highlighting any differences so that an archivist can address any discrepancies.

Volunteers have also assisted in transferring additional material into the database by retyping information into formatted tables which can then be imported directly. Further parts of the catalogue to Stephenson and Alexander, Auctioneers and Chartered Surveyors (DSA) have been processed, and work continues on the retyping of the hand written indexes to the crew agreements of the Port of Cardiff (DCA). Retyping work has also begun on an old typewritten index to the Glamorgan Quarter Sessions Juvenile Convictions records. This lists the individuals convicted, their ages, crimes and sentences.

Two suggestions have been put forward to Axiell CALM as part of the development process of the CALM software. One of these relates to the transfer of collections to the Conservation module, while the other concerns acceptable date formats in the catalogue database.

Office practice in the use of CALM was shared in response to questions asked via the archives-nra email list. Our current development of the conservation database was shared with a conservator at Aberdeen University Archives and our use of the local studies database for cataloguing the library with an archivist in Derbyshire. Comments have also been added to the CALM users' forum, an online discussion board. It is useful to work collaboratively within the sector to develop best practice in use of the software.

Additional catalogues have been added to the CALM database including two more sections of the Fonmon Castle Estate catalogue. These had not been previously added as the correct document references needed to be first established.

Implement cataloguing strategies and plans

New deposits of records come in at a steady rate, approximately one a day (anything from a few volumes to a whole vanload). The current aim is to process the records within in 10 working days. In this quarter 60% of collections met this target. There is usually a backlog of accessions awaiting processing. Progress is gradually being made in reducing this backlog through team events such as Collections Days and with the additional assistance of the temporary Archivist, Andrew Thynne. One priority is to deal with outstanding accessions of school records standing at nine in mid-April and now reduced to one. Accessions are reported in full at Appendix 1.

Work on the backlog of unlisted or poorly listed material is mainly carried out by Richard Morgan, Archivist, with volunteer assistance. During the quarter the following collections have been completed.

Listing of records of Barry Axis Historical Society (D802) was largely completed. The collection was assembled by the society for exhibition and as an historical resource. It includes records of East End Progressive Club 1934-1985, Barry Harriers Club 1904-1907, photographs and programmes including those of Barry Carnival, video and

sound recordings from c.1970, and ephemera from c.1900.

Listing of Charity Commission returns (D818) 1898-1984 deposited in Glamorgan Archives in 2011 was completed and a full list and collection level description placed on CALM. The opportunity was taken to re-list and integrate two related deposits received in 1984 and 1986. The collection is an important resource for the study of social welfare and charity provision during the twentieth century in mid and south Glamorgan.

Listing and re-listing of records of Cowbridge Girls Secondary School (D854) was completed. The collection includes a large number of photographs of staff and pupils and records of admission.

Editing and checking of descriptions of collection entries compiled by a volunteer of about 90 photographs deposited by St Michael's Theological College, Llandaff (D741) was completed. St Michael's College, now the only Anglican theological college in Wales, originated in Aberdare in 1892, moving to Llandaff in 1907.

A letter-book of George Benvenuto Mathew in the Mathew collection (DMW) which has recently undergone conservation was re-examined for its content and checked against its existing collection item description. Mathew served in 1863 as British chargé d'affaires to several Central American republics and the volume contains transcripts of a large number of letters and official dispatches relating to events there and his personal experiences. A short description of the work of Mathew and extracts of interesting entries was placed on the office website in May as 'Document of the Month'.

Listing of the records of the Motorway Archive of Wales (DMAW) was completed. The collection includes minutes of the Board of Trustees, correspondence 2003-2010, and reports, with a large number of photographs and plans relating mainly to the construction of the Morriston bypass on the M4 motorway and the A55 ('North Wales Expressway') and connecting roads. Many items were used in the research and compilation of the publication 'The Motorway Achievement in Wales' by Brian Hawker and Howard Stevens (2010). Further accessions are expected.

Stacy Capner, ARCW funded Project Archivist based at Swansea University, has been working on a project to

scope the extent of steel archives held in Wales. Information on holdings has been supplied and initial scoping of unlisted material begun.

Engage with depositors

The Deputy Glamorgan Archivist has met with staff at Cardiff's Modern Records Centre to discuss working arrangements for the regular transfer of records identified as of historical significance and staff training programmes. The Associated British Ports (ABP) collection, housed temporarily at the Records Centre has been transferred to Glamorgan Archives. It is being sorted and a list of items recommended for permanent preservation will be sent to ABP. A further meeting with the Glamorgan Archivist, Record Centre staff and CCC Committee Services has resulted in an agreement for the deposit of archival material.

A visit was paid by the Archivist and Head of Collections at Mount Stuart in the Isle of Bute, to view the Bute Glamorgan Estate collection. They looked at the storage conditions, selected documents and were pleased with the standard of care for the collection.

Louise Hunt, Archivist attended the Annual General Meeting of Girlguiding Cardiff and East Glamorgan. It was interesting to hear what they have been doing and their future plans.

West Glamorgan Archives Service have been in touch about a large collection of aliens registration cards, covering the whole of the county of Glamorgan, held in a local police station. Registration was imposed by central government in 1914 (a responsibility surviving down to c.1960) on police forces. Those compiled by the Merthyr Tydfil Borough Police Force were deposited in 2007, following their discovery in a store at the South Wales Police Headquarters, Bridgend. It was thought other records had been routinely destroyed and there will be a collaborative approach to secure these interesting records. A report on Aliens Registration cards was completed and a copy placed in Glamorgan Archives staff manual for future reference.

Staff made eight journeys out of the office to inspect and collect records for deposit; most of the trips were within Cardiff, and they also went to Barry, Cowbridge and Pontypridd.

Contribute to national strategy for digital preservation

Software has been received from the ARCW Digital Preservation Officer, and has been installed on a stand-alone PC for trialling. A training session was attended by Louise Hunt, Archivist, on use of the packages. The software, Archivemata, is designed to store, migrate, make access copies and store metadata for digital objects. The program is still in its development stage, so further experimentation will be carried out so that we are more familiar with it by the time the full version is released at some point later this year.

