

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
21 September 2012
REPORT OF:

THE GLAMORGAN ARCHIVIST

AGENDA ITEM NO
REPORT FOR THE PERIOD 1 June – 31 August 2012

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1 June to 31 August 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

Heather Coutanche, Records Assistant, has resigned her post to take up a place on the post graduate archive training course at Aberystwyth University. She will be missed by all and we wish her well in her future career. The post has been advertised internally to staff in all contributing authorities with a closing date of 7 September.

The Glamorgan Archivist completed 30 years service with the Archives at the end of August.

Job evaluation

Appeals have been heard for 8 of the 9 posts in detriment following the Job Evaluation exercise. Archivists were successful in their appeal and have been restored to their

original salary point. The Administrative Assistant has also been successful and the post has been upgraded. Six appeals failed. The outstanding appeal is for the Archives and Records Council Wales Administrator, a post which is fully funded by the Welsh Government through CyMAL.

Senior staff have met with Cardiff Council HR staff to explore a resolution to various issues resulting from the outcomes of appeals. A particular problem has arisen with the CLOCH project posts, funded by the Heritage Lottery Fund, which has taken a very robust position on existing agreed staff salaries. An exchange of correspondence has taken place between HLF managers and Cardiff CC. The Glamorgan Archivist is working with both parties and the assistance of members in progressing this matter is appreciated.

A UNISON surgery was held at the Archives for staff to discuss job evaluation issues including the protection of pension calculations for staff in detriment and the lack of protection on overtime pay.

Integrate National Occupational Standards with competency frameworks

The ICON competencies for conservation and preservation staff are being mapped against existing job descriptions as a preliminary to a review of the preservation team structure. This is necessary in order to take advantage of income opportunities through external conservation services, grants and training opportunities and to reflect more accurately the current work of the staff.

Advance volunteer programme

During the quarter 25 volunteers and work experience placements contributed 776 hours to the work of the Office. Fifteen volunteers came from Cardiff, four from Rhondda Cynon Taf, two each from the Vale of Glamorgan and Caerphilly, one from Merthyr Tydfil, and one from outside the area. In addition ten high school students undertook work experience placements with us: Joseph, Jonathan and Ethan from Cardiff High School, Mohamed from Bishop of Llandaff High School, Kerys from Michaelston Community College, Madeleine from Howell's School, Rory, Fahima and Kawser from Willow's High School and Oliver from St John's College.

Following placement with Glamorgan Archives, Kerry Evans has been accepted to study on the Archive Administration course offered by Aberystwyth University.

Another successful placement through Quest Employment Agency came to an end, the support worker providing the following positive feedback: 'at the beginning of the placement I would have doubted that she'd get to the stage of feeling that comfortable somewhere. It's a credit to the support that you and your staff have given her that she feels like this.' A further placement through Quest is now in his third week and Scope has also arranged a placement at the Archives.

A former member of staff asked if we would contribute to a project she is working on with the occupational therapist within Gabalfa Community Mental Health Team. She is in the process of putting together a portfolio of places offering voluntary placements to support individuals into work and would like to include us as a particularly successful example of where this has been achieved. Information regarding our placements was provided during a visit and one placement we have had through Quest has agreed to write a short piece about her time here.

Josep Palomer an archive postgraduate student from Girona in Catalonia joined us on 25th June and will be based with us until 27th September. The placement is being arranged by the European Centre for Training and Regional Co-operation (ECTARC). Josep's programme ensures that he spends time in each area of the Office and attends external events wherever appropriate. Friendly and outgoing, staff have greatly enjoyed having him in the office and it has been of interest to learn more about archival practices in Catalonia.

2. Staff: development

Maintain training in CCC systems and procedures

The Glamorgan Archivist and Administrative Officer attended a training session on CCC's planned invoice centralisation. Administrative staff have continued to follow guidance issued on-line as the project is rolled out across vendor lists.

The Glamorgan Archivist successfully completed training in Safety for executives and senior managers, identified as a priority on the health and safety audit action plan.

The Glamorgan Archivist has contributed to the income management project to ensure that any changes in the authority's systems allow for the needs of the service.

The Glamorgan Archivist attended the Senior Management Forum.

The Administrative Assistant received equality training and training on communicating with deaf customers through CCC's on-line Academy.

Continue training in building and operational procedures

The Conservator has produced written instructions for altering the external lighting seasonally. This is now saved to the shared drive and accessible to all staff.

Monthly training sessions for the Access Team have continued to be held. Sessions this quarter have focussed on procedures for dealing with adoption enquiries, and a briefing on ensuring adequate air flow in the strongrooms over the weekend.

Staff have received training in the use of the searchroom till through which all cash payments are now processed.

Staff involved in catering for groups using the meeting rooms received food handling training to ensure that appropriate hygiene practices and procedures are implemented.

Ensure all staff access appropriate CPD

Personal Development Reviews have been completed for staff during the quarter. The training plan is in the process of updating.

The Senior Archivist attended the annual conference of the Archives and Records Association's Archives for Learning and Education Section. A variety of papers were presented, and the day provided an excellent opportunity to discover new ways of delivering learning opportunities for adults. The Senior Archivist also gave a joint presentation to the conference on 'Time & Tide: Cardiff People and Parliament', the project undertaken last summer with the Parliamentary Archives. The paper focussed on the work undertaken with the Grangetown Local History Society, and was delivered jointly with an archivist from the Parliamentary Archives. It was well-received by delegates, in particular the film illustrating the project which was shown at the end of the presentation which was met with enthusiastic applause.

As part of the initiative to build closer ties and share information and resources with other conservators in the area the Conservation Team visited the National Museum of Wales, Collections Centre in Nantgarw where they were shown the storage facilities and the conservation workshops.

The Preservation Assistants travelled to AG/CAD Ltd., Cheshire for in-depth training in the upgrade of the Kasemake (box-making machine) software. The original training brief was restricted to the needs of the preparations for the move to new premises. We are now poised to offer a much wider range of boxes to external customers, thus maximising income opportunities, and are developing different uses for the machine for in-house packaging. The training included an introduction to 'parametrics' which will enable staff to develop innovative box designs.

The new software also automatically plots boxes onto the card in the most efficient way. This will minimise waste and reduces staff time as they previously carried out this very time consuming element.

All staff received training from Elite in disability awareness. The training covered many types of disability and will be helpful in equipping staff to engage appropriately with all users.

Engage with Welsh Strategic Leadership process

The submission for the award was reviewed and submitted for the September panel.

The Archives Investors in People review was successfully completed to the Bronze standard.

3. Budget

Manage to best advantage

Current Archive licences for the SAP budget management system allow restricted views only of expenditure. Enhanced licences would assist in tracking spend but may be costly; staff are exploring options for improved access and meanwhile maintain spreadsheets of orders against budget heads.

Staff with procurement responsibilities are working to the new guidelines introduced by CCC's 'Buying Responsibly' scheme. This aims to reduce off contract

purchasing and invoices received without orders. It is not always easy to comply but contractors have been made aware of the rules.

Following advice from audit, double counting of the till float has been implemented. Each day it is counted by Administrative staff and by Access staff.

Review existing paid services

Charges for box making have been reviewed to ensure cost effectiveness. All charges have been reviewed to ensure that VAT has been included. Any proposed alterations will be reported to a future meeting of this committee.

Develop income opportunities

Meeting rooms in the building continue to be in high demand with WCVA a regular client. CCC training is increasingly taking place here as word spreads of the facilities available.

A selection of promotional materials was purchased during the quarter including pencils, coasters, rulers and stickers. Pencils are currently on sale at reception for 30p each. Some items will be distributed at events to attract customers; all carry the archives' web address and logo. Prices for selling them are under discussion.

Further enquiries have been received from record offices seeking temporary storage space. This may be part of options appraisals for proposed new buildings, storage while construction is completed or a longer term solution to the provision of archive services. Information has been exchanged.

The building has again been used to film an episode of a popular television drama series. Part of a strongroom was reorganised creating an 'archive' set. Shelves were cleared for dummy boxes produced, barcoded and labelled by the Preservation Assistants. Staff monitored temperature and relative humidity during filming to ensure compliance. The production descended for the day but did not interfere with the function of the Office. The searchroom operated as usual as did a fully booked film show in Rhondda. The company will be returning for a further episode in September.

Promote partnerships

Conserving Local Communities Heritage: CLOCH

Recruitment for the second cohort of five trainees started in June and 75 applications were received from 43 individuals (applicants could apply for more than one placement). In total, 17 individuals were interviewed and all successful candidates are non-graduates. Three candidates were sign-posted to the traineeships by Working Links, who support the long-term unemployed into sustainable employment. The trainees start at Glamorgan Archives on Tuesday 11th September.

In addition, a new trainee started with Glamorgan Archives on 24 July. Andrew, a former Archives' volunteer, has been offered an 8-month traineeship with Glamorgan Archives and is supported by the ELITE Supported Employment Agency which enables individuals with disabilities to access and maintain paid employment. This traineeship has used the residual funding from Cohort 1 (as previously reported, one of the trainees did not complete the traineeship). As a result, all staff at Glamorgan Archives have received disability awareness training, provided by ELITE.

