

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
15 March 2013

REPORT OF:

THE GLAMORGAN ARCHIVIST

AGENDA ITEM NO
REPORT FOR THE PERIOD 1 December 2012 – 28 February 2013

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1 December 2012 to 28 February 2013.

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

The Management Team has been working with officers of Cardiff County Council's (CCC) Human Resources department to review and redraft the existing establishment. This action is necessary to ensure that staff have detailed descriptions both of their duties and of the way they are expected to perform them. Duties and responsibilities have developed and changed since the move into the new premises as the principles of flexibility, innovation and inclusivity have become embedded. Operational staff in particular continue to respond positively but deserve greater clarity and a more transparent training route.

Agency staff on the Access Team were terminated at the end of December following the successful induction of the new Records Assistant. They will continue to provide cover for out of hours and emergencies.

Lewis Elmer, formerly a volunteer, has been employed as a temporary cataloguing assistant to assist with collections while Archivist Richard Morgan is seconded to a project to scope records of the National Coal Board. The scoping study has been made possible through grant funding awarded by Archives and Records Council of Wales. Lewis is studying for a post-graduate archive qualification.

Katie Hebborn, part-time Conservator since late 2011, has left to resume her studies for an MA at Cardiff University. She made a valuable contribution to the work of the Conservation Unit, bringing up to date practices in areas including pest management and recording of treatments.

Job evaluation

The proposed solution for Conserving Local Communities Heritage (CLOCH) staff has been accepted by all parties. The Glamorgan Archivist has received email confirmation although the staff concerned have not yet received letters.

Integrate National Occupational Standards with competency frameworks

As part of the establishment review described above role profiles have been drawn up for the Access Team operational staff using CCC's competency framework and integrating the existing NOS as technical and behavioral competencies. Once complete for all teams the competencies will be mapped to the job evaluation forms and the posts resubmitted to ensure appropriate levels are maintained.

Advance volunteer programme

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 we have provided nine tours for prospective volunteers and work experience placements.

At the end of a placement one student provided the following positive feedback:

'I found the tasks useful and interesting...I very much liked that you had a set programme to give people a rounded experience. Compared to other placements I've been on I'd say yours was the best in both organisation and content'

Since the beginning of December a student with Aspergers Syndrome from Cantonian High School has been spending two hours each week working in Conservation. Very confident and talkative, staff have greatly enjoyed working with him and his mother reports his impatience for his day at the Archive to come round each week.

To thank volunteers for their contribution to the work of the Office a behind the scenes visit to the Cardiff Story museum was organised in December. The volunteers greatly enjoyed the experience and for recent graduates the visit provided a valuable opportunity to discover more about the museum profession.

2. Staff: development

Maintain training in CCC systems and procedures

All staff have completed the modules so far released of "Bob's Business" CCC's on-line training system for data security. The Administrative Assistant attended the training course, Introduction to VAT, run by CCC.

The Glamorgan Archivist attended a Senior Management Forum.

Continue training in building and operational procedures

Staff continue to develop an understanding of the building's operational procedures.

Ensure all staff access appropriate CPD

Charlotte Hodgson, Deputy Glamorgan Archivist, attended a training course held by the Preservation Advisory Service at the British Library. The event, 'Understanding Digital Preservation', was a helpful introduction to the issues and jargon of digital preservation and to the range of strategies and conceptual models in use internationally.

Charlotte Hodgson also attended a stimulating training event at Liverpool University Centre for Archival Studies, which showcased a number of new initiatives in cataloguing. Of particular interest were projects in Hull where tackling backlogs was used as an opportunity to

engage with the local community, a project in York making use of the emerging MPLP (more product, less process) way of working and the Hillsborough Project, where the pooling of information led to the recent important legal decision.

The Conservator and Deputy Glamorgan Archivist attended a seminar on risk assessment organised by 'Conservation Matters in Wales' an informal group of archive and museum conservators. The seminar, led by Rob Waller, a risk analyst working in Canada, focussed on a methodology for establishing risks and setting priorities for action when caring for collections. His research has shown the benefits of evidence-based decisions and has been simplified as a useful tool to manage resources for preservation.

Hannah Price, Archivist, 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 the Vale of Glamorgan Welsh for Adults Centre, based at Cardiff University. Entitled 'Cwrs Cyfarch', it encompassed basic customer service and reception skills. Participants found the course useful and enjoyable.

Members of the Access Team have undertaken further in-house training on dealing with enquiries relating to adoption and child care records.

Engage with Welsh Strategic Leadership process

The Glamorgan Archivist has continued to meet with the mentor for the Award and for Investors in People to ensure the action plan from the process is carried forward.

3. Budget

Manage to best advantage

Monitoring reports are received regularly and Cardiff CC finance staff assist in forward planning. The spreadsheet for projected income and expenditure has not fully embedded and will continue to be refined in the new financial year.

Rating officers visited to confirm floor areas and usage in response to a challenge to the current rate applied from CUSUK on behalf of Glamorgan Archives.

Review existing paid services

Costs have been finalised and will be confirmed in the new financial year.

Cancellation fees for room bookings have been introduced following a number of incidents:

Cancellation of event prior to 5 working days before the event	No Charge
Cancellation within 5 working days	Charged half the price of room hire
Cancellation within 2 working days	Charged half the price of room hire and any additional catering costs
Cancellation on the day of the event	Full charge of room hire and any additional catering costs

During the quarter 6 bookings were cancelled. As 3 gave sufficient advance notice and one was victim to the snow cancellation charges were levied twice only.

A questionnaire has been devised for film crews booking the building to ensure they have received all necessary information and instruction.

Develop income opportunities

The Conservation Unit has continued to develop its income generation capacity. A second order for bespoke boxes has been received from West Glamorgan Archive Service and grant funding has been awarded for bench work (described below in B1) and in partnership with Cardiff Library. Following a survey to assess the preservation needs of the manuscript holdings at Cardiff Central Library and discussions with library staff, a programme of work has been agreed. Material will be transferred on a temporary basis allowing the Preservation Team to clean and package items to archival standards. The costs of this are covered by a CyMAL grant to the Library.

Promote partnerships

Conserving Local Communities Heritage: CLOCH

CLOCH is a Heritage Lottery Fund Skills for the Future project through which a consortium of local heritage institutions, led by Glamorgan Archives, will prepare 16

unemployed young men for entry level posts in the sector. The project has a Facebook presence and a Twitter feed, accessible through the CLOCH page on the Archives' web site.