C. ACCESS

1. On site use

Continue to provide appropriate service

Visits

The Minister for Housing, Regeneration and Heritage, Huw Lewis AM, visited Glamorgan Archives in May. He was given a tour of the facilities and shown a selection of documents from the collection, including items relevant to his interest in social housing and to his constituency area of Merthyr Tydfil.

The newly appointed Ukrainian Ambassador to the UK, Volodymyr Khandogiy, visited Glamorgan Archives in March. This was his first official visit outside London. He was given a tour of the Archives and viewed a display of documents from the Hughesovka Research Archive. It is hoped that the visit will serve to strengthen links between Wales and the Ukraine.

In May, the Head of Cartography at Warsaw University Library, Malgorzata Bandzo-Antkowiak, visited Glamorgan Archives as part of a study tour of research facilities in Cardiff arranged by Cardiff University Library. She was given a tour of the building and saw a selection of items from our varied map collections while the nature and range of maps and plans typically held in British local authority archives were discussed and explained. As with so many visitors she was particularly enthusiastic about the furniture, such as Seatables and Mobis which reinforce and enable the flexible working ethos. She was impressed with the box-making machine and took away details, intending to buy one for her institution.

Melanie Thalayasingam and James Harper from the communications section at South Wales Police visited

Glamorgan Archives in April. They were given a tour of the premises, and then consulted the South Wales Police photographic collection for images which could be used in the new call-centre at Police Headquarters in Bridgend. Both are closely involved with the South Wales Police Museum, and following their visit have arranged for the next meeting of the Museum Steering Group to be held at Glamorgan Archives.

Talks

Dr David Morris, Archivist at West Glamorgan Archive Service and formerly Archivist at Glamorgan Archives, gave a free public lecture entitled 'The Black Presence in Eighteenth Century Wales'.

A creative writing workshop entitled 'Writing Historical Fiction' was held in April. The workshop was led by Dr Spencer Jordan, novelist and Programme Director for MA English and Creative Writing courses at Cardiff Metropolitan University. Supported by Literature Wales, the workshop was well attended and feedback received from participants was overwhelmingly positive, with comments including 'Please can we have some more?', 'Glamorgan Archives is an amazing facility', 'Thank you for such a brilliant two hours' and 'I enjoyed seeing the range of material available – I hadn't thought of it!'. As a result, another workshop has been arranged for September.

Groups

Statistics for on-site use are given in Appendix 2 with details of non-searchroom use listed in Appendix 3. During the quarter 220 school students were welcomed and 123 people took advantage of the rooms available for hire.

Develop training sessions for users

During the quarter it was decided to reintroduce 'new starter sessions' for researchers beginning family history. Such sessions were offered at the Glamorgan Building, and it was felt by the Access Team that they would prove beneficial in the new searchroom. Work is currently underway to arrange time-slots and produce notes for the sessions.

Despite the popularity of the autumn workshops insufficient numbers booked for the spring series which had to be abandoned.

Monitor facilities and implement improvements

Following discussions at the staff forum in April, changes have been made to the way the Archivists work when dealing with the public. It is hoped that this will increase efficiency and also result in an improved service for both on-site and remote users.

The shelving in the staff area of the Searchroom has been reorganised to ensure greater efficiency in the production of documents to members of the public.

Review policies and strategies

This task has not been progressed during the quarter.

Develop educational services

The last quarter has continued to be busy with visiting school groups. Two classes of Year 6 pupils from Ninian Park Primary in Grangetown, Cardiff visited for a workshop on War and Peace, studying the Second World War and the 1960s. Sixty pupils and staff members attended in total. Whilst the Second World War is a popular topic and we have run workshops on it before, the 1960s provided us with a good opportunity to identify more recent records for use with school groups. The workshop focussed on the Aberfan Disaster, shopping in the 1960s, and the various visits of the Beatles to Cardiff in 1963, 1964 and 1965. One of the teachers said the session 'had surpassed her expectations' and the children were extremely responsive, which is always rewarding.

A group of 26 Year 9 pupils from St John's College, Cardiff, came on a two hour visit to study documents relating to the Tonyandy Riots. Their teacher had attended a digital storytelling course held at the Archives in 2010 and the pupils used the Tonyandy material to compile their own digital stories, taking photographs and making notes. At school the stories were finalised with an audio narration based on their research notes.

Eight members of Porthcawl Comprehensive School Humanities Club and their teacher researched the history of Trecco Bay for the Welsh Heritage Competition. The pupils consulted a selection of documents relating to Porthcawl, showing its development as a holiday resort, including building plans for tea rooms at Trecco Bay in the 1930's and 1940's and bathing regulations from 1900 and the 1950's. The pupils were extremely enthusiastic, particularly when they were read a pair of letters from Florence Nightingale who was involved in planning The

Rest convalescent home. They also had a tour of the building.

Our youngest ever pupils, aged 6 and 7, from Ferndale Infants School in the Rhondda, came in April. Twelve pupils attended with two teachers, looking at records of their school and of the local area. The children enjoyed a tour of the building, completing the Glamorgan Archives quiz, with the box-making machine a highlight. They then took part in a workshop looking at maps of Ferndale and enjoyed finding places they knew. It was an extremely rewarding session which showed how much the Archives has to offer younger children. Following the visit, the Headteacher wrote to thank us, commenting: 'We were all fascinated by the work that you do at the Archives, (including myself and Mrs Thomas). The children were focussed and interested throughout, because the subject matter was at just the right level for them, even though they were the youngest visitors you've shown around!'

Year 5 and Year 6 pupils from St Alban's Roman Catholic Primary School in Tremorfa, Cardiff, attended two separate workshops during May, one on the coal industry and the development of Cardiff Docks, and another on the Second World War. A total of 49 pupils and staff visited in total. The children were also taken on a quick tour of the strongroom to see where the documents are held and were extremely impressed to be shown a 1660 hand coloured document from the Plymouth collection, which prompted many questions about the language used in the document and the material on which it was written.

'World of Work' visits organised through Careers Wales' Education Business Partnership have continued during the quarter, with pupils from Ysgol Gyfun Llanhari, Ysgol Gyfun Garth Olwg, Porth County Community School and Aberdare Boys Comprehensive receiving tours of the Archives. Visits by Welsh-medium schools were conducted through the medium of Welsh.

