

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

## GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Meeting of the Glamorgan Archives Joint Committee held  
at Glamorgan Archives, Leckwith, Cardiff on Friday 15 MARCH 2013 at  
2.00pm

Present:

Members Representing: Cardiff County Council  
Councillors J Cowan, C Lomax, J Parry & A  
Robson

Caerphilly County Borough Council  
Councillor R Davies, A G Higgs

Rhondda Cynon Taff County Borough Council  
County Councillors J Ward & J David

Merthyr Borough Council  
Councillor G Davies

Vale of Glamorgan Council  
Councillors G John & C P J Elmore

Officers in Attendance: Miss S Edwards, Glamorgan Archivist  
Kate Rees Democratic Services, Cardiff Council  
Gareth Henson, Cardiff Council  
Carl Evans, Caerphilly Council  
Steve Ham Legal Services, Cardiff Council

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Bridgend County Borough Council, Councillor L Morgan

Rhondda Cynon Taff County Borough Council Councillors R  
Bevan & M Davies

Mrs Kate Thomas, The Lord Lieutenant

Mr M McLaggan

2 DECLARATION OF INTEREST

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

3 MINUTES

RESOLVED – That the minutes of the meeting of the Glamorgan Archives Joint Committee on 7 December 2012 were approved as a correct record and signed by the Chairman.

The Committee were saddened to hear of the sudden death of Councillor Malcolm David Francis (Deputy Chairperson), who passed away on 22 February 2013. The Committee held a one minutes silence as a mark of respect.

4. REPORT OF THE GLAMORGAN ARCHIVIST PERIOD  
1 DECEMBER 2012 – 28 FEBRUARY 2013

The Committee were informed that the Glamorgan Archivist had met with Human Resources staff to review and redraft the existing establishment. This was essential to ensure that staff had detailed descriptions both of their duties and of the way they were expected to perform them.

Members of the Committee were pleased to hear that during the quarter 14 volunteers and 10 work experience placements contributed 781 hours to the work of the office. Of these eleven came from Cardiff, seven from the Vale of Glamorgan, two from Bridgend, one apiece from Merthyr Tydfil, Rhondda Cynon Taf and Caerphilly and one from Newport. In addition nine enquiries has been received from prospective volunteers and work experience students. Positive feedback had been received from the students.

The Committee was advised that staff development was underway with all staff completing the modules so far released of “Bob’s Business” Cardiff Council’s on-line training system for data security. Charlotte Hodgson, Deputy Glamorgan Archivist had attended both a training course held by the Preservation Advisory

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Service at the British Library and a stimulating training event at Liverpool University Centre for Archival Studies. Of particular interest were projects in Hull where tackling backlogs was used as an opportunity to engage with the local community and a project in York making use of the emerging MPLP (more product, less process) way of working. Hannah Price, Archivist had attended the final workshop of the CyMAL funded series on Volunteer Management. The session included feedback on the participants' experience of the course. Nine members of staff attended a course on basic Welsh language skills. The course was delivered at Glamorgan Archives by the Cardiff and Vale of Glamorgan Welsh for Adults centre, based at Cardiff University.

Members of the Committee welcomed the news that cancellation fees for room bookings had now been introduced following a number of incidents.

The Conservation Unit had continued to develop its income generation capacity. A second order for bespoke boxes had been received from West Glamorgan Archive Service and grant funding had been awarded for bench work and in partnership with Cardiff Library.

The Committee were updated on Promoting partnerships, drawing specific attention to CLOCH. CLOCH was a Heritage Lottery Fund Skills for the Future project through which a consortium of local heritage institutions, led by Glamorgan Archives would prepare 16 unemployed young men for entry level posts in the sector. The project had a Facebook presence and Twitter feed, accessible through the CLOCH page on the Archives web site. Members of the Committee were provided with an outline of where the Cohort trainees had been located, along with placement partners. Further, Project Manager, Emma Stagg had provided advice and information to a number of organisations about the Skills for the Future programme and the CLOCH project.