The Cohort 1 traineeships came to an end on 8 January. Both have secured paid employment in the sector. They received their certificates from AGORED Cymru for the 'Digitising Materials for Museums, Libraries and Archives' unit and are continuing to complete the Level 2 Certificate in Libraries, Archives and Information Services in their new roles. Assessor training for partner institution staff is funded through CyMAL grants.

The Cohort 2 trainees started their first placement in December, and contribute to the CLOCH twitter account and facebook page. Their placements are at Cwmbran, Bargoed, and Chepstow Libraries, and Y Llynfi, Maesteg while Andrew Booth, who took up the end of the defaulted traineeship, remains at Glamorgan Archives.

Project staff have begun the recruitment process for Cohort 3. Placement partners confirmed are:

Swansea Central Library, West Glamorgan Archives and Swansea Museum
Tredegar Library
University of Wales Newport (Caerleon Learning Centre)
The Royal Mint

Applications closed on 21 February and 46 applications have been received from 32 individuals (applicants can apply for more than one placement).

The Project Manager, Emma Stagg, has provided advice and information to a number of organisations about the Skills for the Future programme and the CLOCH project. She met the Apprenticeship Manager at Creative and Cultural Skills in January to discuss workforce data and qualification and funding opportunities. She delivered a presentation on 'Positive Action – Creating Opportunities and Conserving Skills' at the Public Services Quality Group Forum at London Metropolitan Archives in November and spoke in January to the south west and mid Wales regional library partnership (SWAMP) Local Studies Training Day at the University of Wales Trinity St David, Carmarthen. Trainees are also publicising the project. Emma and Joe McCarthy spoke at the HLF launch event for new round of Skills for the Future at Glamorgan Archives; she and Stephen Assender

(Chepstow Library) attended the Libraries and Well-Being conference with prepared case studies and Russel Hill (Cwmbran Library) has written an article on the CLOCH traineeships for ARA's (Archives and Records Association) Sector for New Professionals. (See Appendix V.)

The case study for the National Archives (TNA) website was profiled in the TNA newsletter . It is available at <http://www.nationalarchives.gov.uk/archives-sector/case-studies.htm>.

Proposals have been submitted for conferences in Cardiff during the summer of 2013.

During the last seven months CLOCH trainee Andrew Booth has been compiling a database of Cardiff Council employees who fought during WW1 based on forms within the Cardiff Borough collection. These application forms were submitted by the next of kin of the soldiers for inclusion in a book of commemoration. Photographs accompanying many of the forms include family portraits as well as photographs of soldiers in full uniform prior to departure for the front; despite assurances to the contrary these were never returned to the families. Certain categories of information were selected for inclusion in the on-line catalogue, an item level record created for each soldier to which Andrew has attached a photograph where provided. Andrew's work will make a very useful resource easily accessible and will be an invaluable asset to the Office's WW1 commemoration programme. Andrew is now working part-time, three days a week and will complete his traineeship at the end of April.

During the quarter applications were submitted to HLF for an additional 20 traineeships spread over 5 years.

Archives and Records Council Wales (ARCW)

Measures have been taken to transfer Caroline Tomlin, the ARCW Administrative Officer, to Torfaen Borough Council. CyMAL has agreed to continue funding for the post, and the role of Chair of ARCW has passed from Charlotte Hodgson to Gary Tuson, County Archivist of Gwent. This transfer will be made under TUPE.

A letter of support was written for the Cynefin Project undertaking to work with Valley and Vale Community Arts Centre in Betws on the planned textile art project using as a basis digitised tithe maps for the area. Cynefin: A

Sense of Place is an all-Wales project submitted to the Heritage Lottery Fund by ARCW.

Parliamentary Archives

The 'Sea of Words' animation was delivered to the Project Board in February. The Senior Archivist attended on behalf of Glamorgan Archives. The submission was approved, with some small changes recommended, which will be implemented by mid-March. The launch, with a screening at Glamorgan Archives, has been delayed.

Rhian Phillips, Senior Archivist and Heather Mountjoy, Archivist, attended the Christmas meeting of the Grangetown Local History Society. This provided an opportunity to thank members who have worked on community projects with us over the last few years, in particular the partnership work with the Parliamentary Archives.

Women's Archive of Wales (WAW)

The Executive Committee met at Glamorgan Archives, as did a sub-group developing an HLF application. The Glamorgan Archivist was consulted on the grant application for an oral history project. The Deputy Glamorgan Archivist has assisted with the development of a deposit agreement.

Members have been assisting staff in the sorting of an important collection for Cardiff Women's Centre. The deposit contains duplicates and a range of printed material outside the Office's collections policy. The specialist knowledge from WAW has enabled the selection process to be effective and once sorted the collection will be catalogued by staff.

National

The submission for Archives Accreditation was completed and the Glamorgan Archivist responded to telephone and on-line feed-back surveys. She attended a meeting of all pilot offices in Wales at which CyMAL officers collated feedback and comments from participants. CyMAL assessors came to the Office in February to complete their assessment and the additional material requested was forwarded.

The Glamorgan Archivist attended the launch in the Senedd of the exhibition "Jewish refugees in south Wales 1933 to 1945", to mark Holocaust Memorial Day. The exhibition, produced by Dr. David Morris of West

Glamorgan Archive Service, was opened by Julie Morgan AM.

Local groups

The Glamorgan Archivist has continued to meet colleagues from the National Museum of Wales, the Cardiff Story and Mardi Gras to plan promotional events for LGBT Heritage. The recent closure of the LGBT Excellence Centre means that the HLF bid will be withdrawn and alternative funding mechanisms are being sought to continue the work.

The Glamorgan Archivist attended planning meetings to celebrate the 200th anniversary of John Hughes, founder of Hughesovka, in 2015. The current Ukrainian Ambassador is keen to promote the occasion and Cardiff officers are discussing options, including collaboration with Merthyr Tydfil, Hughes' birth-place.

The Senior Archivist attended the launch of the CAER Heritage exhibition at The Cardiff Story in February. The launch was attended by the Minister for Housing, Regeneration and Heritage, Huw Lewis AM. The launch featured a presentation by Year 7 pupils from Glyn Derw High School, Caerau, on the work undertaken with Glamorgan Archives as part of the Churchyard Detectives project. The CAER Heritage project has succeeded in securing HLF funding for the next stage of their work and Glamorgan Archives will continue to work in partnership with them. The Archives has also been successful in attracting funding from CyMAL for an event exploring the contribution of archives to changing cultures which will build on the partnership with CAER institutions and takes place in March.