The Senior Archivist attended a meeting of the steering group of the Welsh Baccalaureate Project to discuss how the work can be developed further once the project itself comes to an end. It is hoped to develop an offer for Welsh Baccalaureate students over the summer which can then be advertised through the networks established by the project.

The First Friday group for postgraduate students has met twice during the quarter.

Ceri Jones, the Access and Learning Officer for the Archives, Museums and Cultural Services at Ynys Mon County Council visited the Archives during the quarter. She was given a tour of the building and met with Rhian Phillips, Senior Archivist and Heather Mountjoy, Archivist, to discuss our education service. Ms Jones is keen to promote school visits to Anglesey Archives and found it useful to share ideas. In a letter of thanks, she wrote 'the visit was extremely beneficial to me and I've come back to Anglesey with loads of ideas.'

On 16 May a free tour of the Archives was offered as part of Adult Learners' Week 12-18 May 2012. The tour was advertised through local Adult Learners' Week literature and attendance was good.

2. External events

Develop and implement annual programme

The Glamorgan Archivist attended the launch event of the Maesteg Tapas Festival. The Festival celebrates the cultural and historic links between the Llynfi Valley and the Spanish principality of Asturias. Included in the festival was an exhibition focussing on the involvement of men from the Valley in the Spanish Civil War.

She also attended the launch of the LGBT Excellence Centre's exhibition at the Pierhead Building in Cardiff and a conference to mark International Women's Week in Chapter Arts Centre.

Identify and order equipment and promotional materials

Work has continued on sourcing banners and leaflets for use at exhibitions. The designs received to date were not felt to be of a high enough standard. Alternative designers have since been contacted and it is hoped to have the materials available during the next quarter.

Engage with opportunities for major publicity events

The Archives has been invited to take part in a major event at the National History Museum, part of the BBC's engagement agenda in connection with its recent series on the History of Wales narrated by Huw Edwards.

Develop themed resources

For all the workshops which have taken place during the last quarter the teachers have been provided with a CD of resources used so that work on them can continue back at school.

A teacher at Ysgol Gynradd Bethel near Caernarfon make contact seeking information on the development of Cardiff Bay. He is looking at the area in a project with his Year 5 and Year 6 classes. As this is an area which local schools have studied, resources were readily available and relevant images were provided for him in electronic format. As his may not be the only school in north Wales interested in studying the industrial south, Gwynedd Archives was contacted to explore the possibility of working together once again on school resources, and proved very receptive. Previously the Offices collaborated on resources for industrial action. This time the topic will be maritime history.

3. Remote access

Continue to provide appropriate service

During the quarter Glamorgan Archives participated in the first Public Services Quality Group Survey of Distance Users of UK Archives. Unfortunately the survey methodology proved problematic and, as a result, the response rate was poor. Feedback has been sent to the survey organisers and it is hoped that this potentially valuable tool will be improved in future.

Positive feedback to our responses to remote enquires is received on a regular basis. Comments made by enquirers during the past quarter include: ‘...you are better than Ancestry.com. Your input has been most helpful in steering us in the right direction’ and, in response to information provided on an ancestor from Glamorgan Asylum records, ‘...my wife is so emotional that we will be able to see the record and to see a photo of her grandmother... this is so important for my wife’.

It is also clear that the developments to our services which have been introduced during the past few years have had a positive impact on our remote enquiries service, with one researcher commenting, ‘Thanks for such an informative reply - you do much more now than you ever used to - people must greatly appreciate the new offers of taking photos’.

Continue website development

The new website was launched at the meeting of the Glamorgan Archives Joint Committee in March. The design of the site draws on the colour and style of the Glamorgan Archives logo. The layout is much clearer and the site is easier to navigate. It is a vast improvement

on the old site which, although cutting-edge at the time of its launch some 10 years ago, was by now in need of updating.

The website was designed and built by staff from Cardiff Council's Communications team. Several members of staff from Glamorgan Archives have since been trained in maintaining the site, so that updates to content can be made quickly and easily in-house.

The website has a new feature, Document of the Month. The first document selected was our oldest, a grant of King Henry II from the Plymouth Estate Collection. In April, to coincide with the centenary of the sinking of the Titanic, papers relating to a lady from Penarth who died in the disaster were featured. Letters relating to her death and the funds raised to help bring up her two children were part of a recent deposit of Borough of Cardiff records (ref. BC). Document of the Month for May is a letterbook from the Mathews collection which has recently undergone conservation treatment (ref. DMW/173).

Contribute to collaborative projects for on-line access to finding-aids

No work has been undertaken on this task during the quarter.

Publicise service

The Senior Archivist attended an Arts and Business training session facilitated by the BBC entitled 'Have you got news for us?' which provided guidance on ensuring that publicity material is targeted in the most efficient way possible. Topics covered included writing press releases, directing press releases to the appropriate people within the media, and using social media effectively. The training was delivered by BBC journalists, and their guidance drawing on their own experienced proved very valuable.

Items from Glamorgan Archives have been reproduced in several publications during the quarter. A photograph of John Speed's 1610 map of Cardiff was published in the Bulletin of the Wesley Historical Society, Number 1, 2011 to illustrate an article on John Wesley in Cardiff.

Glamorgan Archives was acknowledged as a contributor to Bargoed and Gilfach: A Local History produced by Gelligaer Historical Society.

Two photographs of street parties were used for an article on the forthcoming Jubilee celebrations in the May issue of Capital Times. In the same issue, research carried out by Senior Records Officer, Jenny Jones, was used in a report tracing the history of a painting of a ship purchased by The Cardiff Story. The subsequent issue of the Capital Times featured a piece on the centenary of Kitchener Primary School, Cardiff. The school marked the centenary with a celebratory show and exhibition, and the piece mentions the work undertaken by pupils at the Archives in preparation for the events.

A note on the memorandum book of the Perkins family by Michael Wilcox was published in Morgannwg Vol LV. The book had descended through the family by the same route as the diaries of John Perkins which are held in the National History Museum, St Fagans and were the subject of an article by Dr William Linnard in Morgannwg Vol XXXI.