Mike and Joe are continuing to develop their skills while on their placements. Mike has spent 3-months at Swansea Central Library and started at West Glamorgan Archives in July. Joe is based at Tredegar Library and works across a number of sites in Blaenau Gwent. Both trainees have been observed and assessed in the workplace as part of their Level 2 Certificate in Libraries, Archives and Information Services and hope to complete their qualifications by January.

Archives and Records Council Wales

In her capacity as Chair of the Archives and Records Council Wales (ARCW) the Deputy Glamorgan Archivist has chaired the assessment panel for the first round of applications under the small grant scheme. The total funds available to record offices this year is £40,000. This round was undersubscribed but the November round is expected to be more popular.

As Chair she introduced a marketing strategy day held at the National Library of Wales. The Glamorgan Archivist also attended and it was an opportunity to meet the marketing team, who have previously worked with libraries in Wales and see how they intend to work with archives sector. The team stressed their intention to get

to know more about our work and offices and will be allocating a proportion of their time from this autumn to promoting archives

Following the co-creation process to which Wales made a considerable contribution a second draft of the archives accreditation standard has been issued and formed the basis of debate at a face to face meeting in London. This second version is a considerable improvement on the first one although further changes have been agreed and the third draft will be issued for comment at the same time as the exercise to pilot the scheme. Glamorgan Archives along with the National Library of Wales and the Richard Burton Archive at Swansea University will be piloting the scheme in Wales.

Other meetings attended include contributions to the Steel Archives of Wales Project, and a meeting with the Heritage Lottery Fund case officer and mentor for the Cynefin Project.

Parliamentary Archives

Work has progressed during this quarter on the Arts in Parliament project being undertaken with the Parliamentary Archives. The project ties in with the Cultural Olympiad and is funded jointly by the Parliamentary Archives and Arts in Parliament. Following on from last year's 'Time and Tide' project, it is intended to work once again with members of the Grangetown Local History Society. This project will see an artist commissioned to revisit and re-interpret the research undertaken by the group during the 'Time and Tide' project, and to produce a piece of art inspired by this research. Applications for the commission were invited during June, and interviews took place at Parliament in July, with the Senior Archivist representing Glamorgan Archives. The successful candidate was Trevor Woollery, an animator from Nottingham who has links with south Wales, having graduated from the University of Glamorgan. The project work will take place during the autumn.

Women's Archive of Wales

Links with the Women's Archive of Wales remain strong with the Archives being the collections advisor to the organisation and committee meetings regularly held in the building. Committee members received training in July from the Senior Archivist on the use of social media. They were aware of the success Glamorgan Archives has made of the use of social media tools such as Twitter and

Facebook, and opted to seek our advice and guidance before beginning to use these resources themselves.

WAW organised a lecture at the Vale of Glamorgan Eisteddfod Genedlaethol in Llandow, attended by the Glamorgan Archivist, to celebrate the history of Barry Training College for Girls. The lecture, delivered by Dr. Sian Rhiannon Williams, explored the college's history with special reference to Ellen Evans and her period as Principal. Former staff and students shared reminiscences and the session ended with a rousing rendition of the college song, an illuminated copy of which was presented to the Archives. The college records are held here and an exhibition of (copy) photographs and documents was displayed on the field. The Glamorgan Archivist also took a digital exhibition on the Greenham Common protest and explanatory material to the Women in Tune festival in August representing WAW.

National groups

The Glamorgan Archivist attended a conference on the future of the bodies caring for the built environment in Wales, Treftadaeth. She represented archives at the event which was reporting on workshops held around Wales and taking further comment from stakeholders on the preferred organisational model.

The Preservation Advisory Office at the British Library referred Liverpool Record Office to Glamorgan Archives with a query on blast freezers. They are equipping their new office and wanted our advice as an organisation which had explored the same options during the fit-out process.

Local groups

The Senior Archivist has continued to represent the Archives on the committees of both the South Wales Records Society and the Glamorgan Family History Society, attending meetings of both during the quarter.

Hannah Price, Archivist, attended a meeting of the South Wales Museums Group at Gwent Archives. A useful discussion took place on gathering user feedback.

Glamorgan Cricket Club used the rear hall to sort items for an exhibition celebrating the opening of their museum at Sophia Gardens.

Potential partnerships

The Glamorgan Archivist and the Senior Archivist met representatives from the Women's Workshops in Cardiff to discuss their proposed new project 'Mother's Then and Now' which will work with young women from the Butetown and Grangetown areas of the city. They have recently submitted an application for funding to the Heritage Lottery Fund's Young Roots scheme. As a partner in the project Glamorgan Archives has agreed to provide participants with an introduction to our holdings and to undertaking local history research, training in using genealogical resources, along with venue space for meetings and activities.

The Deputy Glamorgan Archivist and the Senior Archivist met staff from the Cardiff Institute for the Blind to discuss both the deposit of their records and potential research projects with the membership.

The Cardiff World War I Centenary Steering Group has continued to meet, with the Senior Archivist representing Glamorgan Archives. It is hoped to work in partnership on projects throughout Glamorgan, with a particular focus on involving young people.

In July the Community Champion from the Asda store in Leckwith visited Glamorgan Archives following an invitation to discuss the possibility of collaborating on community projects. Asda have a particular interest in green spaces and gardening, and it is hoped to progress this in the near future.

The Senior Archivist visited the Bute Park Education Centre to explore the possibility of partnership working.

4. Building and systems

Maintain and develop building systems

During the weekly building checks it was observed that some panels in the buffer zone on the top floor were buckled. Although not load bearing they indicate some movement in the building, probably due to settlement. The issue was reported to the developers' agent as a potential latent defect and maintenance staff visited to rectify the problem. The area will be monitored for further damage but it is hoped that the settlement is complete.

The usual maintenance visits have been made by contractors. The insurance inspection of the lifts has been completed. Testing of emergency lights is on-going.

The issue with the aluminium screens around the plant on the roof has not been progressed.

Complete decoration

Large group events often result in restricted seating in the front hall for visitors to the searchroom, particularly over the lunch period. The Access Team are exploring options for furnishing the area.

Reorganise electronic filing system

No further work has been completed on this task during the quarter.

Health & Safety

A training session on the use of the evacuation chair was held following the staff briefing. Staff training is reported under appropriate task headings. Health and Safety issues are raised at all team meetings, minuted and resolved.

B. THE COLLECTION

1. Conservation

Complete policies, strategies and procedures

Conservation staff are now using the CALM conservation module to record conservation treatments. A photographic record of items before and after treatment is attached to the record. A practical training session initiated the change; hard copy templates are used for benchwork and CALM updated subsequently.

Twelve updated COSHH assessments have been produced for chemicals used in conservation and Katie Hebborn, Assistant Conservator, has been carrying out risk assessments. Ten have been completed.

Following agreed procedure, a new set of items was selected by the Access Team to display to visiting groups. The Preservation Team assessed them as suitable for handling and carried out some minor repairs and cleaning.

A procedure has been drawn up for the withdrawal of items by external organisations renting repository space at the Archives.

Develop conservation services

The first batch of boxes has been made for Cardiff University Libraries' Special Collection. Staff at West Glamorgan Archives Service have been trained to measure and collect data for the boxes the Service is ordering. The National Museum of Wales' Collections Centre in Nantgarw has requested a quote for a bulk order of custom made boxes.

A survey was carried out on Cardiff Central Library's archive collection to provide costs for boxing and packaging. The data collected has been analysed and a report produced.

A conservation report on archives belonging to Swansea YMCA was completed. The collection comprised approximately 74 volumes and files; the work came through contacts at Swansea Museum, a former client.

The Conservator has surveyed steel company records held in Glamorgan Archives, West Glamorgan Archives Service, the Richard Burton Archives at Swansea University and Carmarthenshire Archives Service. Preliminary findings show that much of this material needs repackaging including boxing. The survey is part of an all-Wales project to improve access to records of the industry for which grant funding is to be sought.

The transfer of items by the heritage organisation renting space in the repository has been completed. Photographs were taken to record the storage positions of the larger packages and charges calculated for the quarterly invoices.

Options are being explored for the acquisition of an A0 sized combined suction table and humidity table. This expensive piece of kit would enable the treatment of large delicate items, and allow staff to flatten parchments and more successfully remove stains and adhesive residue. The new table would replace the existing smaller unit which is of limited use. No other institution in the region has such an item so it would increase the potential for income generation.

Two new wooden book measuring shoes (a simple mechanical device for accurately measuring the dimensions of a book) have been purchased. These can be lent to institutions ordering boxes so they can measure their own items and provide data for inputting.

Manage repositories environment and storage issues

The Conservation Assistant has been monitoring and analysing the data on the environment in Strongroom 2A. This room was intended to hold freezers and is currently rented out.