The Senior Archivist 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.

The Cardiff World War I Centenary Steering Group is developing a collaborative bid for a Heritage Lottery Fund grant to fund a pilot project working with Cardiff schools. The template created would inform work with schools across the funding authorities

Katy Rivett and Andrea Wayman of Elite Supported Employment Agency contacted the Office to obtain advice about setting up a joint records store for a number of

charities in the area. Hannah Price provided written guidance and Harvey Thomas talked them through the set up and fit out of the strongrooms.

The Archives continues to be represented on several groups, with the Senior Archivist attending a meeting of the South Wales Records Society during the quarter. Archivist Louise Hunt attended a meeting of the South Wales Museums Group held at the Royal Mint, where discussions focussed on contemporary collecting.

Potential partnerships

Funding has been secured from ARCW for the initial stage of a pilot project with Cardiff Institute for the Blind (CIB) and the Royal National Institute for the Blind (RNIB) Cymru. The project will focus on enhancing access to archives by people with a visual impairment. This initial funding allows for the purchase of equipment necessary to progress the proposed second-stage work with volunteers from CIB.

The Senior Archivist attended a meeting with the Connect Cathays group at Cathays Community Centre. The group are developing a Heritage Lottery Fund application for a project which would include an investigation of the history of the community centre site and the adjacent area around Woodville Road. As part of this work members visited the Archives in December for a tour and to consult documents relating to Cathays.

The Senior Archivist attended a Strategic Insight Programme (SIP) taster event at the Cardiff City Stadium. SIP is a collaborative, all-Wales programme, funded by Higher Education Funding Council for Wales (HEFCW), which facilitates interaction between university staff and public, private and voluntary sector organisations, encouraging the development of collaborative projects. It is hoped to develop work in this area during the next year.

The Glamorgan Archivist has submitted a letter of support to a consortium bid to the Arts and Humanities Research Council (AHRC) for a major project to create postgraduate studentships over the 5-year period 2014-2019. The consortium is co-ordinated by the University of Bristol, and also includes Aberystwyth, Bath Spa and Cardiff Universities, and the Universities of Bath, Reading and Southampton. The studentships will be based across the area of the South West and Wales AHRC Consortium with the Archives potentially offering project and

placement opportunities as well as contributing training in specific collections and research techniques

4. Building and systems

Maintain and develop building systems

Additional security cards have been purchased so that all staff have appropriate access.

The usual maintenance visits have taken place during the quarter. The underfloor heating has been difficult to balance this winter and advice while from maintenance contractors has been helpful, a complete solution remains elusive.

Richard March of CMB Maintenance Services met the Glamorgan Archivist and her Deputy to review outstanding issues with the building. Various action points relating to the fabric, strongrooms, office spaces and planned maintenance routine were put in place.

Hair line cracks in the concrete ground floor repository reaching from wall to wall have been detected, mapped and are being monitored.

The House of Sport extension is running late and parking continues to be an issue as the events and training programme in the building escalates. Discussions with staff and some prominent notices are effective only temporarily. A more permanent solution will be instigated once the building work is complete and parking for the site is finalised.

Complete fit out

All the furniture described in the previous quarter's report has been delivered and is proving invaluable.

The chairs and carpets in Rhondda have been cleaned as they are subject to regular use (including catering).

Reorganise electronic filing system

No significant work has been completed on this task although reallocating folders is continuing.

Health & Safety

Following an incident in Ely, when a chair moved as a volunteer sat down causing him to fall, mats have been placed under the workstations in that room, the hard floor of which has a significant slope. The wheeled task chairs need little force to be set in motion despite being fitted

with castors appropriate to the flooring. The situation will be monitored.

Guidelines for the safe disposal of chemical waste in the Conservation Studio have been produced although this is not usually an issue as the small amounts of waste chemicals left after use are normally allowed to evaporate in the fume cabinet.

Completion of the Emergency Preparedness Plan has been delayed and a new target date of June 2013 set.

B. THE COLLECTION

1. Conservation

Complete policies, strategies and procedures

A simplified conservation treatment form which can be completed with little training has been devised for volunteers (and staff) working on large cleaning and packaging projects such as the Port of Cardiff Crew List Agreements.

A draft version of a new accessions Initial Assessment form has been developed to ensure that all material coming into the Office has a record of treatment needs to inform future conservation planning. Previously, conservation staff were consulted only if documents received were obviously damaged or dirty.

Develop conservation services

Charlotte Hodgson, Deputy Glamorgan Archivist and Mike Hodgson, Conservator, visited Merthyr Tydfil Library in February to advise staff on the long term preservation of a collection of building plans. A survey was made of the late 19th century plans of various public buildings in the area, mostly made by E.A. Johnson. The survey report contains observations on the planned project to digitise the collection, its storage and arrangements for public access. Merthyr Tydfil CBC intends to house the plans in the library and is seeking grant aid to pay for the necessary conservation work and improved storage needed and to digitise the collection for access.

Also in February the conservator produced a report outlining treatment, times and costs for the conservation of 5 log books and 150 record cards dating between 1923 and 1976 which belong to the 2nd Llandaff Scouts. It is hoped that this material will be deposited.

A new order form has been produced for the commercial side of box making which will make the process simpler and easier for external clients.

Manage repositories environment and storage issues

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

An outbreak of mould was discovered in two collections which previously been stored in out stores. The collections were examined by conservation staff and as no excess moisture was detected in the material and the mould was dormant it is believed that the former uncontrolled environment caused the problem. The affected material has been cleaned and reboxed.

A year after receiving a major collection for temporary storage a meeting was held with the client to review arrangements. Discussions concluded with plans to make adjustments to relieve some congested areas where the air circulation had become restricted, spot checks were made to ensure items remained in good condition and timetables established for the removal of material. Options for the two organisations to work more closely in the future were also explored.

Implement conservation and preservation plans

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 the playbills of the Theatre Royal'. Funding support will also be given by CyMAL and a press release by the Welsh Government led to great interest from the media. The money will be used to employ an external conservator to carry out part of the work, while in-house staff will complete the cleaning and packaging.

A new method for attaching hanging strips to Ordnance Survey plans has been developed by the conservation unit as it was found that the self adhesive strips were failing especially on the heavy linen backed first edition 25 inch series.