The Glamorgan Archivist updated the Committee on the work being carried out for WW1 commemoration programme.

The Committee was informed that during the quarter applications were submitted to HLF for an additional 20 traineeships spread over 5 years.

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The Glamorgan Archivist explained that measures had been taken to transfer Caroline Tomlin, the ARCW Administrative Officer, to Torfaen Borough Council. CyMAL had agreed to continue funding for the post, and the role of Chair of ARCW had passed from Charlotte Hodgson to Gary Tuson, County Archivist of Gwent.

The Committee was provided with an update on Parliamentary Archives and Women's Archives of Wales. Further, the submission for Archives Accreditation was completed and the Glamorgan Archivist responded to telephone and on-line feedback surveys.

The Glamorgan Archivist explained that she had continued to meet colleagues from the National Museum of Wales, the Cardiff Story and Mardi Gras to plan promotional events for LGBT Heritage. Planning meetings were also attended to celebrate the 200<sup>th</sup> anniversary of John Hughes, founder of Hughesovka, in 2015. The current Ukrainian Ambassador was keen to promote the occasion and Cardiff officers were discussing options, including collaboration with Merthyr Tydfil, Hughes birth-place.

The Committee welcomed the fact that the CAER Heritage project had succeeded in securing HLF funding for the next stage of their work and Glamorgan Archives would continue to work in partnership with them. The Archives had also been successful in attracting funding from CyMAL for an event exploring the contribution of archives to the Changing Cultures agenda which would build on the partnership with CAER institutions and takes place in March. The Senior Archivist had also attended an event on the First World War Centenary Commemorations hosted jointly by CyMAL and the HLF at which she learned more about plans currently in place to commemorate the centenary across South Wales.

Members of the Committee were advised of the potential future partnerships being established with funding being secured from ARCW for the initial stage of a pilot project with Cardiff Institute for the Blind and the Royal National Institute for the Blind.

The Glamorgan Archivist updated Members of the Committee on building and systems works especially the additional security cards being purchased so that all staff had appropriate access. The

usual maintenance visits had taken place during the quarter. The underfloor heating had been difficult to balance this winter and while advice from maintenance contractors had been helpful, a complete solution remained elusive. The House of Sport extension was running late and parking continued to be an issue as the events and training programme in the building escalated. Discussions with staff and some prominent notices were effective only temporarily. A more permanent solution would be instigated once the building work was complete and parking for the site was finished. Further, the fit out was almost complete with all furniture delivered and proving invaluable.

The Committee was provided with information on the Collection, with development of the conservation services taking place. The Deputy Glamorgan Archivist and Conservator, visited Merthyr Tydfil Library in February to advise staff on the long term preservation of a collection of building plans.

Monitoring of the strong room showed the environment remained stable. Drive belts and a motor on the air handling units failed resulting in shut down which had caused a drop in relative humidity although the levels corrected as soon as the system was restored.

The Committee was pleased to hear that in December the Office was notified of its successful application to the National Manuscripts Conservation Trust for the funding of the project 'Curtain Up', making accessible playbills of the Theatre Royal. Funding support would also be given by CyMAL and a press release by the Welsh Government led to great interest from the media. The money would be used to employ an external conservator to carry out part of the work, while in-house staff would complete the cleaning and packaging.

The Glamorgan Archivist provided Members of the Committee with an update on Cataloguing. A review of the accurate rate of holdings had been carried out. Calculations confirmed the minimum 25 year expansion space anticipated for the building. Further, in this quarter receipts were completed for 81% of accessions within the target time of 10 working days. The majority of those not processed within the target time were completed soon afterwards.

The Glamorgan Archivist explained to the Committee the need to resolve outstanding inconsistencies and errors in older lists together with the necessity of locating 'missing' items – recorded mainly by production staff prompted a collective programme. This involved extensive checking of existing and past databases, location indexes, and individual collections in strongrooms. So far, this had led to the re-listing and re-numbering of family papers in the Crawshay collection, photographs among South Wales Police Authority records and the correction of item numbers in the Fonmon collection. Finding aids for coroners' records had been identified as inadequate including some incorrect references and material assigned to the incorrect coroner's division. A cataloguing priority score was given to each of the divisions and it was determined that due to the high level of demands for these records, work should commence on their re-cataloguing.