Environmental data from the tiny tags continues to be extracted monthly and analysed. The information from the BMS system is backed up weekly.

Insect traps have been placed in each strongroom as part of the monitoring programme. Draft excluding tape has been purchased to seal the fire exit door in the ground floor buffer zone and deny access to spiders and woodlice. Monitoring suggests that there is no major insect problem in the building and the majority of pests are not harmful to the Collection. Monthly cleaning of the buffer zones in rota has been implemented.

Implement conservation and preservation plans

The conservation of the Mathews Collection of records relating to holdings in the Caribbean Islands is now complete. Focus has moved to the Arthur McTaggart Short collection of scrapbooks. A preservation survey was carried out on the 67 scrapbooks which cover a period from 1915 to 1974. They are a miscellany of photographs, personal memorabilia, activities in the scouts, and numerous other interests including politics, theatre and miscellaneous official and non-official bodies and societies. These volumes are being cleaned, flattened and repaired for listing and digitisation. The work has benefitted from the help of volunteer Rachael Seculer-Faber who is spending 2 to 3 half days a week at the Archives gaining experience before studying book and paper conservation in the new academic year.

Two conservation projects were submitted to CyMAL for the consideration for external funding. One of these, a project to repair Victorian playbills for the New Theatre, now the Prince of Wales public house, was accepted. A more detailed application will now be drawn up for submission to the National Manuscripts Conservation Trust.

2. Cataloguing

Review current policies, strategies and procedures

Work continues on cleaning up the data in the locations database. Currently ranged entries are being expanded

to aid searching of the database, and duplicate or incorrect entries are regularly corrected.

A small amendment has been made to the letter which is sent out with the receipts for accessions, alerting depositors to the fact that, once catalogued, the descriptions of the catalogues can be viewed online. An updated version of the letter and receipts in Welsh has also been compiled.

Starting in July weekly lists of new accessions have been circulated to all staff, making them aware of additions to the Collection of potential interest to searchers or useful in outreach work before they are added to the catalogue.

The target for completing the receipts and accompanying paperwork is 10 working days. This target was met in the case of only 60% of accessions last quarter, but since 1st June there has been an improvement with 93% meeting the target. An analysis showed that the target tended to be missed by only a day or two. A procedure has been implemented to call in team members for assistance when new accessions approach the 10 day target. Sharing the work has ensured a prompt response and considerably improved turn around.

Develop CALM database

Work experience students continue to help with checking entries in the CALM database for consistency, enabling them to experience using the software and gain an understanding of our cataloguing standards. With the assistance of volunteers, more of the Stephenson and Alexander catalogue (DSA) has been added to the catalogue in this quarter. Although only part of the catalogue can currently be searched online, a marked increase in the use of this collection has been noticed since it has become more searchable. In the last quarter alone, 12 requests have been made compared to only 3 during the whole of 2011. This demonstrates clearly the advantages of having a searchable electronic catalogue.

Work experience students have also started work on updating information on the Archives Wales website where collection level descriptions of our holdings can be found. This data had barely been updated since it was uploaded onto the website many years ago. The Archives Wales website enables researchers to search descriptions from repositories across Wales with a single query.

Volunteers still continue to retype indexes and other finding aids which, once completed, will become searchable electronic resources and, where appropriate, added to the CALM database. Work on adding the library holdings to the CALM database is now almost complete.

Volunteers and work experience students have made further progress this quarter in adding images of some of the records to the descriptions in the CALM database. These images can be viewed on the online catalogue but contain a watermark to prevent copies being downloaded without first checking for any copyright or ownership issues. The work so far has concentrated on adding images of records which are not easy to view in the searchroom such as slides, and images that have already been digitised due to their significance or value for the Gathering the Jewels website. Photographs and programmes from the Bleddyn Williams collection (D777) have also been digitised and added to the catalogue along with some photographs from the National Coal Board collection (DNCB). As searchers can view these images online the originals should not need to be produced.

Implement cataloguing strategies and plans

Richard Morgan, Archivist, has made considerable progress with cataloguing and editing a wide range of records particularly those of Nonconformist churches and chapels. This has included re-editing records of Bethania Baptist chapel (Maesteg), previously listed by students on the archives course at Aberystwyth University; completion of lists for Noddfa Independent chapel (Senghenydd), Noddfa Welsh Baptist chapel (Pontycymer), and Bethesda Independent chapel (Barry). Listing of Cardiff Methodist circuit (dating from the amalgamation of Cardiff Wesleyan, Cardiff Roath and Cardiff Canton circuits in 1975) was completed. Misleading collection references previously allocated have been resolved and confusion over circuits and individual chapels untangled. Work is continuing in the listing of the records of Mid Glamorgan Mission and resolving similar problems relating to Rhymney Valley and Rhondda circuits.

He has also devoted his energies to the solution of inherited anomalies - particularly duplicated references and numbering - identified by other members of staff and in the cataloguing of smaller, but significant, collections. These include treasurer's records of Cardiff County Borough Council; items in the Mathew collection (DMW); Cardiff Rural District Council clerk's miscellanea;

Glamorgan County Council Public Health Department (about 300 items); and minor amendments to records of Aberdare Borough Council Llantrisant and Llantwit Fardre Rural District, Barry Borough, South Glamorgan County Council, Penarth Urban District, Mid Glamorgan Water Board and Penybont Sewerage Board. Particularly notable among these were files (ref. BC/C/48) relating to the compilation of a book of remembrance by Cardiff County Borough Council for servicemen employed by the council who were killed during World War I. The files contain applications from relatives of the servicemen for inclusion of their names in the book. Many applications have attached photographs.

Under Richard's supervision, Josep Palomar completed listing of the records of Cardiff Girls High School (ref. DX263). Josep has checked the contents of 22 boxes against incomplete draft lists, re-sorted confused series, identified duplicate items, re-boxed overfull boxes, and produced a draft list now ready for editing onto CALM. Two boxes of miscellaneous and confused items await checking.

The papers of the Town Clerk of Cardiff received in 2011-2012 via Cardiff Castle have been sorted as far as is possible with such a miscellaneous collection, and listed by box, apart from a few series such as electoral registers and treasurer's accounts which could easily be separated and listed in detail.

Engage with depositors

The records of the Glamorgan Freemasons (No36) formed in 1808 and one of the oldest in the area have been deposited. They came with a full list prepared by the lodge and have been numbered and listed by an experienced volunteer following a scheme of arrangement drawn up by an archivist.

The collection of the late Glyndwr G Jones, a local historian originally from Caerphilly was received under the terms of his will in 2011. It consists of postcards and photographs, early printed maps and topographical prints. Agreement has now been reached with the solicitors acting for the estate for them to draw up an assignment to Glamorgan Archives of Mr Jones' copyrights in the photographs he took and the history journal *Chronicl Caerfili* which he wrote. The Archives will then be able to give permission for their reproduction without needing to refer to any other person or organisation.

The Deputy Glamorgan Archivist had a regular meeting with Andrew Lane, of Cardiff Council's Records Centre. Discussion took place on the quantity of records received from schools in the area which closed over the summer. These will be divided as appropriate between the two offices. Similar discussions are taking place with Merthyr Tydfil CBC, where staff are moving records into their new store and identifying items for transfer here.

Cardiff Institute of the Blind asked for advice about the storage of their records in their new premises shared with the National Institute of the Blind. Following a staff visit their collection will be deposited here and plans are being made to assist in setting up a 'heritage corner' in their new offices and new initiatives in their community programme. A future meeting of their Heritage Committee will take place at the Archives and photographs of the collections held here for the Pontypridd and Aberdare Institutes will be featured in their publications to encourage further deposits.

Staff made eight visits this quarter resulting in the deposit of collections from established depositors such as the Cardiff Story, Cardiff Council and Morgan Cole and also new depositors including Race Equality First and Dewi Sant Pontypridd.

Contribute to national strategy for digital preservation

Louise Hunt, Archivist, attended the Archives and Records Association Wales meeting in Aberystwyth in July. The morning session included talks on various issues relating to digital preservation. These ranged from information on the issues around the use of 'the cloud' as storage and current projects that are being undertaken in the area, to a case study showing how the National Library had worked collaboratively on a collection that consists of both digital material, paper documents and also artefacts. There was also a talk on the software Archivematica which is being explored for use across Wales. During the next quarter further practise and experimentation with using the Archivematica software will be carried out before the full version is released at the end of the year.

C. ACCESS

1. On site use

Continue to provide appropriate service

A delegation of information professionals and academics from Saudi Arabia visited the Archives on 11 July. The visitors were taken on a tour of the building and shown a display of our 'treasures', including our earliest document from the 12th century and documents relating to Henry VIII and Oliver Cromwell. Staff at Cardiff Metropolitan University, who organised the delegates' visit to Cardiff, commented 'thank you... for a wonderful tour of the facilities, and for making us feel so welcome. It was great to see our Saudi guests so engaged with what you had to say and show them', and 'we had a wonderful time and I know that my colleagues and I will be back!'.