2. Cataloguing

Review current policies, strategies and procedures

A review of the accrual rate of holdings has been carried out. Calculations confirm the minimum 25 year expansion space anticipated for the building.

See Appendix I for details.

In a refinement to the traffic light system used to track the status of accessions a form has been created to record more accurately the receipt and cataloguing process. The prototype is under development.

To ensure consistency in listing collections on CALM guidelines in the physical make-up ('extent') of individual items have been produced for use by archivists, assistants and volunteers.

Develop CALM database

A system has been developed for prioritising cataloguing. Each collection will be given a score based on the quality of existing finding aids (if there are any), and the complexity of the collection. The scores are extracted into a spreadsheet which can be assessed against other, variable, factors. **Full details of the scoring system can be found in appendix.** The system will enable cataloguing to be more targeted and strategic. The scoring system is already in use and will be extended across unlisted collections.

Options have been considered for indexing finding aids in CALM which would permit searching by subject rather than key words. It could also bring together variable spellings for place names thus improving the searching experience. The appraisal will be completed in the coming year and a procedure developed.

Implement cataloguing strategies and plans

In this quarter 81% of accessions were processed within the target time of 10 working days. The majority of those not processed within the target time were completed soon afterwards.

Efforts have been made to reduce the backlog of accessions needing to be processed. At the start of the period (1 December 2012) the number of outstanding accessions was 41 which has now been reduced to 24.

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 has led to the re-listing and re-numbering of family papers in the Crawshay collection (DCR/F), photographs among South Wales Police Authority records, and the correction of item numbers in the Fonmon collection (DF/VOL)

The Collections Team spent a day working through some of the items that had been requested in the searchroom but not located. The procedure for such items is that a number of checks are carried out by Access Team staff and unresolved issues passed to the Collections Team for further checks. Some items were found and appropriate changes to finding aids and the locations database have been made. Others continued to be explored.

Finding aids for coroner's records have 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 demand for these records, work should commence on their re-cataloguing. This work is being carried out by Lowis Elmer, Cataloguing Assistant. The material will be split into the relevant Coroner's districts and then catalogued by file. Files are being repackaged and boxed at the same time.

Considerable progress has 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 Lady Rhys Williams collection (D463) was re-examined to resolve inconsistent and duplicate numbering of individual boxes. The collection has been scored as 'high priority' for full listing (under the Cataloguing Priority Scoring System) owing to the wealth and exceptionally wide range in the nature of its historical material. An assessment of resources needed to complete the work has been compiled. Other collections reviewed include additions to records of Albert Road and Arcot Road Methodist churches and other records relating to Penarth circuit (D65, DWESB); proof-checking records of the Howell family of Pontypridd (D334); series listing of Mothers' Union records (D416); proof-checking a list of records deposited by Councillor Ray Davies (D316); proof-checking and minor re-listing of records of Cardiff and the Vale of Glamorgan Scouts (D515); and listing of more than 200 photographs for Gladstone School, Barry (ESE2). Full collection listing has included records of FH

Lloyd and Company, steel founders, of Cardiff (D905); Tabernacl Baptist Church, Cardiff (D933); a collection of records from Larby Williams of Cowbridge (D864) 1759-1987 consisting of administrative and estate records with a large number of conveyances relating to Pontypridd; records of David Dorman Public Relations Limited (D868) relating to the clearance of Rhoose Point 1991-2001; W G Long shipwright of Cardiff (D592); and Spillers and Bakers Limited of Cardiff, 1866-1913 (D684). The last is best known for grain milling and the production of bread and biscuit products.

A number of school trophies, originating with Cardiff High School, were transferred to the Cardiff Story with the permission of the Old Girls Association of Cardiff High School. The trophies, together with association badges, fall outside Glamorgan Archives collecting policy.

Significant progress has been made in the disposal of duplicate Ordnance Survey maps and plans. Approximately 100 National Grid plans were transferred to Bridgend Libraries Service in February. Little interest has been shown so far in duplicate County Grid plans owing to the existence of copies held in other archives repositories and libraries and on-line websites. Poor copies may have to be destroyed.

Engage with depositors

A survey was completed for the National Archives on records deposited under the Public Records Act. The survey will inform a working group on the anticipated impact of changes to the law which require public records to be made available after a 20 year period has elapsed from their creation. The current period stands at 30 years. The transition period between the 30 year rule and 20 year rule will pose no problem to Glamorgan.

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. Tours of the office were given, a selection of relevant documents displayed and the role of the Office in preserving parish records explained. One delegate passed on her thanks for 'a great morning at Glamorgan Archives' where she found the speakers (including the Deputy Glamorgan Archivist) 'very informative and engaging' and the talks 'interesting, worthwhile and understandable'. Following this session several parishes have been in touch to deposit records.

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 Board, comprises chief officers across the departments for Accountancy and Resource Management, Social Services, the Legal Section, Strategic ICT and Performance Management. Documents relevant to their areas of work and showing the range of material held were displayed and feedback showed increased awareness of the role Glamorgan Archives should play in information management for the authority.

Regular meetings with staff of Cardiff Council's records management staff continue. Among the areas of mutual interest discussed was the intention of the Council to incorporate retention schedules as part of its electronic systems. The Office will be involved in reviewing the lists to identify records for permanent preservation.

A dealer in antiquarian maps sent a manuscript plan of the workings of Abernant-y-Groes coal mine (1864), on approval. The asking price was high and on investigation a similar map was found in the collection held by the Coal Authority, so a purchase was not made.

Contribute to 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 will be attended by Louise Hunt. The Digital Preservation Training Programme is an award winning course which provides 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. The knowledge gained from the training will be disseminated to staff. It will also ensure that Glamorgan can play a greater role in the Digital Preservation Consortium for Wales.

A survey was completed for the Europeana Awareness Best Practice Network exploring digital content held in Archives across Europe.

C. ACCESS

1. On site use

Continue to provide appropriate service

The searchroom remained open and normal service continued throughout the winter weather. As Christmas and New Year's Eve fell on Monday the searchroom was closed both days although the Office was staffed. Statistics of use are given in Appendix II.

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 continue to be offered on the third Wednesday of each month. Bookings were quiet over the Christmas period and during the period of bad weather which followed in January, but 2 people attended the tour in February.

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. The group included Councillors Cowan and Robson, who immediately tweeted about the visit.