Tim MacFarlan, a trainee journalist at Cardiff University, joined the monthly public tour of the Archives in March to gather information for a report for The Cardiffian, an online magazine. His report included an overview of the service and an interview with searchers. He also highlighted a recent accession of material which included menus held for civic dinners in the Victorian period.

Images of Cardiff Coal Exchange appeared on the BBC Wales News website in April, in a report on the redevelopment of the Coal Exchange building. The turn-around time for providing the images was extremely quick as digital copies of the images were already stored in our image bank. The media regularly seek a quick response from organisations that they contact for photographs to illustrate stories that they are working on that day. Having a large bank of digital images readily available has improved the service by speeding up response times.

A regular researcher at the Archives, who is also a romantic novelist has taken the Archives into new areas, referring to us in her 'Writers' Tips' and in an interview on the Romantic Novelists' Blog.

The Glamorgan Archives Twitter and Facebook feeds have continued to prove popular, with Twitter followers now just a few short of 500. Regular updates are provided on events at the Archives, including community engagement activities, work on the Collection, and projects undertaken in Conservation.

SUMMARY

This quarter spans two planning years and has seen progress in all areas. It has been particularly pleasing to note the continuation of local and national partnerships developed in previous years and the continuing success of the volunteer programme. Thanks to university and Welsh Government contacts the Archives is also becoming a standard location for visiting dignitaries, potentially increasing partnership opportunities. The continued growth of the schools programme is also a source of considerable pride. All this is evidence of continued staff commitment under very difficult circumstances for which they have my thanks and appreciation.

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 and 2012-13 revenue budgets supplemented if necessary by the General Reserve.

**Susan Edwards
Glamorgan Archivist
8 June 2012**

Appendix I

Dr Goronwy Alun Hughes of Corwen Papers			
Accession No:	2012/32	Reference No:	DX555/U/2
Photograph of Capel Rhondda Baptist Church, Pontypridd, 1935; Photographic negative of Percival Arwyn Hughes (Pontlottyn); Biography of Benjamin Evans, Independent minister (1740-1821); Percentage of Votes of South Wales Communist Party, 1921-1974; Copy of a pay packet of a coal miner employed at Nixon's Collieries, 1929; Copy of Concert programme of Cambrian Lodge IOGT, January 1900; 'Donald Soper and Christian Pacifism in World War Two'; Merthyr Tydfil Public Libraries Guide to the Local History Collection; Gwyn Jones 'Times Like These'; 'The Flotilla Effect' a report for Jill Evans MEP by Adam Price with Ben Levinger; 'A Burning Issue' A report for Jill Evans MEP by D Hywel Davies			
Date of records: 20th century			

Walter Henry Richards Papers			
Accession No:	2012/33	Reference No:	D846
School reports at Cowbridge School; photographs with his brothers and sister.			
Date of records: 1929-1933			

Larby Williams, Solicitors, Cowbridge, Records			
Accession No:	2012/34	Reference No:	D864
Thomas estate deeds and papers; estate plans mapped on to Ordnance Survey plans			
Date of records: 1876-1983			

Glamorgan County Cricket Club Records			
Accession No:	2012/35	Reference No:	D849
Minutes, 1888-1995, Appeal Fund minutes and scrapbook, 1932-1933, private Ledger, 1925-1964, letter on winning the County Championship, 1997			
Date of records: 1888-1997			

Friends of Insole Court Collection			
Accession No:	2012/36	Reference No:	D847
Sporting diary of G F Insole with enclosed photographs and papers; also digital copies and transcript on CD.			
Date of records: 1891-1899			

Glamorgan Family History Society Records			
Accession No:	2012/37	Reference No:	D37
Journal No 105			
Date of records: March 2012			

Welsh Football Union handbook			
Accession No:	2012/38	Reference No:	D850
Handbook 1928-1929			
Date of records: 1928			

Treorchy Male Choir Records			
Accession No:	2012/39	Reference No:	D851
'Excelsior' newsletter/ annual record; Diamond Jubilee brochure; 'Treorchy Male Choir' by Dean Powell			
Date of records: 1948-2010			

Aberdare Boys' Grammar School Records			
Accession No:	2012/40	Reference No:	EAB/15
Past Students Association minute book			
Date of records: 1919-1966			

Borough of Cardiff records			
Accession No:	2012/41, 2012/76	Reference No:	BC
Town clerk's papers (box list available)			
Date of records: 18-20th century			

Brian LI James Papers			
Accession No:	2012/42	Reference No:	D852
Draft chapters contributed to a proposed history of Cardiff; correspondence relating to the project.			
Date of records: c1989-1993			

Womens' Archive of Wales/Archif Menywod Cymru Records			
Accession No:	2012/43	Reference No:	DWAW8/U/8
Hard drive containing images from roadshows			
Date of records: c2005			

Llandaff Diocese Mothers' Union Records			
Accession No:	2012/44	Reference No:	DMUL/6/109, /26
Presiding member's register, Penarth and Barry Deanery; Year Book, 2012			
Date of records: 1971-1979, 2012			

Maesteg Iron Industry Research Papers			
Accession No:	2012/45	Reference No:	D853
Material assembled by David Lewis of Swansea: Biographical information on investors and managers, production data, maps and plans, photographs.			
Date of records: c1838-2011			

Stephen Luke of Maesteg Collection			
Accession No:	2012/46	Reference No:	D559/U/2
Printed ephemera relating to Maesteg and district			
Date of records: c2005-2012			

Bethel Baptist Church, Llantwit Major, Records			
Accession No:	2012/47	Reference No:	DBAP21/6
Records of the refurbishment of the chapel following listed building permission Date of records: 2011-2012			

Glamorgan County Council Records			
Accession No:	2012/48	Reference No:	GD/PL/11, 12
Planning records: 'Glamorgan: a Planning Study', c1964; Cardiff-Porthcawl Coastal Study, 1973; conservation area appraisals, c1973; files on archaeology and buildings of architectural and historic interest, 1949-1975 Date of records: 1949-1975			

Mid Glamorgan County Council Records			
Accession No:	2012/49	Reference No:	MD/PL/2,6,7
Planning records: conservation files including Porthcawl harbour 1977-1984; historic buildings, 1974-1995; archaeology, 1973-1985; industrial heritage, 1975-1995; river bridges, 1984; trees, 1972-1990; conservation areas, 1974-1995; administration of Chapel Survey, 1978-1983; historical research on iron and steel industry of MerthyrTydfil, 1996, and on Dr Richard Price of Tynton [1723-1791], 1976; also tourism files, 1988-1989 Date of records: 1972-1996			