Julie Daniel, family history tutor, visited the Archives with one of her classes from Penarth. They were given a tour of the building and shown a display of documents relevant to family history and to their locality.

Cardiff Councillor Richard Cook, member for the Canton ward, visited the Archives for a tour of the premises. This was in response to an invitation issued to members from all 6 authorities to visit the archives, which was circulated with the 2011/12 Annual Report. While here he deposited an interesting set of papers for a resident of Canton serving in the army during the First World War.

One of the success stories of this quarter has been the series of Friday afternoon Movie Matinees held throughout the month of August. Two programmes were shown; a series of Welsh language cartoons from the archives of S4C for our younger visitors, and a selection of films from the National Screen and Sound Archive of Wales entitled 'Cardiff Past'. Both events were catered with sweets, popcorn and squash for the cartoons and coffee for the Cardiff films. For the final cartoon showing staff appeared in costume as Fireman Sam and Superted.

The events were widely publicised: a report on the 'Cardiff Past' film showings appeared in the South Wales Echo and on Wales Online on 20 July under the heading 'New Film Archive gives unique insight into Cardiff'. This article was also circulated on the online forum for Archivists in the UK. The Senior Archivist was interviewed on BBC Radio Wales' Roy Noble Show,

which including both the 'Cardiff Past' films and the cartoons.

Both showings of 'Cardiff Past' were fully booked, with 100 attending in total. Iola Baines, Film Development Officer for the National Screen and Sound Archive of Wales attended the showing on 24 August. And a very special guest, Mrs Queenie Walsh, aged 103 years, was part of the audience for the first showing on 10 August. Mrs Walsh thoroughly enjoyed her visit, as the email subsequently received from her granddaughter explains (**see Appendix V**). The shows attracted many new visitors whom we hope to see return as researchers, volunteers or depositors.

Three programmes of children's cartoons were shown, featuring Superted, Sam Tan and Wil Cwac Cwac. In total 126 people attended, many visiting the Archives for the first time. We hope to see the parents returning again as researchers, and the children mentioning their visit to the Archives to their teachers when they return to school in September.

During the quarter Cardiff University Special Collections' 'Turning the Pages' exhibition has been on loan, located in the front hall. The exhibition features digitised images of rare books acquired from Cardiff Library Service, and allows visitors to virtually turn the pages and read the volumes.

Develop training sessions for users

A further series of evening workshops is planned for the autumn covering topics including reading old handwriting, caring for your own documents and getting started at the Archives as well as in depth sessions on areas of research.

One-to-one sessions for genealogists have been developed for beginners. Starting in October, they will be bookable, twice weekly, and free. They follow a structured programme demonstrating how to get started using basic sources with time for specific questions about individual's family history research.

Monitor facilities and implement improvements

It has been noted in recent months that a number of keys for the public lockers are missing. It is believed that visitors placed the keys in their pockets and inadvertently took them away with them. Consequently larger key-rings, too big to fit in the pocket, have been introduced.

New coasters acquired by the Archives were used for this purpose, with holes drilled in them to allow them to be attached via a metal loop to the locker keys. They have proved successful so far, but their impact will continue to be monitored.

Review policies and strategies

This task has not been progressed.

Develop educational services

The World of Work visits organised by Careers Wales Education Business Partnership continued during the quarter with visits from pupils of Pontypridd High School; Blaengwawr Comprehensive, Aberdare; Ysgol Gyfun Rhydywaun, Aberdare and Hawthorn High School, Pontypridd. Visits for Welsh-medium schools were held in the Welsh language. A total of 60 pupils attended. Further work visits have already been booked for the Autumn term.

The Access team have taken advantage of the summer lull in school visits to work on developing further workshops based on the national curriculum. Details will appear on the website once finalised.

Representatives from the People's Collection Wales met with the Senior Archivist during August to discuss the possibility of mounting our Second World War workshop, used with Key Stage 2 school classes visiting the archives, onto the People's Collection website. The resource will be used as an example for other archive services in Wales of how to create a themed workshop for primary schools.

The First Friday group met twice during the quarter, with members also regularly visiting the searchroom to undertake research and to attend events. No meeting is held in August.

2. External events

Develop and implement annual programme

Two members of staff attended the BBC Great British History event at the St Fagan's National History Museum in June. It proved to be a successful day despite torrential rain and high winds. The new recoil banner gave a professional look our stand in the Oakdale Institute. Staff were kept busy all day answering enquiries from members of the public. These included queries on a wide range of topics, including wells in

Penlline village, records of the Savours family, the Albion Pit disaster 1947, house history in Caerphilly and several general family history questions. Many leaflets advertising the monthly tour of the office were taken as were general leaflets. It was helpful to be able to access the electronic catalogue and give advice about records held on the spot. Reflecting the Museum's role as a major tourist destination visitors to the stall came from all over Wales, the English border counties, Hertfordshire, Northumbria, and abroad. International visitors included Canadians, Germans and a group of Americans on a Dr Who tour. The event was high profile and we were very pleased to have been invited to contribute. Non Richards, BBC Learning Projects Manager, Wales commented: 'I just wanted to send you a quick note to say a huge thanks for all your work on Saturday. The audience and public really engaged with you all and it was really great to see. I hope we get an opportunity to work together in again in the future'.

Hannah Price, Archivist and Stef Walker, Records Assistant attended the Lewis Merthyr Day at Rhondda Heritage Park. The event marked the bicentenary of the sinking of the first deep mine in the area as well as the centenary of the Mines Rescue Service in Dinas. Photographs from the Collection showing the Mines Rescue Service in action were enlarged, laminated and laid out on the Glamorgan Archives stand for members of the public to look through themselves. These proved very successful in attracting visitors, where the catalogue and annual report were also available to browse on laptops.

The Glamorgan Archivist attended an event at the Cardiff Story showcasing the results of a series of poetry workshops held in there. She also attended the launch at Cardiff Castle of a new biography of the third Marquess of Bute, "The Grand Designer", by Rosemary Hannah.

Identify and order equipment and promotional materials

A roller banner promoting the service has been acquired for use at external events. The banner can be used at events which staff attend, and to identify an unstaffed information point at events. It proved very useful at this quarter's events, and an additional banner has therefore been ordered.

New information leaflets have been printed. Designed for members of the public who have never visited the Archives before, they will be distributed at external events

and at various tourism and heritage venues across Glamorgan.

Engage with opportunities for major publicity events

The Document of the Month for June was a catalogue of Coronation Souvenirs from 1937, selected to coincide with the Queen's Diamond Jubilee. Victorian photographs from our Insole Court and Edmondes collections featured in July, highlighting Victorians looking a little more relaxed than usual when having their photograph taken.

To capitalise on the public interest in the Olympics, our Document of the Month for August was a report on the contribution the 3rd Lord Aberdare to the Olympic movement, in particular his role in helping to organise the London Games in 1948. The Olympic feature was also sent out as a press release and appeared on the BBC Wales News website under the headline 'Lord Aberdare's fight for sport for all classes', along with photographs from the collection.

Develop themed resources

Volunteers and work experience students have started work on a project to extract information on the First World War from school log books. The resulting resource will be used to inform community engagement work from 2014-2018, when the centenary of the First World War will be commemorated. Students have already discovered useful information on the impact the conflict had on local communities.

3. Remote access

Continue to provide appropriate service

Figures for remote use are higher than ever this quarter. Responses to remote enquiries continue to receive positive feedback from the public. Comments received this quarter include, 'thank you so much for your prompt and helpful reply... You have been a great help to me and I thank you and all concerned very much for your help. It means a lot to us', and 'you have made an old lady very happy. Just seeing where my great great grandfather was is a great blessing and very exciting. When you know nothing of your family and how or where they lived any information is received with great joy'.

Targets for remote responses are generally met.

Continue website development

The major development this quarter has been the finalisation of the on-line electronic catalogue. Canfod became accessible worldwide in June, providing another major milestone in the history of Glamorgan Archives. The catalogue contains over 163,000 entries which can now be searched anywhere in the world at the click of a button. The key word search facility lets users find records easily and allows them to organise and prepare their research in advance of visits to the building. A press release announcing the launch of Canfod was sent to media organisations.

Despite this new development, figures for website use are slightly lower this quarter. For the former website, statistics were supplied by a commercial statcounter. Since the launch of the new site reports are generated by Cardiff County Council using Google Analytics. While both are accurate they may not be directly comparable. It will be interesting to compare next quarter's figures.

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

The Deputy Glamorgan Archivist, as ARCW Chair, attended a meeting with representatives of CyMAL and the Archives Hub to look at options for achieving the goals researched in the 'On-line Access to Archive Catalogues' Report. No real progress was made.