Following on from a meeting last quarter with staff at the Cardiff Story, a visit to the Archives was made by representatives of Menter Caerdydd as part of their preparation for an exhibition in the City Showcase gallery at the Cardiff Story. They were given a tour of the Archives and consulted documents relating to the Welsh language, heritage and culture in Cardiff.

Five members of a 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 arrange monthly visits to a wide variety of local organisations and were keen to find out what facilities and services were offered.

Develop training sessions for users

Starter sessions continue to be offered for those wanting one-to-one advice on how to start their family history. Three members of the public have attended the sessions during the quarter and all have given extremely positive feedback to the staff members hosting the sessions.

Monitor facilities and implement improvements

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

Four large, portable screens have been acquired for use across the building. The screens can be used to display information; one is currently in use showing comments received from the 2012 PSQG Visitors Survey. The screens can be used as room dividers in all areas of the building.

A new box for storing large scale reference maps and key sheets is now in place in the searchroom. The box ensures that these items are stored neatly and reduces wear and tear.

Review policies and strategies

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

Develop educational services

Bookings for schools continue to be made at a steady pace and are now being taken for the second half of the spring term.

A total of 4 primary schools, 4 secondary schools and 1 University have brought in groups during the quarter, amounting to 272 students. Statistics are given in Appendix III.

Lakeside Primary School, Cardiff celebrated its centenary in January. As part of the celebrations two year 6 classes visited the Archives. Each class went on a tour of the building in the morning, and spent the afternoon learning about the Second World War, the 1960s, and the development of the Lakeside area. 60 pupils and staff attended in total.

Two year 6 classes from Ninian Park Primary School, Cardiff, visited in January comprising a total of 55 pupils and staff. It was rewarding to have the same pupils back for a second visit, their first having been made in year 5 when they were studying the Victorians. This time the children attended a workshop on the Second World War and the 1960s, looking at records from their own school and discussing themes such as evacuation and rationing. One of the teachers commented that they always enjoyed coming to the Archives, and that the trips were made

even more attractive to them as they are able to walk with the children and it is a free service.

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 is hoped that this will be progressed in the spring, with Year 2 pupils designing and planting the garden with assistance from ASDA's communities' fund.

Llandough (Penarth) 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, Cardiff, attended two workshops on changes in Cardiff over time, using maps and photographs showing the Riverside area, the city centre and the Docks. Sixty-nine pupils and staff attended. They were extremely enthusiastic, eager to put their history detective skills to the test and asked staff many questions during their visit. Following the visits their teacher contacted us to say '...thank you for arranging our trip to the archives. Our year 2's loved it. The activities were perfect for them.'

A group of year 10 history students from Barry Comprehensive School visited to undertake research on the development of Barry Dock. This formed part of their work for the Welsh Schools Heritage Initiative. They were particularly interested in images showing the construction of the Docks, and references to David Davies.

Members of Porthcawl Comprehensive School's Humanities Group visited during February. They are working on a project with Porthcawl Museum looking at the impact of the First World War on the locality, and consulted several relevant resources including school records, local authority minutes and census returns. The project will culminate in an exhibition at the Museum during 2014 which will commemorate the centenary of the First World War. Their visit to the Archives proved very productive and they hope to return again to undertake further work.

A group of Year 12 students from Tonypandy Community College attended in December as part of their media studies course to look at changes in journalistic interpretation and reporting. They consulted the National Coal Board scrapbooks on to the Tonypandy Riots, and

were particularly interested in the different ways in which reporters interpreted the causes, actions and aftermath of the events.

World of Work visits organised by Careers Wales Education Business Partnership continued during the quarter with a visit from a group of Year 9 students from Ysgol Gyfun Garth Olwg. Their teacher was especially grateful that their visit could be conducted through the medium of Welsh.

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. They were specifically interested in documents relating to Cardiff docks around 1910 and letters relating to Captain Scott and the Terra Nova expedition, which is the subject of their current creative writing assignment.

A workshop on 'Writing Historical Fiction' was hosted on Saturday 1 December, led by Dr Spencer Jordan of Cardiff Metropolitan University, and drawing on resources held at the Archives. A total of 16 people attended and learnt how to use documents to inform and inspire their writing. The event was very well received with one participant responding: 'I am just e mailing my thanks for the excellent workshop the Archives ran on Saturday morning.... I think it just demonstrated once again to those who were new to the Archives what an excellent source of research material is contained in your building'.

The First Friday group has continued to meet during the quarter, although the January meeting was abandoned due to the poor weather.

Senior Archivist Rhian Phillips has 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 result is a workshop which will be offered at Glamorgan Archives, including a tour followed by a session on 'Photographing the Family from the 19th Century to the Present Day'. Advice has been sought from Ross Thomas, WBQ Development Officer at the WJEC. Funding to host the workshops is being sought from the AHRC Afterlife of Heritage Research Skills Training Project, and the Senior Archivist attended a project briefing held at Manchester Museum in February.

2. External events

Develop and implement annual programme

The annual programme has been agreed and completed.

Identify and order equipment and promotional materials

All equipment necessary has been ordered and was received during the quarter. Its implementation is reported above.

Engage with opportunities for major publicity events

The document of the month feature on the website enables the display of topical items from the Collection. December featured 'Pantomime Past', through the playbills from Cardiff Theatre Royal, specifically those advertising the annual Christmas pantomime, some of which were published in Welsh as well as English. In January, records from local department stores illustrated 'bargain hunting' and sales, while February's, 'A Fine Romance' showed records relating to St. Valentine's Day, in particular a poem written to Anna Wyndham of Dunraven in 1818.

LGBT History Month was noted through a series of tweets drawing attention to the records of organisations and individuals held at the Archives and how to find details on Canfod.

Develop themed resources

Volunteers continue to extract information on the First World War from school log books, working their way through the nine education authorities. Volunteers report positively on the experience and they are extracting interesting material which will be used for school groups and for the centenary commemorations. Themes emerging from the project include schools collecting for a tank fund and being taken to see a tank which toured local areas, problems with the scarcity of food, as well as noting scholars and teachers who have gone on to fight and win military honours including the Victoria Cross and the Military Cross. These will be added to the work of the CLOCH trainee reported above.

3. Remote access

Continue to provide appropriate service

Figures for remote enquiries remain high and feedback continues to be positive. Comments received this quarter include, 'Thank you for your detailed response. I really appreciate your taking the time to help me and I will follow up with the suggestions you made. Thank you!' and

'Wow, this information absolutely floors me! Amazing to think what we can now learn about our ancestors'.
See Appendix II for statistics.