Ogwr Borough Council Records			
Accession No:	2012/50	Reference No:	DCOG/PL/2
Planning records: conservation files including archaeology, historic buildings and monuments, 1971-1996, cycleways, 1992-1993, industrial archaeology, 1976-1994, Cefn Cribwr and Llynfi ironworks, 1984-1996, Porthcawl and Bridgend, 1981-1996, Candleston Castle, 1986-1988, and Sker House, 1993-1996. Date of records: 1971-1996			

John Smith of Cardiff Papers			
Accession No:	2012/51	Reference No:	D14/U/1
'An Opera House for Wales', book to accompany an exhibition of the results of the competition Date of records: 1994			

Associated British Ports (ABP) Records			
Accession No:	2012/52	Reference No:	D406
Acts of Parliament, Parliamentary Papers, annual reports and accounts, photographs, plans, minutes and reports, byelaws, statistics. Records relating to the ports of Barry, Penarth, Newport and Swansea Date of records: 19th-20th century			

Llandaff Society Records			
Accession No:	2012/53	Reference No:	DLS/2/6/2
Occasional Paper 6, revised edition Date of records: 2011			

Cardiff and the Vale of Glamorgan Schools' Athletics Association Records			
Accession No:	2012/55	Reference No:	D855
Newscutting books Date of records: 1993-1997			

Mike Glover of Cardiff Collection			
Accession No:	2012/56	Reference No:	DX871/U/1
Bill of quantities for the Deri public house, Rhiwbina; Dyffryn House photographs, newscuttings, Heritage Lottery Fund application supplementary information; Cardiff Wales Airport photographs, plans, form of tender. Date of records: c1964-1997			

Canton High School Centenary papers			
Accession No:	2012/57	Reference No:	D495/U/1
Correspondence and receipts for distribution to charities of the balance of the Canton High School for Girls Reunion fund Date of records: 2011			

Barry Boys' Comprehensive School Records			
Accession No:	2012/58	Reference No:	D856
Log books Date of records: 1972-1981			

Gilgal Baptist Church, Porthcawl, Records			
Accession No:	2012/59, 2012/89	Reference No:	D626
Records relating to the history of Gilgal Baptist Church including photographs of church and congregation, souvenir programmes, newscuttings, church magazines, records of dedication and service, poster of Christian Endeavour; souvenir sound recording of hymn singing, September 1971 , Cash Book, 1945-1962; Accounts Book, 2001-2004 Date of records: 20th century			

Theatre Royal, Barry, Records			
Accession No:	2012/60	Reference No:	D862
Wages register, 1974-1978; register of staff hours, 1994; stock books, 1981-1995; shop sales book, 1995-1996; weekly returns, 1994; maintenance sheets, 1983-1994 Date of records: 1974-1996			

Glamorgan Archives Records			
Accession No:	2012/61	Reference No:	GRO/127/1-3
Conservation registers, 1954-1969, 1977-1995; conservation record cards, c1980-1986 Date of records: 1954-1995			

Llangeinor Ecclesiastical Parish Records			
Accession No:	2012/62	Reference No:	P96CW
Baptism registers, 1892-1908, 1891-1899 (St David's; also contains burials in the parish of Garw Valley, 1903-1904); burial registers, 1882-1926, 1988-1989; banns registers, 1949-1979			
Date of records: 1882-1989			

Pontycymer with Blaengarw Ecclesiastical Parish Records			
Accession No:	2012/63	Reference No:	P144CW
Baptism register, 1919-1991; Marriage registers, 1920-2003; Banns register, 1979-1990; Baptism Register (St Mary's Pontyrhyl), 1963-1972; Marriage Registers (St Mary's), 1950-1976; Banns Register (St Mary's), 1963-1974			
Date of records: 1919-2003			

Garw Valley Ecclesiastical Parish records			
Accession No:	2012/64	Reference No:	P206CW
Baptism registers, 1900-1950; Marriage registers, 1900-1962; Banns register (St Theodore's, later St David's), 1937-1976			
Date of records: 1900-1962			

Merched y Wawr, Pen-y-bont ar Ogwr			
Accession No:	2012/65	Reference No:	D857
Minutes, agenda and reports			
Date of records: 1985-2000			

Glamorgan Lodge No 36, Cardiff Freemasons, Records			
Accession No:	2012/66	Reference No:	D858
'Glamorgan Lodge No 36 Historical Record Prepared For The Centenary Festival' 1908; 'Glamorgan Lodge No 36 An Illustrated History of 200 Years of Freemasonry in Cardiff' 2008			
Date of records: 1908-2008			

Mrs Gwerfyl Thomas Papers			
Accession No:	2012/67	Reference No:	D859
Register of children and attendances at Ysgol Gymraeg, Neuadd y Tabernacl, Coety, Bridgend			
Date of records: 1960-1961			

Kenfig Hill Ecclesiastical Parish Records			
Accession No:	2012/68	Reference No:	P183CW
Baptism registers, 1884-1956; marriage register, 1892-1964; banns register, 1891-1976			
Date of records: 1884-1976			

New Kenfig Hill Council Mixed School, Records			
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Accession No:	2012/69	Reference No:	D861
Punishment Book, 1912-1950 Date of records: 1912-1950			

Provincial Grand Lodge of South Wales, Freemasons, Records

Accession No:	2012/70	Reference No:	D860
A History Of The Masonic Province of South Wales 'The Reason Why' Date of records: 2012			

Gareth Evans of Barry, Collection

Accession No:	2012/71	Reference No:	D865
Pamphlets and booklets relating to education in the Vale, Barry and South Glamorgan Date of records: 20th century			

Ararat Baptist Church, Whitchurch, Records

Accession No:	2012/73	Reference No:	DBAP/5
Minutes of Church Meetings and Deacons' Meetings, 1914-1934; Minutes of Deacons' Meetings, 1940-1952; Minutes of Sunday School Meetings, 1947-1955 Date of records: 1914-1955			