Publicise service

The Euro 2012 football championship was co-hosted by the Ukraine with several high profile matches being held in Donetsk, formerly Hughesovka. This was an opportunity to highlight the Hughesovka Research Archive, with media outlets keen to find out more about the Welsh origins of the city. The Glamorgan Archivist was interviewed on BBC Radio Wales and the BBC Wales News website ran a feature on 'Euro 2012: Donetsk founded by a Welsh ironmaster John Hughes'. The UEFA website also referred to Donetsk having been founded by a Welshman, bringing the Hughesovka story to a new audience.

The documentary 'Hitler, Stalin and Mr Jones' was shown on BBC 4 in July as part of the Storyville series. Glamorgan Archives provided many of the photographs of Hughesovka which were shown in the documentary.

A press release on the launch of the online catalogue, Canfod, appeared on the Welsh Icons website and in The Penny Post, an online magazine for Cardiff.

'The Making of Caerphilly's War Memorial' by Dennis G. Sellwood, one of our regular researchers, was published in 2011 and has an acknowledgement to Glamorgan Archives.

Two articles featuring Glamorgan Archives have appeared in issues of the Glamorgan Family History Society Journal published during the quarter. The first focussed on a diary detailing the voyage of Levi Davies from Pontypridd to Australia (DWA26), tying-in with the Journal's antipodean theme. The second featured an article announcing the launch of the new Glamorgan Archives website and the online catalogue, Canfod.

Twitter and Facebook have continued to be used to publicise the service and communicate with the public.

SUMMARY

Another busy quarter has seen progress in all areas of work. Despite frustrations over changes to pay scales staff have achieved and improved targets, received positive responses from users, and succeeded in remaining cheerfully committed to the Archives. The summer is usually a quiet time for community engagement and the success of the August movie matinee initiative has been very encouraging. Rhian Phillips, Senior Archivist has been the driver for this and my thanks go to her, in particular, although all members of staff have contributed to the successes of the quarter.

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

**Susan Edwards
Glamorgan Archivist
10 September 2012**

Appendix I

Dr Goronwy Alun Hughes of Corwen Papers			
Accession No:	2012/88	Reference No:	DX555/U/3
Photographs, biographical information relating to Dr Henry Goronwy Alun Hughes, political pamphlets, election leaflets, illustration of Ludlow Castle by Ethel Evans, 1904			
Date of records: 20th century			
Gilgal Baptist Church, Porthcawl, Records			
Accession No:	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			
Date of records: 20th century			
Llandaff Society Records			
Accession No:	2012/91	Reference No:	DLDS/1
Newsletter 122			
Date of records: 2012			
Women's Archive of Wales/Archif Menywod Cymru Records			
Accession No:	2012/92	Reference No:	DWAW
Newsletters			
Date of records: March, June 2012			
Perkins and Alexander families Papers			
Accession No:	2012/93	Reference No:	D797
Description of the town of Llantwit Major			
Date of records: 1879			
City United Reformed Church Cardiff, Sisterhood Records			
Accession No:	2012/95	Reference No:	D799
Photograph album, photographs of members and events			
Date of records: c1991-2009			
Calfaria Baptist Chapel, Aberdare, Records			
Accession No:	2012/96	Reference No:	D870
Marriage registers			
Date of records: 1961-2004			
Tabernacl Congregational /Independent Chapel, Ynysybwl, Records			
Accession No:	2012/97	Reference No:	D871
Marriage registers			
Date of records: 1901-2007			
Bethania Congregational Church, Mountain Ash, Records			
Accession No:	2012/98	Reference No:	D872
Marriage registers			
Date of records: 1899-2008			
Kitchener Road Primary School, Cardiff, Records			
Accession No:	2012/99	Reference No:	EC14/3-12
Log books (boys and infants), 1912-1981, admission registers (boys and infants), 1912-1945, punishment book (boys), 1946-1974			
Date of records: 1912-1981			

William Pugh Collection			
Accession No:	2012/100	Reference No:	D873
Letter from William 'Bill' Pugh, 4th engineer, SS Stanley, Roath Docks, Cardiff, to Jack (?Brookes); photograph of Bill Pugh Date of records: c1916, 1918			

St Andrew's United Reformed Church, Cardiff, Records			
Accession No:	2012/101	Reference No:	D874
Plans; Communicants' Roll, 1934-1957; baptism register, 1909-2012 Date of records: 1900-2012			

Bethesda Independent Chapel, Barry, Records			
Accession No:	2012/102	Reference No:	D875
Annual reports Date of records: 1894-1969			

Christopher Lowell Papers			
Accession No:	2012/103	Reference No:	D876
35mm transparencies of Cardiff, Merthyr Tydfil, Glamorgan valleys, Glamorganshire canal Date of records: 1960s			

Louis Henri Elias Verloppe Papers			
Accession No:	2012/104	Reference No:	D877
Seaman's papers Date of records: 1939-1987			

Cardiff and the Vale of Glamorgan Scout Association Records			
Accession No:	2012/105	Reference No:	D515
Miskin Mill photograph albums; Cardiff Dinas District minutes, newsletters, annual reports Date of records: 1926-2006			

Marlborough Junior School, Cardiff, Records			
Accession No:	2012/106	Reference No:	EC20/4
Photographs of school visits Date of records: 1990s			

Glamorgan Lodge No 36 Freemasons' Records			
Accession No:	2012/107	Reference No:	D858
Minutes, 1808-1998; accounts, 1812-1968; membership records, 1851-1993; letter books, 1824-1922; byelaws and constitutional records, 1815-1919; inventory, 1877 Date of records: 1808-2009			

Friends of Llandaff Cathedral Records			
Accession No:	2012/108	Reference No:	D127
Annual Report 2011-2012 Date of records: 2012			

Glanrhyd, Parc and Morgannwg Hospitals records			
Accession No:	2012/110	Reference No:	DHGL 8,14,20,27-30
Admission and discharge registers, 1896-1963, 1991-1996, 2003-2008; patient population registers, 1980-1994; burial registers, 1866-1891, 1903-1914, 1926-1958; mortuary registers, 1955-1993 Date of records: 1875-2008			

William Aaron James of Cowbridge Collection			
Accession No:	2012/111	Reference No:	D833
Employees timesheets, plan of Tremains House, Bridgend, personal letter, miscellaneous printed items, records of Independent Order of Oddfellows, Manchester Unity. Date of records: 1851-1916			

Treforest School magazines			
Accession No:	2012/112	Reference No:	D878
'The Treforest School Magazine' [Girls' Intermediate School]			
Date of records: 1918-1930			

Ministry of Defence Records			
Accession No:	2012/113	Reference No:	D879
Home security intelligence summary (Cardiff)			
Date of records: 1939-1945			

Cardiff Gas Light and Coke Co Offices			
Accession No:	2012/114	Reference No:	D880
Elevation of new offices for Cardiff Gas Light and Coke Co, Bute Terrace, Cardiff. John H James, architect.			
Date of records: 1896			

M.S. Lovelock of Hawarden records			
Accession No:	2012/115	Reference No:	D145/17-18
Train register for Waterhall Junction signal box, 1963-1964; Sir Tasker Watkins funeral service card, 2007			
Date of records: 1963-2007			

Gabalfa Polytechnic Cricket Club Records			
Accession No:	2012/116	Reference No:	D881
Minute book, 1959-1975; score book, 1960			
Date of records: 1959-1975			

David Glyn Thomas, of Cardiff, papers			
Accession No:	2012/117	Reference No:	D882
Cathays High School for Boys, group photograph			
Date of records: 1965			

Glamorgan Family History Society Records			
Accession No:	2012/119	Reference No:	D37
Journal No 106			
Date of records: June 2012			

Bethlehem Welsh Congregational Chapel, Llanharan, Records			
Accession No:	2012/120	Reference No:	D883
Deeds and legal papers; insurance; correspondence; presscuttings; printed programmes; graveyard survey			
Date of records: 1780, 1785, 1846-1993			

Crawshay Family of Treforest and Bonvilston House Papers			
Accession No:	2012/121	Reference No:	DCR/F/105
Photograph of servants at Dimlands			
Date of records: 1903			

Axis Historical Society, Barry, Collection			
Accession No:	2012/122	Reference No:	D802
F Hortopp papers; J Stevens papers; T Nethercott transparencies; Red Cross photograph album; household bills; laminated exhibition photographs; miscellaneous papers			
Date of records: 19-21 century			

Eglwys Newydd Primary School, Cardiff Records			
Accession No:	2012/123	Reference No:	ESE64
United primary school log book, 1982-2001; Boys' punishment book, 1907-1950			
Date of records: 1907-2001			

Friends of Caerphilly Music Records			
Accession No:	2012/125	Reference No:	D886
Correspondence, minutes, Charity Commission papers			
Date of records: 1992-2001			

Glamorgan County Mental Hospital/Glanrhyd, Parc and Morgannwg Hospitals Records			
Accession No:	2012/126	Reference No:	DHGL
Patient files Caerphilly area			
Date of records: 1930s-c1993			

Coity Nolton and Brackla Ecclesiastical Parish Records			
Accession No:	2012/127	Reference No:	P80CW/32
Marriage register, St Mary's, Coity			
Date of records: 2008-2011			