Continue website development

The @GlamArchives Twitter feed now appears directly on the front page of the Glamorgan Archives website. This ensures that everyone can access tweets, whether or not they are signed up to Twitter themselves. It also provides a quick and easy way of keeping the website up-to-date, as changes can be made and news advertised simply by tweeting.

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

No further progress has been made under this task which is dependent on external organisations at this stage.

Publicise service

A new leaflet for publicising the Archives has been produced in house by Jennifer Jones, Information Officer. One of the purposes of the leaflet is to let those who are attending courses in Rhondda booked by outside organisations know about the services on offer and what the Archives does. Leaflets are placed on seats for course participants to take home with them.

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 will be chosen from each Archive Service in Wales. The closing date for submissions is 15 March 2013. The national press release to raise awareness of the campaign included a quote from CLOCH trainee Russel Hill regarding the positive experience he gained while working at Glamorgan Archives.

In December the BBC filmed in the searchroom for an episode of 'Restoration Home.' Presenter Dr Kate Williams was filmed consulting documents relating to the Crawshays, as the programme related to the restoration of Nebo Chapel in Hirwaun and the story of Francis Crawshay. Feedback from the film crew and BBC researcher was very positive: 'the day went really well and the staff were very helpful'.

Members of staff continue to contribute to the Glamorgan Family History Journal and the Winter 2012 issue

published an article on the All Saints' Church, Maerdy sewing guild. The Church had closed in 2012 after a long battle to keep it open so it was timely to highlight the records received post-closure.

An exhibition at the Norwegian Church in Cardiff Bay features a photograph from our collections showing the church prior to restoration.

Images of Dyffryn House which are held at the Archives have been used during the quarter to publicise the transfer of the care of the house and gardens to the National Trust. An online article on the BBC News website featured one image when reporting the story, and an article and images also appeared in the winter issue of the 'ABC: Arts Buildings Collections' bulletin of the National Trust.

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. Both articles included photographs of staff members with the playbills. A feature on the playbills was also filmed for the nightly S4C show 'Heno'. The report included Rhian Phillips being interviewed on the history of the playbills and views of the presenter outside the Archives and in the strongrooms.

Glamorgan Archives strongrooms appeared in the new series of the BBC3 drama 'Being Human'.

Glamorgan Archives continues to publicise its work through its presence on social media sites Facebook, Twitter and Flickr. In addition, this quarter saw the launch of the Glamorgan Archives You Tube channel. The channel currently highlights community engagement work, as well as showcasing the film of the box-making machine 'Mark Hives visits the Archives'. It is intended to build on this foundation in future with further films focussing on the work of the office. The channel can be accessed at:

<http://www.youtube.com/user/glamorganarchives>

SUMMARY

Another busy quarter has seen progress in all areas of the plan while staff have responded positively to the unexpected, making the most of all opportunities offered to extend and develop the service provided. Operational staff in the searchroom, in conservation and in administration are the backbone of the service and contribute

massively to the successes reported here. My thanks are due to them for their continued effort and support in the face of bureaucratic obstacles.

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
6 March 2013**

Local Government Act 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item : WORK OF THE ARCHIVES
1 December 2012 – 28 February 2013

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Appendix I

Dr Goronwy Alun Hughes of Corwen Papers			
Accession No:	2012/233	Reference No:	DX555/U/7
'Maesycoed: A History'; 'Maesycoed: A History' proof copy; biographical notes of Huw Menai, 1861-1961; poetry by Nicolas Guillen translated by Alun Hughes; papers of Rev Percival Arwyn Hughes, Queens College, Oxford; folk songs; photographs of Rev RG Hughes, staff and students of Swansea Training College, 1908-1909; 'RP18' book of verse; Oxford University Calendar, 1971 Date of records: 20th century			
Corkery Family of Southerndown Papers			
Accession No:	2012/234	Reference No:	DDC/U/1,2
Papers of Mrs D L Corkery including recipe books, 'Xmas book', descriptions and prices of oriental rugs, lists of silver; Wills inventories and valuations of Mrs D L Corkery and Denis Corkery; papers relating to the death of Col E D Corkery; letters of condolence on the death of Denis Corkery Date of records: c1929-1992			
Tabernacl Welsh Baptist Church, The Hayes, Cardiff, Records			
Accession No:	2012/235	Reference No:	D933
Photographs, roll of honour, plan, address Date of records: 19th-20th century			
Leslie Howard Chapman of Cardiff Papers			
Accession No:	2012/236	Reference No:	D816
Licence to Drive a Motor Car or a Motor Cycle Date of records: 1930-1931			
Llantrisant and District Local history Society Records			
Accession No:	2012/237	Reference No:	D134
Transactions and Occasional papers No 6 'The Secondary School Entrance Examination in the District of Llantrisant...'; Meisgyn and Glynrhondda Local History Research Vol VII No2 Date of records: 2012			
Stephenson and Alexander Estate Agents of Cardiff, Records			
Accession No:	2012/238	Reference No:	DSA/127/1-15
Papers relating to the Wimborne estate Date of records: 1780-1927			
Freda Whittaker Papers			
Accession No:	2012/239	Reference No:	D930
Barry Girls' County School Higher School Certificate in geography: surveys. Barry Training College project 'The distribution of the shops of Barry' Date of records: c1945-1947			
Tonypandy Comprehensive School records			
Accession No:	2012/240	Reference No:	D770/26-29
Photographs of pupils and staff, 1980s-1990s, governors' report, 1979-1980, statistical returns, 1977-1991, fundraising certificate, c2010 Date of records: 1977-2010			
Women's Archive of Wales/Archif Menywod Cymru Records			
Accession No:	2012/241	Reference No:	DWAW8/U/9
Photographs, correspondence, DVD of a session on Barry Training College organised by WAW at the National Eisteddfod Date of records: 2012			
Star Street Congregational Church, Cardiff, Records			
Accession No:	2012/242	Reference No:	D931
Statements of accounts Date of records: 1923-1934			

Roath Park United Reformed Church Records			
Accession No:	2012/243	Reference No:	D601
Deacons/Elders minutes; church meeting minutes; choir minutes; Sunday School teachers minutes			
Date of records: 1897-1999			