Ainon Baptist Church, Splott, Cardiff, Records

Accession No:	2012/74	Reference No:	DBAP/16
Minutes of the Deacons' Meetings, 1937-1947 Date of records: 1937-1947			

Riverside Ward Labour Party, Cardiff, Records

Accession No:	2012/75	Reference No:	D866
Minutes books, 1975-1986; correspondence, 1984 Date of records: c1970 1980s			

Women's Archive of Wales/Archif Menywod Cymru, Cardiff Women's Centre, Records

Accession No:	2012/77	Reference No:	DWAW
Correspondence, magazines, newsletters Date of records: 20th century			

Jackie Gruffudd of Swansea, Photographic Collection

Accession No:	2012/78	Reference No:	D863
Severn Road Girls' School, Cardiff, showing Bessie Frankcom and Class 1c, 1907; Group taken at Severn Road Girls' School including Bessie Frankcom on extreme left and Mrs Lloyd-George, 1908; Sunday School group showing Bessie Frankcom at English Baptist Chapel, Canton, Cardiff Date of records: 1907-1910			

Cardiff Royal Infirmary Nurses' League Journals

Accession No:	2012/79	Reference No:	D867
Oct 1966, Dec 1967, Dec 1969			

Date of records: 1966-1969

David Dorman Collection of Rhoose Point Records			
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Accession No:	2012/80	Reference No:	D868
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Records relating to land reclamation by Blue Circle Industries at Rhoose Point, Vale of Glamorgan including photographs, reports and newsletters Date of records: 1991-2001
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Dowlais Council School records			
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Accession No:	2012/81	Reference No:	EMT9/10
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Admission register (boys) Date of records: 1905-1911

Georgetown Council School, Merthyr Tydfil, records			
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Accession No:	2012/82	Reference No:	EMT11/16-21
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Admission register (boys), 1899-1935, admission registers (girls), 1869-1935, leavers register (boys), 1901-1905, leavers register (secondary), 1951-1961 Date of records: 1869-1961

Twynrodyn Junior School, Merthyr Tydfil, records			
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Accession No:	2012/83	Reference No:	EMT24/2
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Admission register (boys) Date of records: 1956-1978

St Mary's RC School, Merthyr Tydfil, records			
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Accession No:	2012/84	Reference No:	D715/1,2
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Admissions registers: senior mixed, 1906-1920; boys, 1920-1945 Date of records: 1906-1945
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Kenneth Rowland Harris Papers			
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Accession No:	2012/85	Reference No:	D45
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Visit of Czech editors outside National Museum of Wales, Cardiff. Photograph includes Kenneth Rowland Harris and Sir Cyril Fox, Director of the National Museum. Date of records: 1946

Thomas Dalton, Solicitor, Letters			
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Accession No:	2012/86	Reference No:	D869
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Letters received by Thomas Dalton, Solicitor, 1821-1852 Date of records: 1821-1852

Cowbridge Grammar School Old Boys' Association			
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Accession No:	2012/87	Reference No:	D341
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Order of Service for the dedication of a tablet in memory of Iolo Dyfnan Davies; ticket in respect of the service and subsequent luncheon; luncheon menu Date of records: 28 Apr 2012
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Notable Accessions

Glamorgan County Cricket Club Records (*Accession 2012/35, Reference D849*)

The club was formed at a meeting in the Angel Hotel, Cardiff in July 1888. It played in the minor counties championship until it joined the first-class game in 1921. Glamorgan won the county championship in 1948, 1969 and 1997. The records deposited consist of Minutes, 1888-1995, Appeal Fund minutes and scrapbook, 1932-1933, a Private ledger, 1925-1964, and a letter on winning the County Championship in 1997.

Friends of Insole Court Collection (*Accession 2012/36, Reference D847*)

George Frederick (Fred) Insole (1847-1917) took over Insole Court (originally called Ely Court) the house in Llandaff built in 1856 by his father, James Harvey Insole. In 1932 the house was subject to compulsory purchase by Cardiff Corporation for the development of Western Avenue. The sporting diary of Fred Insole was deposited with Glamorgan Archives by the Friends of Insole Court to whom it was presented by a member of the family which bought it when the contents of the house were auctioned in 1937. Fred's favourite sports were golf, shooting and fishing; tucked into the diary were photographs of Fred and his friends relaxing at Llanrumney Hall.

Treorchy Male Choir Records (*Accession 2012/39 Reference D851*)

The choir was formed in 1883, disbanded in 1943 and reformed in 1946. It has made many recordings and toured North America and Australia. The choir's archivist has deposited an almost complete set of 'Excelsior' covering 1948 to 2010. First published in 1948 as a monthly or quarterly newsletter, from 1953 onwards it became an annual record of the choir's activities.

Borough of Cardiff Records (*Accession 2012/27, 41, Reference BC*)

Two accessions of the papers of Cardiff's Town Clerk were transferred from Cardiff Castle where they had been stored for many years following their removal from their original home in Cardiff City Hall. They include accounts of the common attorneys from 1783 onwards, 19th century registers of electors, programmes and menus for civic entertainments. There are papers on a wide range of subjects: the town raised funds for many disaster appeals such as two children from Penarth who were orphaned when their mother lost her life on the Titanic. There are also papers relating to the roll of honour of council employees who served in the First World War, including photographs of many of the servicemen.

Thomas Dalton, solicitor, letters (*Accession 2012/86, Reference D869*)

Thomas Dalton (1798-1878), was a solicitor, of Cardiff, and a member of the firm known, at different times, as Wood & Wood, Wood & Dalton, and Wood, Dalton & Spencer. He was Deputy Clerk of the Peace for Glamorgan, 1829-1846 and Clerk of the Peace, 1846-1878. His firm's office appears to have been finally broken up shortly before the Second World War, and the papers

were widely scattered: many were taken in by Cardiff Library at this time and from there later transferred to Glamorgan Archives. The present group, dating from 1821 to 1852 contains letters on a mixture of county and private business received from Dalton's clients and from other lawyers. The records were sent to the donor's father at a hotel during the 1920s or 1930s. These papers are an example of how records can sometimes survive by chance, and we are fortunate that the donor contacted us after discovering that other papers from Dalton existed in the Cardiff Library collection.