Motorway Archive of Wales			
Accession No:	2012/128	Reference No:	DMAW
Records relating to the Severn Crossing, M4 motorway, A55 North Wales Expressway, other trunk road schemes, general papers compiled in preparation of the Motorway Archive, reports and publications, preparatory and background papers to publication of The Motorway Achievement: Building the Network in Wales, roads programme annual reports			
Date of records: 1939-2008			

SS Glanhowny letter			
Accession No:	2012/129	Reference No:	D887
Letter from Tom [?Owen] on board SS Glanhowny at Tunis to his wife and children			
Date of records: 28 April 1905			

Theatre Royal, Barry, Records			
Accession No:	2012/130	Reference No:	D862
Programme for autumn season			
Date of records: 1999			

Barry Davies Collection			
Accession No:	2012/131	Reference No:	D161
Title deeds; Duffryn Dowlais estate lease register ; case papers, Blandy Jenkins v Earl of Dunraven; election song			
Date of records: 1689-c1959			

Rudolph Edwin Matthews Papers			
Accession No:	2012/132	Reference No:	D888
RAOB membership certificates, programmes, photographs, printed miscellanea.			
Date of records: c1954-2005			

T. Graham Davies of Merthyr Tydfil Collection			
Accession No:	2012/133	Reference No:	DX107
Photographs of the reopening of the Norwegian church, Cardiff; Christmas card; tape of interview with Ted Davies			
Date of records: 1992, c2005			

Merthyr Tydfil County Borough Council Records			
Accession No:	2012/134	Reference No:	CMT/C/2/47,48, 61-72
Deeds to council properties			
Date of records: 19-20th century			

Greenmeadow, Tongwynlais, sale catalogue			
Accession No:	2012/135	Reference No:	D890
Sale catalogue for Greenmeadow estate, Tongwynlais (including Greenmeadow mansion, Ty Isaf Farm, Tongwynlais Mill and Cefn Garw limestone quarry) with draft contract for sale of building land in lots 10-13			
Date of records: 6 Dec 1927			

Llandaff Diocese Mothers' Union Records			
Accession No:	2012/136	Reference No:	DMUL
Minutes and financial records of Glan Ely and St Fagans branches			
Date of records: 1928-2010			

Salem Baptist Church Cwmparc, Treorchy, Records			
Accession No:	2012/137	Reference No:	D894
Register of members, annual reports, minister induction cards, scripture certificate, photograph of minister and deacons			
Date of records: 20th century			

Private William Slocombe of Cardiff, Papers			
Accession No:	2012/138	Reference No:	D895
Correspondence relating to Private William Arthur Slocombe; Private Slocombe's pay book; memoranda; record of demobilization			
Date of records: 20th century			

Loudon Square English Wesleyan Methodist Church Cardiff, Records			
Accession No:	2012/139	Reference No:	DWESCW
Leaders Meeting minutes books, Sunday School Council minutes book			
Date of records: 1920-1963			

Eglwys Newydd Primary School Cardiff Records			
Accession No:	2012/140	Reference No:	ESE64
Summary of attendance registers 1967-1980; admissions registers, 1977-1996; photograph			
Date of records: 20th century			

Alan Roberts of Penarth Collection			
Accession No:	2012/141	Reference No:	D897
Lease of 3 Grove Terrace, Penarth, 1871; deeds of 7 Belvedere Crescent, Barry, 1891-1975; Adamsdown photographic booklet, 1978; and Splott history trail leaflet, 1978			
Date of records: 1871-1978			

Dennis Sellwood of Llanbradach Collection			
Accession No:	2012/142	Reference No:	D163/U/4
Caerphilly District Miners Hospital annual report, 1945; centenary leaflet for St Martin's Church, Caerphilly, 1979; and research notes comprising: extracts from logbooks of Llanbradach National School, 1892-1952, with list of evacuee children, 1941-1944; extracts from logbooks of Coedybrain Girls School, 1913-1950; transcripts of admission registers of both schools, c1900-1950; notes on histories of Llanbradach Bowling Club, Truant Industrial School, Quakers Yard, and hospitals in the Caerphilly area, c1970s-1990s; summaries of interviews with Llanbradach and Caerphilly residents, 1970s-1990s; copies of newscuttings relating to war memorials in the area, 1918-1926; and descriptive annotations for various photographs elsewhere in the collection			
Date of records: 1945-1990s			

Glan-yr-Afon County Primary School, Llanrumney Records			
Accession No:	2012/143	Reference No:	D898
Log book			
Date of records: 1958-1987			

Loudon Square English Wesleyan Methodist Church Cardiff, Records			
Accession No:	2012/144	Reference No:	DWESCW
Mission minutes book, 1906-1951; Accounts ledger, 1908-1923; Wesley Guild minutes book, 1922-1939; Disciples roll book, 1954-1956			
Date of records: 1906-1956			

Dale Owen of Cardiff and Penarth, Architect, Papers			
Accession No:	2012/145	Reference No:	D900/U/1-6
Project papers, including plans and photographs, 1949-1990s; lectures, articles, research notes and correspondence, 1955-1997			
Date of records: 1949-1997			

Malcolm James of the Isle of Wight Papers			
Accession No:	2012/146	Reference No:	D899
Airgraph sent to Mr James' father, Dec 1943			
Date of records: 19 Dec 1943			

Women's Archive of Wales/Archif Menywod Cymru: Eryl Evans Collection			
Accession No:	2012/147	Reference No:	DWA51
Illuminated song of Barry College			
Date of records: 20th century			

Cwm Taf Health Board Records			
Accession No:	2012/148	Reference No:	D906
Annual reports, minutes books, admissions and discharge registers, registers of patients, registers of inmates, midwives' registers of cases, mortuary register, registers of deaths, photographs			
Date of records: 20th century			

Mothers' Union, Llandaff Diocese Records			
Accession No:	2012/149	Reference No:	DMUL
Penarth branch, minutes books, 1934-2002; accounts book, 1981-1999; membership book, c1960-1992			
Date of records: c1934-2002			

Caerphilly Local History Society Records			
Accession No:	2012/150	Reference No:	DCAEHS
Membership records of Caerphilly Local History Society, 1957-2005; Caerphilly St John's Ambulance Team photograph, 1973; Souvenir brochure of Pontyclun Miners' Rest Home, c1920s; copy of 'Punch and Die', 1947; Caerphilly UDC 'Bulletin', 1963; Memorandum prepared by the The Public Economy Association, c1938; Cymanfa Ganu, Bethel Chapel, 1980			
Date of records: 20th century			

Penarth Parish Records			
Accession No:	2012/151	Reference No:	P46CW
Receipt book, 1961-1963; record of burials and cremation plots with plans, 1977-2007			
Date of records: 1961-2007			

Barry and District Soroptimist Records			
Accession No:	2012/152	Reference No:	D647
Minutes, 2007-2009; Tree Planting Project papers, 1994-1999			
Date of records: 1994-2009			

Loudon Square English Wesleyan Methodist Church Cardiff, Records			
Accession No:	2012/153	Reference No:	DWESCW
Circuit education schedule books, c1893-1905			
Date of records: c1893-1905			

Llanrumney Methodist Church Records			
Accession No:	2012/154	Reference No:	DWESCR
Minutes book, 1955-1981			
Date of records: 1955-1981			

Race Equality First Records			
Accession No:	2012/155	Reference No:	D901
Annual reports, 1992-2011; newsletters, 1996-2008;			
Date of records: 1992-2011			

Rhondda Cynon Taf County Borough Council Records			
Accession No:	2012/156	Reference No:	CRCT/U/3
Signed council and committee minutes Date of records: 2011-2012			

Maerdy Ecclesiastical Parish Records			
Accession No:	2012/157	Reference No:	P190CW
Maerdy Ecclesiastical Parish Records including baptism registers, 1921-2011; marriage registers, 1886-2000; banns registers, 1886-2011; service registers, 1976-2011; confirmation registers, 1922-1950, 1954-2002; minutes books, 1953-1973; preachers' book, 1911-1919; marriage certificate forms, 1980-1990; certificates issued by archdeacon, 1990; correspondence, 1989; form of faculty, 1989 Date of records: 1886-2011			

East Glamorgan English Baptist Association Records			
Accession No:	2012/158	Reference No:	DBAP1
Minutes, 1905-1993; Date of records: c1860-1993			

Grangetown War Memorial brochure			
Accession No:	2012/159	Reference No:	D904
Souvenir brochure of unveiling of Grangetown War Memorial, including list of names and regiments Date of records: 1921			

Michaelston-super-Ely Parish Records			
Accession No:	2012/160	Reference No:	P44/CW
Register of services, 1917-1960; vestry minutes, 1895-1936, 1950-1968; inventory and electoral roll, 1959-1971; cash book, 1966-1984; accounts, 1956-1968; list of incumbents, 1990s; historical notes and misc papers Date of records: 1895-1990s			