The Committee was advised that progress had been made in reducing the back-log of unlisted records, proof-checking listings for entry onto CALM and in resolving errors and weaknesses identified in older lists.

The Committee was provided with updates on how engagement was progressing with depositors, with a survey being completed for the National Archives on records deposited under the Public Records Act. Further, a training session on 'Managing your Parish Records' was held at Glamorgan Archives in partnership with Llandaff Diocese. It was aimed at Parochial Church Council secretaries, churchwardens and clergy and attended by 40 delegates. Following a meeting last quarter with officers in the Vale of Glamorgan responsible for records management, the entire Strategy and Governance Board visited for a tour of the building.

The Committee was advised of the Archives' contribution to the national strategy for digital preservation. A successful grant application was made to the ARCW Small Grants Scheme to secure funding for a three day training course which would be attended by Louise Hunt. The Digital Preservation Training Programme was an award winning course which provided the skills and knowledge necessary for institutions to combine organisational and technological perspectives and devise an appropriate response to the challenges presented by digital preservation needs.

Members of the Committee were provided with an update on Access.

The searchroom had remained open and normal service continued throughout the winter weather. In December the Archives hosted two festive showings of the 'Cardiff Past' film. Due to public demand the film was this time shown in the evening, and once again was fully booked with a second screening added as a result. Tours of the building for members of the public continued to be offered on the third Wednesday of each month. A group of ten residents of Rhiwbina visited as part of a project to record the changes in the area. Sponsored by the Civic Trust the project coincides with the 100 year anniversary of the Garden Village. Five members of the local social club from Dinas Powys known as the 'Bethesda Chapel Bus Pass Team' came on a visit in January and were given a tour of the office. They arranged monthly visits to a wide variety of local organisations and were keen to find out what facilities and services were offered.

The Glamorgan Archivist updated the Committee on the development training sessions for users. Starter sessions continued to be offered for those wanting one to one advice on how to start their family history. Three members of the public had attended the sessions during the quarter and all had given extremely positive feedback to the staff members hosting the sessions.

The Committee welcomed the results from the PSQG Survey of Visitors to UK Archives showed that 96% of those surveyed rated Glamorgan's service overall as either 'Very Good' (78%) or 'Good' (18%).

Members of the Committee were updated on the development in educational services. Booking for schools continued to be made at a steady pace and were now being taken for the second half of the spring term. A total of 4 primary schools, 4 secondary schools and 1 University had brought in groups during the quarter, amounting to 272 students. Lakeside Primary School, Cardiff celebrated its centenary in January. As part of the celebrations two year 6 classes visited the Archives. Two year 6 classes from Ninian Park Primary School, visited in January comprising a total of 55 pupils and staff. A teacher from Ninian Park Primary School also met staff to discuss the creation of a garden in the circular bed near the public car park. It was hoped that this would be progressed in the

spring, with Year 2 pupils designing and planting the garden with assistance from ASDA's communities' fund. Llandough Primary School visited the Archives in February for a workshop on Rich and Poor in Victorian times, with an emphasis on their local area. 19 pupils attended with their class teacher. Year 2 pupils from Kitchener Road Primary School, attended two workshops on changes in Cardiff over time, using maps and photographs showing the Riverside area, the city centre and the docks. A group of year 10 history students from Barry Comprehensive School visited to undertake research on the development of Barry Dock. Members of Porthcawl Comprehensive School's Humanities Group visited during February. They were working on a project with Porthcawl Museum looking at the impact of the First World War.

The Committee were pleased to hear that twenty eight second year BA Creative Writing students from Cardiff Metropolitan University came in February. They were given tours of the office and advice on how to use archives as source material when writing historical fiction. A workshop on Writing Historical Fiction was hosted on Saturday 1 December 12, led by Dr Spencer Jordan of Cardiff Metropolitan University, and drawing on resources held at the Archives. Senior Archivist Rhian Phillips had been working with a PhD student from Cardiff University to develop a resource on Victorian photography for use by students studying for the Welsh Baccalaureate Qualification (WBQ).