Walter Henry Richards Papers (*Accession 2012/33, Reference D846*)

Walter Henry Richards was the grandson of the pioneer film maker and showman William Haggart whose films are held at the National Screen and Sound Archive of Wales in Aberystwyth. Walter Henry Richards attended Cowbridge School 1929-1933. The records deposited include school reports from his time there and photographs of him and his siblings in school uniform.

Gilgal Baptist Church, Porthcawl, Records (*Accessions 2012/59 and 2012/89, Reference D626*)

Gilgal Baptist Church was founded in 1872, but the present building dates from the 1920s. Records include photographs of the church and congregation, souvenir programmes, newscuttings, church magazines, a cash book, 1945-1962; and an accounts book, 2001-2004. These accessions were additions to existing material deposited in 2009 and 2010.

Llangeinor, Pontycymer with Blaengarw, and Garw Valley Ecclesiastical Parish Records (*Accessions 2012/62-64, Reference P96CW, P144CW and P206CW*)

Baptism, marriage, banns and burial registers 1882-1993. These accessions represent a significant addition (34 volumes) to our parish register collection. They were deposited by the incumbent of Llangeinor and Gwr Valley Parish.

Dowlais Council School, Georgetown Council School, Merthyr Tydfil, Twynrodyn Junior School, Merthyr Tydfil, St Mary's RC School, Merthyr Tydfil, (*Accessions 2012/81-84, References EMT9/10, EMT11/16-21, EMT24/2, D715/1,2*)

These school records were received from the Merthyr Tydfil branch of the Glamorgan Family History Society. The deposits are mainly admission registers for schools in the Merthyr Tydfil area and cover a wide date range, 1869-1978.

Appendix II

	Number of Visits TOTAL (groups and meetings)	No. of Groups	Documents Produced
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
March – May 2012	1300 (564)	30	2302

	Remote Enquiries	Website Hits
March – May 2011	1009	12675
June-August 2011	976	12161
Sep-Nov 2011	1030	14083
Dec 11 – Feb 2012	970	13280
March – May 2012	1081	14214

Interesting Enquiries

During the quarter we were contacted by a member of the Gilbern Owners' Club wishing to research the history of his vintage vehicle. An entry was found in the Glamorgan County Council Registers of Motor Vehicles for 1969 and a digital copy was provided.

A member of staff from Fotogallery in Penarth visited the searchroom as part of research for a project reflecting the Valleys through photographs. The researcher consulted catalogues in search of references to relevant photographs, in particular the National Coal Board photographs of coal tips, the Aberfan disaster and portrayals of the Valleys in earlier records, such as adverts in trade directories. An exhibition will be held at the Gallery later in the year.

Replica Warehouse supplies replica, original and reproduction historic objects. They are currently trying to replicate an original top hat worn by the Peelers, and a member of staff visited the Archives to undertake research for this work. We hold an invoice for clothing supplied by Glamorgan Constabulary, 1841, which proved useful, and we also recommended contacting colleagues at the South Wales Police Museum.

Hughesovka has continued to prove a popular topic for research during the quarter. The BBC are currently working on a documentary film about the settlement for BBC4, and their specialist producer in films on Russia contacted Glamorgan Archives seeking images for use in the programme. We have also been contacted by a journalist from BBC Breakfast seeking information for an item on Hughesovka to tie-in with England's Euro 2012 game which will be played in Donetsk.

A researcher contacted us in search of information on an air battle which took place in 1942, during which a Spitfire crashed on Maerdy mountain in the Rhondda. The police station occurrence book for Maerdy has not been deposited at the Archives, but we were able to suggest the use of reports concerning aircraft.

An author conducting research for a forthcoming book contacted us in search of an image of a police baton used during the Tonyandy Riots. We suggested consulting the South Wales Police Authority photographs of policemen taken during the riots. We also noted that we hold some photographs of truncheons, although these are undated.

Researchers searching for the ancestors of Admiral Sir Thomas Button, the first European to set foot on the southern shores of Hudson's Bay, Manitoba in 1612, contacted us as part of their preparations for the 400th anniversary of the event. We were able to provide them with the information we hold on Sir Thomas Button.

The Archivists from Boots (The Chemist) UK contacted us after reading a BBC Wales report on our collection of Wilfred Bruce letters, which was published online to mark the Scott centenary. Bruce was married to Dorothy Boot, the elder daughter of Jesse and Florence Boot. Bruce married Dorothy 5 months after returning from the Antarctic and Judith wanted to know if the Bruce letters shed any light on their relationship. We sent her transcripts of the Bruce letters and received an appreciative thank you in return.

A volunteer Archivist at the Melbourne Athenaeum contacted us requesting assistance in transcribing some deeds held at Glamorgan Archives which relate to George and Anne Gilbert, who travelled to Melbourne in 1841. Heather Mountjoy, Archivist, was able to provide the required details, and received warm thanks in return.

A Masters student in Medical History at Cardiff University contacted the Archives as part of research into 'treatments' for homosexuality advocated by the Mental Health Service in Britain during the 1960s & 1970s. In particular

requests were made regarding specific work undertaken at East Glamorgan Hospital, where psychiatrist Dr Sidney Nam used cyproterone acetate as a treatment drug. Although few records are held for this hospital the researcher was directed to other potential sources both in the Archives and elsewhere.

A researcher tracing the history of the parish of Worfield in Shropshire visited the searchroom to consult church wardens' accounts from the 17th century, held within the Cardiff Library Collection. He had traced the accounts at Shropshire Archives from 1555 and found that the holdings here comprise the missing section of the accounts. Many references were found to payments being made for killing badgers and foxes.

An historian studying the Battle of St. Fagan's during the Civil War visited the searchroom to conduct research in an attempt to ascertain the exact location of the battle in St. Fagan's Parish, along with the location of the burial place of those killed. The Plymouth Estate maps were consulted, along with an article on the battle published in the *Glamorgan Historian*.

A PhD student from Swansea University visited the Archives to undertake research on early charters as part of a study of the medieval history of Glamorgan. Relevant charters from the collection were produced for reference.

Mid Glamorgan County Council Land Reclamation Unit plans were produced in the searchroom during the quarter for a visitor undertaking research on previous land use for a potential open-cast mining project.