Letters concerning Aberfan Disaster			
Accession No:	2012/161	Reference No:	D903
2 letters to Mr L V Knight of Hafod, Swansea, one from Prime Minister's office and one from Welsh Office, concerning Mr Knight's suggestion for dealing with the removal of tip waste at Aberfan by using readily available hand tools rather than heavy machines with skilled operators. [JWM Sibery of the Welsh Office advised against the idea]. Date of records: 1968			

Vale of Glamorgan Borough Council Records			
Accession No:	2012/162	Reference No:	VOGTB/234-247
Minutes, agendas and reports Date of records: 2005-2006			

Cardiff Municipal Musical Society Records			
Accession No:	2012/163	Reference No:	D905
Correspondence, 1943-1944; annual accounts, 1943-1994; accounts books, 1956-1986; programmes, 1963-1983; tickets to society dinners, 1972-1993 Date of records: 1943-1993			

Cardiff City and County Council Records			
Accession No:	2012/164	Reference No:	CC/C
Scrutiny Committees signed minutes, 1999-2012 Date of records: 1999-2012			

Notable Accessions

Bethesda Independent Chapel, Barry, Records (*Accession 2012/102, Reference D875*)

Bethesda Independent Church in Barry began with the settlement of members of other Independent churches about the time of the completion of the first dock in Barry in 1889. The area lacked a Welsh-language chapel and the only Independent chapel was Bryn Seion at Cadoxton (formed 1886-7). The Mission Hall built by TA Walker in High Street provided the only Nonconformist religious services in Barry. Bethesda was formed as a branch of Bryn Seion in 1889 and took possession of an old wooden building in Broad Street which had served as a post office during the building of the dock. English-language speakers split from Welsh Independents after the latter began work on a vestry 1890. The church was admitted to the East Glamorgan Union and services were initially provided by a minister and preacher alternating with Bryn Seion. The church had intended expanding the wooden building to accommodate growing membership but changed its mind when the Barry Estate Company offered a chance to buy the Mission Hall which was in a central location. The chapel opened in 1892 with 90 members, reputedly taking the name Bethesda because some members had moved from Bethesda, in Merthyr Tydfil. The church was rebuilt in 1907. After the chapel closed, the site was taken over by a Hyper-value store. Welsh-language provision transferred to Tabernacl. A long run of the printed Annual Reports of the chapel, 1894-1969, was discovered in a charity shop in Barry and presented to the Archives.

Christopher Lowell Papers (*Accession 2012/103, Reference D876*)

Christopher Paul Lowell was born in Glamorgan in 1941 and grew up in Colum Road, Cardiff. He was an amateur photographer with an interest in historic buildings and scenery. His widow presented to the Archives a series of 59 colour transparencies taken in the 1960s showing views of the Glamorgan valleys, the Glamorganshire Canal at Taff's Well, Cardiff docks and Merthyr Tydfil.

Glamorgan Lodge No36 Freemasons Records (*Accession 2012/107, Reference D858*)

The Glamorgan Lodge is one of the oldest surviving lodges of Freemasons in Glamorgan. It came into existence on 20 August 1808 and held its first meeting at the Cardiff Arms Hotel on 4 November of that year. The Lodge continued to meet at the Cardiff Arms Hotel until June 1855 before moving to its own premises at 4 Church Street. The Lodge has subsequently met at St Mary's Street and Working Street, Cardiff. Membership of the Lodge peaked at 274 in 1922. However the intervening years have witnessed a steady decline in members and at the end of 2008 the total stood at 41. Glamorgan Lodge is the head of a family of 102 Lodges including seven Daughter Lodges and has been involved with benevolent and charitable activities throughout its history. Its records include minutes, 1808-1998, accounts, 1812-1968,

membership, 1851-1993, letter books, 1824-1922 and byelaws and constitution, 1815-1919.

Glanrhyd, Parc and Morgannwg Hospitals Records (*Accessions 2012/110, 126 Reference DHGL*)

The Glamorgan County Asylum at Angelton, Bridgend, opened in 1864 and expanded to other sites at Parc Gwyllt and Penyfai. Glamorgan Archives has a very fine collection of administrative and patient records to which additions have lately been made in the form of admission and discharge registers up to 2008, records of patient population and burial registers in the hospital's own graveyard, 1866-1958.

Patient records were at first kept in bound or loose leaf volumes, but by the 1940s individual files were created for each patient. As many patients were discharged into their community their files were passed to the local authority; those for the Caerphilly area were recently discovered on the premises of the Aneurin Bevan Health Board and passed to the Archives. It can be hoped that similar series of files survive with other local authorities or health boards.

Treforest School Magazines (*Accession 2012/112, Reference D878*)

The Girls' Intermediate School at Treforest was built in 1895; the magazines, an incomplete series of Nos 3-13, date from 1918 to 1930.

Eglwys Newydd Primary School Cardiff Records (*Accessions 2012/123, 140, Reference ESE64*)

Founded as Whitchurch school in 1870 and renamed Eglwys Newydd in 1953. The Boys, Girls and Infants departments were united in 1982. The school closed in the summer of 2012 and subsequently merged with Eglwys Wen Primary School to form Whitchurch Primary School, opening September 2012. Whitchurch Primary School will be based at the former Eglwys Wen school site. The Eglwys Newydd school building becomes Ysgol Melin Gruffydd which was formerly based at the Eglwys Wen site. The records recently received as an addition to an existing deposit include a log book, 1982-2001, boys' punishment book, 1907-1950, admission and attendance registers, 1967-1980.

Dale Owen of Cardiff and Penarth, Architect, Papers (*Accession 2012/145, Reference D900*)

Ivan Dale Owen, a leading figure in Welsh architecture, was born in Merthyr Tydfil in 1924 and died in Penarth in 1997. He worked for the Percy Thomas Partnership from 1958 to 1989, and was a proponent of the modernist style (he had trained for a time under Walter Gropius, the founder of the Bauhaus school). Among Owen's designs were the BBC Wales HQ at Llandaff, the new gallery at the folk museum at St Fagans, much of the 1960s development at University College Cardiff and University College Swansea, and the 1970s development at University College of Wales Aberystwyth. In 1964 he married

Maureen Kelly, also an architect. After retiring from Percy Thomas Partnership in 1989 he set up an architectural consultancy with his wife in Penarth. He was active in the field of building preservation. He served on the RIBA Council, was President of the Society of Architects in Wales 1977-1979 and Chairman of the Civic Trust for Wales and the regional group of the Victorian Society. He was also High Sheriff of South Glamorgan in 1982/3 and a Deputy Lieutenant.

The papers deposited comprise project papers, including plans and photographs, 1949-1990s; lectures, articles, research notes and correspondence, 1955-1997

Mardy Ecclesiastical Parish Records (*Accession 2012/157, Reference P190CW*)

The church dedicated to All Saints, is in the Benefice of Ferndale with Mardy, and the diocese of Llandaff. All Saints opened in 1886; until 1900 it formed a parish with Tylorstown and Ferndale, between 1900 and 1921 it was part of the parish of Ferndale and in 1921 was created a separate parish. The church closed in July 2012 after a year-long campaign to keep it open. The records include registers of baptisms, marriages, banns and confirmations, minutes of church meetings and a faculty for a stained glass window.

Cardiff Municipal Musical Society Records (*Accession 2012.163, Reference D905*)

The Cardiff Municipal Musical Society was initially composed of four sections; choir, operatic, orchestra and drama group. The society was formed in 1942 and the operatic section held its first production in 1945 at the Prince of Wales Theatre, St Mary Street with a performance of 'The Mikado'. The society held performances at the Prince of Wales Theatre until 1957 when it moved to the New Theatre where it performed over thirty shows before moving to the Sherman Theatre. Annual accounts and account books, 1943-1994, correspondence, 1943-1944 and programmes, 1963-1983 have been deposited.

Appendix II

	Number of Visits TOTAL (groups and meetings)	No. of Groups	Documents Produced
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
June – August 2012	1535 (731)	30	2348

	Remote Enquiries	Website Hits
June-August 2011	976	12161
Sep-Nov 2011	1030	14083
Dec 11 – Feb 2012	970	13280
March – May 2012	1081	14214
June – August 2012	1112	13625

Interesting Enquiries

During this quarter we were contacted by an officer from Caerphilly County Borough Council conducting research in preparation for the centenary commemorations of the Senghennydd Colliery Disaster. He visited the searchroom and consulted various records from several collections, including the Thomas Family of Llanbradach Records, the National Coal Board Records and the Powell Duffryn Records.

An author contacted the Archives in search of details of the inhabitants of Llancaiach Fawr during the Tudor period. She is intending on writing a series of children's books based on the house at Llancaiach Fawr, and was directed to the records of the Pritchard Family.

We received a request from a researcher for information relating to Cardiff Airport prior to its privatisation. We suggested that he consult South

Glamorgan County Council committee records for the Wales Airport Joint Committee, along with general Council minutes and agendas.