Minster Road United Reformed Church Records			
Accession No:	2012/244	Reference No:	D756
Minutes of Elders' meetings, quarterly church meetings, AGMs; membership roll; Friendship League register			
Date of records: 1927-2008			

Ordnance Survey Plans			
Accession No:	2012/245	Reference No:	OS
OS plans County and National Grid series			
Date of records: 1958-1971			

Charity Commission Trustee Records			
Accession No:	2012/246	Reference No:	D818/3-5
Cowbridge National School conveyance 1838; Cymmer National School conveyances 1857 & 1862; Ebenezer Baptist Chapel Senghenydd appointment of new trustees 1956			
Date of records: 1838-1956			

Cardiff County Council Records			
Accession No:	2012/247	Reference No:	CC/C
Council and Committee meeting papers			
Date of records: Jan-Dec 2012			

Rhondda Cynon Taf County Borough Council records			
Accession No:	2012/248	Reference No:	CRCT/C/1/169-176
Council and Committee meeting papers			
Date of records: Jan-Dec 2012			

William Bradley Estate, Cardiff, Records			
Accession No:	2012/249	Reference No:	D932
Registers of building leases			
Date of records: c1856-c2002			

Lisvane Community Council Records			
Accession No:	2012/250	Reference No:	P56/1/6-12
Minutes			
Date of records: 1981-2000			

John Smith of Cardiff Papers			
Accession No:	2012/251	Reference No:	D14/U/2
'Bayden' Scout hall and community centre, Ferry Road, Grangetown: minutes of steering group, plans, draft leases and other papers			
Date of records: 1999-2007			

Cooke and Arkwright Estate Agents, Cardiff, Records.			
Accession No:	2012/252	Reference No:	D934
Photographs of building developments in Cardiff, Newport, Ebbw Vale and elsewhere, leased or acquired by Cooke and Arkwright.			
Date of records: 1980-2000			

Pentyrch Ecclesiastical Parish records			
Accession No:	2013/1	Reference No:	P65CW/49,50
Church history, 2011; parish magazine and publicity material (pdf format), Dec 2007-Dec 2012			
Date of records: 2007-2012			

Glamorgan Family History Society Records			
Accession No:	2013/2	Reference No:	D37
Journal No 108			
Date of records: Dec 2012			

John Toghill of Caerphilly colliery plans Collection			
Accession No:	2013/5	Reference No:	D935
Colliery seam plans			
Date of records: c1950s-c1976			

Merthyr Tydfil County Borough Council Records			
Accession No:	2013/6	Reference No:	CMT/C/2/73-83
Deed wallets			
Date of records: 19-20 century			

Evans family of Merthyr Tydfil Papers			
Accession No:	2013/7	Reference No:	D936
School class photographs, Caedraw and Georgetown schools, Merthyr Tydfil			
Date of records: 1914-c1933			

Cardiff Historical Information Group Records			
Accession No:	2013/8	Reference No:	D937
Minutes, correspondence, project files			
Date of records: c1891-2006			

Nicholl-Carne Estate Records			
Accession No:	2013/9	Reference No:	DNCA
Estate and personal papers			
Date of records: 19th-20th century			

Societe Franco-Britannique de Cardiff, Records			
Accession No:	2013/10	Reference No:	D593
Minutes books, 1916-1941 and 1983-1997; unbound minutes 1941-1960, 1967-1969; secretary's notebook 1995-1997; attendance books 1967-1985; AGM minutes 1959-1974; programme cards 1962-2006 (two cards missing from the series for 1969-1970 and 1974-1975 can be found in the attendance books); early programmes, 1916, 1925, 1926; centenary history of the society 2006 (French and English versions); folder of background material to the history.			
Date of records: 1916-2013			

Twyn Junior Mixed School records			
Accession No:	2013/11	Reference No:	ECG17
Log book, 1980-1994, programmes and correspondence relating to school events, 1983-1992			
Date of records: 1980-1994			

Tonyrefail Ecclesiastical Parish Records			
Accession No:	2013/12	Reference No:	P225CW
Registers of Marriage, 1957-1971; Registers of Baptism, 1903-1963; Register of Banns, 1987-2003; Confirmation Register, 1932-1983; Letter relating to St John Baptist Chapel, Tonyrefail, c.19th century			
Date of records: 19th century-2003			

Coroner for Bridgend and Glamorgan Valleys records			
Accession No:	2013/13	Reference No:	CORB
Notices of deaths, 1996-1997; Inquest reports, 1994-1997			
Date of records: 1994-1997			

Institution of Mechanical Engineers (South Wales Branch) Records			
Accession No:	2013/14	Reference No:	D939
Signed minutes of Annual, General and Ordinary Meetings			
Date of records: 1921-1969			

Mid Glamorgan Ambulance NHS Trust Records			
Accession No:	2013/15	Reference No:	D940
Records relating to the formation and meetings of the Trust, annual reports and publicity			
Date of records: 1993-2004			

Llandaff Society Records			
Accession No:	2013/16	Reference No:	DLDS/1
Newsletter No 124			
Date of records: Winter 2013			

Mid Glamorgan County Library Records			
Accession No:	2013/17	Reference No:	D942
Local Development Plans			
Date of records: 1977-1996			

Anthony M Ernest and Robert M Ernest of Penarth Collection			
Accession No:	2013/19	Reference No:	D387
Penarth Town Council Provisional List for Survey of County Treasures			
Date of records: May 1975			

Peter C Pritchard of Cardiff Papers			
Accession No:	2013/20	Reference No:	D943
Diary and correspondence			
Date of records: 1960			

William Morgan FRS, Actuary Papers			
Accession No:	2013/21	Reference No:	D945
Correspondence of William Morgan			
Date of records: 19th century			

Cardiff and District Council on Alcoholism; South Wales Council on Alcoholism; South Wales and Monmouthshire Council on Alcoholism and Drug Dependence			
Accession No:	2013/22	Reference No:	D946
Agendas and reports			
Date of records: 20th century			

National Museum of Wales, Cardiff, Records			
Accession No:	2013/23	Reference No:	D944
Programme of Music			
Date of records: 26 Jun 1912			

Canton High School Records			
Accession No:	2013/24	Reference No:	D808
Photographs of Canton High School for Boys			
Date of records: 20th century			

Gilgal Baptist Church, Porthcawl, Records			
Accession No:	2013/25	Reference No:	D626
Photograph of Gilgal Baptist Church, Year Books, Inductions of Ministers, Church Magazines, pulpit supply and LP souvenir record of Morning Service and hymn singing			
Date of records: c1920s-1980s			

Notable Accessions

Freda Whittaker Papers (*Accession 2012/239, Reference D930*)

Freda J F Whittaker was a pupil at Barry Girls' County School, and from 1945 to 1947 a student at Barry Training College. There she undertook a survey of the distribution of shops in Barry consisting of a set of 34 maps and written analysis. She divided the town into five areas, and for each one mapped the types of shops, ownership (whether British or foreign) and number of assistants employed.