With the quarter ending in glorious sunshine, it was fitting that we received an enquiry from an author seeking photographs of people wearing swimming costumes. The images were required to illustrate a history of beach wear during the period 1880-1960.

Appendix III

Local and Family History Groups	
Glamorgan History Society	15
Sully Family History Group	8
Professional Organisations	
ARCW Cynefin	5
Cardiff People First	17
CLOCH Training and Steering Group	19
CyMAL Archives Marketing Course	20
Glamorgan Archives Joint Committee	18
Education	
Aberdare Boys Comprehensive School	10
Ferndale Infants School	14
Ninian Park Primary School x 2	60
Porth County Community College	16
Porthcawl Comprehensive School	8
St Alban's Roman Catholic Primary School, Tremorfa x 3	49
St John's College, Cardiff	26
Ysgol Gyfan Garth Olwg	18
Ysgol Gyfan Llanhari	19
Creative Writing Workshop	26
First Friday	9
Individuals Meeting Staff	46
Public Lecture	
The Black Presence in Eighteenth Century Wales by Dr Dave Morris	24
Public Tours	14
Room Hire	
Cardiff County Borough Council	7
WCVA	80

Appendix IV – Conservation

Packaging Programme

Boxes made	Reboxing (double standard boxes)
321	52

Cleaning Programme

Volumes	Papers	Plans
57	46,900 (approx)	43

Collection Control

Locating/ relocating	Barcoding
1477 volumes	1923

Bench work

Reference	Title & Description	Treatment
2011/165	Aberdare tramways plan	Washed, repaired and re-backed
DBR/F/30/3	Bruce Family Scrap Book, 1965-69	Dry cleaned, removed sticky tape and re-fixed scraps
DMW/101	Release document, 1795	Dry cleaned and repaired
DMW/320	Report on West India Affairs, c.1830	Dry cleaned and repaired
DMW/93	Counsel's opinion in the case of the claim for debt of Wm. Coleman of London, 1759	Dry cleaned and repaired
DMW/104	William Buckley, Pre-nuptial Settlement, 1745	Cleaned flatten and repair

DMW/335	Bankers book ,1816	Cover repaired
DMW/99	Account of sale of lands in St. Christopher, 1763	Dry cleaned and repaired
DMW/275	Will of Greville Charles Buckley Mathew, 1886	Dry cleaned, relaxed and repaired
DMW/332	Gazette Nationale, ou Le Moniteur Universel, 1802	Dry cleaned and repaired
DMW/180	Appointment of G. B. Mathew as minister plenipotentiary to the Argentine republic, 1866	Folios sewn together, repaired mould damaged sections.
DMW/102	Letter from 'Ns.' Richards to Jennett Mathew, 1795	Dry cleaned, mended holes and tears along the folds
DMW/108	Will of William Mathew, 1763	Dry cleaned and repaired edges
DMW/342	Commission of Mathew-Lannow as second lieutenant in the Militia forces, 1891	Cleaned, repaired and encapsulated
DMW/4	Article of agreement between William Mathews and Elizabeth Vernon, 1709	Relaxed, flattened, consolidated and repaired
DMW/106	Deed of Covenants, 1761	Dry cleaned and washed to remove silk, de-acidified, repair tears and infilled holes
DMW/111	Journals of Geo. Mathew's travels in Italy, 1791 – 1792	Disassembled, repaired spine and reassembled
DMW/203	Plan of the Cayon Estate, St. Christopher, 1869	Relaxed, flattened, supported, encapsulated
DMW/305	Plan of the plantation of A. Mathew in St. George Basseterre, St. Christopher 1757	Dry cleaned, removed old facing, washed, de-acidified, backed and repaired
DMW/176	Letter-book of G. B. Mathew, 1864	Dry cleaned, washed, de-acidified, repaired and rebound
DMW/5	Appointment of Wm. Mathew as lieut.-general of the Leeward Islands, 1715	Dry cleaned, flattened parchment and repaired seal
DMW/25	Agreement to separate - D. Mathew of Antigua, P Mathew, 8 April 1872.	Dry cleaned, removed old repairs, de-acidified and repaired
DMW/328	Information Concerning the Presidency of Saint Christopher, March 1877	Dry cleaned, removed cover, repaired and replaced
DMW/321	Booklet “ The Old Naval Dockyard, Antigua”, c.1930	Dry cleaned, repaired cover and reattached cover to booklet

DMW/311	Mathew Family Pedigree, c.1850-1930	Removed old adhesive residue, washed, de-acidified and backed
DMW/185	Letter from G. B. Mathew, 23 Nov 1830	Removed old repairs, washed, de-acidified and repaired
DMW/105	Pre-nuptial Settlement on the marriage of Jn. Moore and Penelope Mathew, 10 Aug 1750	Dry cleaned, relaxed and flattened
DMW/140	Appointment G. B. Mathew as governor of the Bahamas Islands, 6 April 1844	Dismantled the volume, dry cleaned, repaired pages and bound
DMW/23	Pre-nuptial Settlement on the marriage of Chas. Pym Burt to Katherine, 3 Aug 1750	Dry cleaned, relaxed and flattened, infilled missing areas
DMW/61	Account book of estates of Dan. Mathew, 1778-1780	Dry cleaned, flattened and repaired
DMW/3	Commission of Wm. Mathew as ensign in the Coldstream Guards, 1702	Dry cleaned, humidified, flattened, repaired document and seal
DMW/173	Letter book of G.B. Matthew, 1863.	Dry cleaned, consolidated and repaired
DMW/107	Probate of Will of Isaac Mathew; proved, 7 Dec 1761	Dry cleaned, consolidated and repaired
DMW/141	Letters Patent, appointing G. B. Mathew as vice-admiral commissary of the Bahama Islands, 16 Apr 1844	Dry cleaned, consolidated, flattened and repaired

External Work

Client	Description	Treatment
Private individual	Three printed volumes	Minor repairs to one volume. Repaired dust jacket and supplied two cases
Private individual	Print. N.E. View of the Ancient Church Loft at Llantwit Major,	Dry clean & non-aqueous de-acidification

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 March – 31 May 2012

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202