A colleague from Porthcawl Museum contacted us in June seeking to corroborate a story found in an old local newspaper that a soldier, Joseph Carter, who died during the First World War, had been a policeman in Porthcawl prior to enlisting. She was also seeking information on the history of Porthcawl Police Station. Searchroom staff suggested that she consult the records of the Glamorgan Constabulary, which include personnel files for officers and plans of police stations.

A PhD student from Swansea University contacted us by e-mail and visited the searchroom in order to further his research on the educational provision for the deaf during the late-19th and early-20th centuries. He consulted records of Jackson Hall School, Cardiff and Pontypridd School for the Deaf and Dumb.

The Chairman of the Blaenau Gwent Heritage Forum requested permission to reproduce an item from the Rhymney Iron Company Collection in a forthcoming edition of their Journal. The item refers to the Rhymney Truck Case of 1886, whereby a disagreement over purchases from the company shop was settled. Permission to include an image of the item in the Journal was granted.

An enquiry was received from a researcher investigating the history of Hope Chapel, Newton Nottage, with the aim of creating a written history of the building which will be viewed by visitors. She was also involved in raising funds for restoration of the chapel. She was referred to chapel registers and building plans.

A Masters student has been a regular visitor to the searchroom during the quarter, looking at Scottish migration to Wales. She has been consulting the records of the Caledonian Society.

Members of the Burial Board of the Cardiff United Synagogue contacted the Archives in July. They are seeking to compile a database of Jewish cemetery records. We recommended that they visit to consult the Cardiff Jewish Community Records and Papers.

A Professor undertaking research into the life of Cliff Protheroe, Secretary of the Labour Party in Wales 1947-1965, contacted us seeking details of death, funeral and burial place. We were able to provide basic details and suggest further avenues for investigation.

In July an officer from the National Trust contacted us regarding the Cardiff Freedom Award that was presented to Sir Winston Churchill in 1948. We were able to locate on her behalf an entry amongst the Cardiff Borough minutes conferring on him the Freedom of the City.

We were contacted by email and subsequently visited by a heritage consultant from an archaeology consultancy who was undertaking research on a site near St. Hilary. He consulted relevant tithe plans, estate maps and Ordnance Survey maps.

Two visitors to the searchroom also had quite an unusual reason for visiting. They came to us to research plans of civic buildings, with the aim of using the outlines to produce laser cut images which will be placed on wooden postcards and sold as souvenirs. They looked at various building regulation plans and photographs.

Appendix III

Local and Family History Groups	
Family History Class, Penarth (Julie Daniel)	10
Professional Organisations	
CLOCH Assessor Training	5
CLOCH Steering Group	19
Women's Archives of Wales Committee	12
Women's Archive of Wales, Social Media Training	5
ARCW	6
South Wales Records Society	12
Glamorgan Archives Joint Committee	15
Cardiff Women's Workshops	3
Cynefin Textile Art Project	4
Glamorgan County Cricket Club	3
Cardiff Institute for the Blind	2
Elite Training	19
Education	
EBP World of Work Visit: Pontypridd High School	17
EBP World of Work Visit: Blaengwawr Comprehensive	15
EBP World of Work Visit: Ysgol Gyfun Rhydywaun	15
EBP World of Work Visit: Hawthorn High School, Pontypridd	16
First Friday (June, July)	6
Delegation of academics and librarians from Saudi Arabia (organised via Cardiff Metropolitan University)	21
Movie Matinees	226
Individuals Meeting Staff	
Julia Badminton Fowler and Nicola Haine, Cardiff Council	2
David Challenger, Working Links	1
Geraint Manning, Cardiff Design	1
Pete and Jan Owens, CLIP	2
Michelle Jones, Cardiff Council	1
Phil Treseder, Swansea Museum	1
Saskia Teagle, Scope	1
Andrew Lane, Cardiff Council	1
Asda Community Champion	1
Sue Rowlands, Investors in People	1
Councillor Richard Cook	2
Andrew Eynon, Coleg Llandrillo	1
Kerry Thomas, Cardiff Council	1
Anna Evans and Angharad Williams, People's Collection Wales	2
Pat Evans	1
Mike Sinclair, Bridgend Office Furniture	1

Public Tours	9
Room Hire	
Cardiff University Library Assistants Away Day	35
Cardiff University Subject Librarians Away Day	43
Cardiff Council Workshop for Health and Locality teams	25
Cardiff Council Children's Services	11
Cardiff Council Ordinary Residence course	31
Cardiff Council Breakaway and Safe Escape Training	12
Acute Training Food Hygiene Training	6
Cardiff Council Communications Training	40
WCVA Project Management Course	48
Being Human film crew	20

Appendix IV – Conservation

Packaging Programme

Boxes made	Reboxing (standard boxes)
398	201

Cleaning Programme

Volumes	Papers	Photographs
50	760 (approx)	1530

Collection Control

Locating/ relocating	Barcoding
75 items	163

Bench work

Reference	Title & Description	Treatment
DJE/27	1882 Plan of a surface & mineral estate known as Heol ddu uchaf in the parish of Gelly-Gaer	Repair tears
DG/A/7/11	Letters, Jan 1893 - Jun 1893	Remove active mould

DMW/182	Instructions to G. B. Mathew as minister plenipotentiary to Brazil , 1867	Re-attach seal and repair sewing
DMW/83	Will of Thomas Butler of St. Christopher; 21 Oct 1731	Removed old repairs washed, flattened, and repaired
DMW/112	Valuation of shares and property on the Willoughby Bay Plantation, Antigua, 1792	Repaired small book with badly worn and torn along for edge and on the cover
DMW/303	Survey of lands of various owners in St. Martin's, 1731	Remove old repairs, wash, flatten, make new repairs
ER/28/1	Penygraig Infants Log-book, 1884-1901	Dry cleaned, corners were consolidated
EMT/17/4	Dowlais Pengarnddu Admission register, 1878-1911	Dry cleaned, corners of the front board, consolidated.
DMW/21	Will of Penelope Mead, 1773	Creases removed, tears and holes repaired
UPP/63/2	Pontypridd Poor Law Creed Registers, 1890-1892	Cleaned, consolidate red rot and delaminating boards, adhered lifting textile and leather
UPP/60/3	Pontypridd Workhouse Admission and Discharge Registers, 1901-1902	Cleaned, consolidate red rot and delaminating boards, adhered lifting textile and leather
DCONC/3/2/3	Cardiff Constabulary Fingerprint and photographic register, 1910-1914	Consolidated red rot, adhered leather and textile, consolidated delaminating corners & re-box
DHGL/10/29	Volume, Case No. 8168-8447. d.1909	Dry cleaned boards and re-adhere loose material

P6CW/2	Baptisms (from 1778); Burials 1777-1812	Dry cleaned, consolidated delaminating corner, adhered lifting covering
DMCT/1/4, 5, 15, 17, 20, 24	McTaggart Short Scrapbooks (20 th C)	Dry clean; re-attach loose material or put into envelopes; replace pins/stable; flatten & repair material; repair binding

External Work

Client	Description	Treatment
Cardiff University Library Special Collections	Bespoke boxes to house volumes	197 boxes made
Private client	Notebook, 1979–1992 Letter, 1903	Rebacked Flattened, repaired & encapsulated
Private client	Late 19 th C Family diary and Bible	Bespoke boxes for volumes

Appendix 5

Dear Sir / Madam,

I would like to thank all the team at The Glamorgan Archives for making us feel so welcome at Friday's 'Cardiff Past' event. From the moment we arrived, staff answered all my questions and we were very grateful to be able park in front of the building and not have to walk far to the room as Nan didn't want to use her wheelchair. We were given VIP treatment and front row seats with Nanny particularly loving the attention as (presumably) being the only 103 year old in the room. The films were very informative and having worked at Chivers jam factory prior to marriage and later moving into the fire station on Westgate Street with my Policeman grandfather for the first part of the war, we were able to see buses advertising the factory or showing Cardiff of old.

Our favourite part of the day was surprisingly after the talk. We had an unexpected treat when Jenny Jones offered to look Nanny up on the 1911 census and we discovered her cousin was staying her when she was listed as 1 year old and living in Canton. Her mum died soon after during childbirth but we learned where her Mother and Father had actually been born.

Even better, Jenny took us into the research room and found a massive file containing her husband (my grandfather's) 'South Wales Police File'. Inside were references from the 1930's from his Bristol family and friends saying why he should join Cardiff's Police as well as his application form. It listed all his pay increments and commendations and sickness notes during his 30 years of service. I got tearful on reading him listing his two children in the 1960's as my Dad and Auntie are both dead. There were photographs of him in his uniform and a letter from Nanny thanking the force for their kind thoughts following grampy's death in the 1980's. I particularly liked reading his test papers to join the force including the most racist document that I have ever read in the days when Cardiff Police obviously were not so focussed on Equal Opportunities!

Thanks you so much for a wonderful afternoon and for making Nanny feel so special. I cannot praise your service enough and especially want to thank Jenny for being so lovely and patient.

Best wishes

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 June – 31 August 2012

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202