The Glamorgan Archivist explained to Members of the Committee that volunteers continued to extract information on the First World War from school log books, working their way through the nine education authorities.

The Committee received an update on the website development with the @GlamArchives Twitter feed now appearing directly on the front page of the Glamorgan Archives website. This ensured that everyone could access tweets, whether or not they were signed up to Twitter themselves.

Members of the Committee were advised that a new leaflet for publicising the Archives had been produced in house by Jennifer Jones, Information Officer. One of the purposes of the leaflet was to let those who were attending courses in Rhondda booked by outside organisations know about the services on offer and what



the Archives did. A CyMAL funded national archives marketing initiative began in February. The campaign, called 'Tell Us your Story' asks members of the public to submit a short piece of writing explaining what they've gained from using archives. A winning entry would be chosen from each Archive Service in Wales and the closing date for submissions was 28 March 2013. In December 12 the BBC filmed in the searchroom for an episode of Restoration Home, regarding restoration of Nebo Chapel in Hirwaun.

The Glamorgan Archivist explained that the grant received from the National Manuscripts Conservation Trust for the 'Curtain Up' project attracted media interest, being reported in the South Wales Echo and Wales Online. Further, the Archives' strongrooms appeared in the new series of the BBC3 drama 'Being Human'. Glamorgan Archives continued to publicise its work through its presence on social media sites Facebook, Twitter and Flickr.

The Glamorgan Archivist emphasised to the Committee that it had been a busy quarter, drawing their attention to the appendices of the report, especially the figures relating to the accrual rate, number of visitors and documents produced.

The Glamorgan Archivist explained to Members of the Committee that an appeal had been lodged for the rating of the building.

Members of the Committee asked for information on the Suffragette movement on Cardiff and was this included in the Woman's Archive collection.

The Committee made reference to the video produced by Grangetown History Society on Cardiff Past and asked if it could be sold. In response, the Glamorgan Archivist explained they had a licence to show films, but didn't own them due to copyright issues and therefore could not sell the film.

Members of the Committee discussed information collected from World War I, especially letter received regarding loved ones.

The Glamorgan Archives explained that a large collection had been received from Aberdare, which had been collated by Lord Aberdare and was used during the Olympics.

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Members of the Committee asked for further information on the results from the PSQG Survey of Visitors and asked if 4% were unhappy with service. In response the Glamorgan Archivist advised that detailed statistics would be made available to Committee members for further information.

Members of the Committee suggested the Glamorgan Archivist give a presentation to all Council Members before a future Council meeting on the service provided by the Archives, in order to engage Members further.

The Committee was concerned that some of the services provided by the Archives were not being accessed to its full capacity. In response, the Glamorgan Archivist emphasised that every school received documents outlining the services provided. A grant had been received by CyMAL to support and pay for school transport to and from the Archives and this would also be relayed to schools.

Members of the Committee's made reference to the Senghennydd mining disaster, which was recorded as one of the worst mining disasters of the world and this would be listed as part of the major centenaries for the year, with a plaque being unveiled for the 445 men and boys who lost their lives.

RESOLVED: The Committee AGREED the report.

## 5. GLAMORGAN ARCHIVES ANNUAL PLAN

The Committee was advised that the objectives for the annual plan were agreed in 2011/12 as a four year strategy. The plan for the current year had been prepared in line with this but taking account in the tasks of the continuing development of the service and of its aspirations. Planned evaluations were proposals only; detailed evaluation would be identified for the bullet points to which staff worked under each task.

The annual plan for the next four years would consolidate and further develop levels of service, evaluate current standards and procedures and determine and implement necessary improvements, and ensure that all members of staff and volunteers were fully competent to contribute to a successful outcome.

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RESOLVED: The Committee AGREED the report.

**COUNTY COUNCILLOR R T DAVIES**  
**CHAIRMAN**