Tonypandy Comprehensive School Records (*accession 2012/240, Reference D770*)

The school was created in 1978 under the title Mid Rhondda Comprehensive School, as a merger of the former Tonypandy Grammar School, Blaenclydach Secondary Modern, Bodringallt Secondary Modern and part of Porth Grammar Technical School. At first it used the site of the Grammar School but soon occupied a new site at Penygraig from 1979. It was renamed Tonypandy Comprehensive School c1982 and in 2003 it adopted the name Tonypandy Community College.

This addition to earlier deposits includes photographs of pupils and staff, 1980s-1990s, governors' report, 1979-1980, and statistical returns, 1977-1991.

Roath Park United Reformed Church, Cardiff, Records (*Accession 2012/243, Reference D601*)

The church was founded as an English Congregational Church in 1897, and the building in Pen-y-wain Road, Roath was dedicated in 1910-1911; a Sunday School was added in 1927. The building closed c2008 and the church joined with Minster Road to form Parkminster United Reformed Church. This present deposit, an addition to material received since 1999 contains minutes of Deacons/Elders meetings, church meetings, the choir and Sunday School teachers, 1897-1999.

William Bradley Estate, Cardiff, Records (*Accession 2012/249, Reference D932*)

The Bradley family was established in Cardiff by the late eighteenth century. At the baptisms of his nine children between 1811 and 1828 William Bradley is variously described as a chaise driver, grocer, farm bailiff and gentleman. The Bradleys were also members of Cardiff Corporation as councillors and aldermen, and served as magistrates and street commissioners. The Bradley estate may owe its origins to William Alexander Bradley (c1811-1859), farmer and attorney, but it was his son William (b 1842) who developed an area of land between Broadway and Pearl Street in Roath to form Helen Street, Cecil Street, Bertram Street and Green Lane around 1875. At different times the family also owned property in the centre of Cardiff and in Canton and

Whitchurch. In 1902 the estate was in the hands of William, a solicitor, his brother Frederick Livingstone Bradley (1852-1935) and their cousin The Rev David Nicholl. The last properties belonging to the estate were only sold one hundred years after this. The records consisting of Lease Registers, c1856-2002 were presented by an estate company in Worcestershire.

Evans family of Merthyr Tydfil Papers (*Accession 2013/7, reference D936*)

The 7 group photographs of classes at Georgetown and Caedraw schools, 1914-1933, are believed to include the children of Thomas Evans whose family came to Merthyr Tydfil from Carmarthenshire.

Société Franco-Britannique de Cardiff Records (*Accession 2013/10, Reference D593*)

The Society was established in 1906 as the Société Franco-Anglaise de Cardiff and renamed in 1995

The deposit contains Minute books, attendance books, AGM minutes, programme cards 1962-2006, early programmes, 1916, 1925, 1926 and the centenary history of the society 2006 (French and English versions).

Institution of Mechanical Engineers (South Wales Branch) Records (*Accession 2013/14, reference D939*)

The South Wales Branch forms part of the national Institution of Mechanical Engineers that has been in existence since the first half of the nineteenth century. It is an independent engineering society that works with leading companies, universities and think tanks. It creates and shares knowledge to provide government, businesses and the public with authoritative guidance on all aspects of mechanical engineering. The South Wales Branch was formed in 1921 and is still active. It has over 2400 members and a Regional Committee and Young Members Panel, both of which produce a programme of lectures and visits for each season.

Four minute books have been deposited covering annual, general and ordinary meetings, 1921-1969.

William Morgan, FRS, Actuary, Papers (*Accession 2013/21, Reference D945*)

William Morgan (1750-1833) was the eldest son of a Bridgend doctor. He received a medical education and worked for a time in London as an apothecary's assistant. After his father's death in June 1772 he found himself unable to continue the family practice and returned to London to stay with his uncle, the radical and writer Richard Price. With the support of his uncle he was appointed assistant actuary to the Equitable Assurance Society in February 1774 and chief actuary to the Society the following year. During a career spanning over fifty years he pioneered several major developments in the field of Life Assurance and several of his works regarding statistics and annuities were published. He married Susannah Woodhouse in 1781 and the couple had four sons and a daughter. William retired in December 1830 and was succeeded as actuary to the Society by his youngest son, Arthur.

A descendant still living locally has presented a group of letters received by William Morgan and his family. The donation was made following conversations between the donor and Hilary Thomas, formerly Assistant Glamorgan Archivist.

Accrual rate

The figures for accruals for the last year are as follows:

Quarter	Number of accessions	Accessions in cubic metres (approx)	Number of standard shelves (approx)
March – May 2012	55	2.77	23
June – Aug. 2012	65	4.569	38
Sep. – Nov. 2012	54	5.961	50
Dec. 2012 – Feb. 2013	38	2.437	20
TOTALS	222	15.737	131

This compares to approximately 18 cubic metres of material being received in both 2010/11 and 2011/12 but the small drop is largely due to slightly smaller accessions being received and is not significant. There are currently 6659 empty shelves in the strongrooms, and whilst they are of differing dimensions to allow for different size boxes, it is possible to estimate approximately how many years worth of expansion space these figures represent. A conservative estimate suggests at least 30 years additional space based on the current rate of accrual, which is well within the 25 years of expansion planned in the building's design.

Appendix II

	Number of Visits TOTAL	(groups and meetings)	No. of Groups	Documents Produced
Dec 11 – Feb 2012	1217	(436)	32	2745
March – May 2012	1300	(564)	30	2302
June – August 2012	1535	(731)	30	2348
Sep-Nov 2012	2047	(1,003)	48	2754
Dec 12 - Feb 2013	1586	(776)	34	2529

	Remote Enquiries	Website Hits
Dec 11 – Feb 2012	970	13280
March – May 2012	1081	14214
June – August 2012	1112	13625
Sep-Nov 2012	1199	13810
Dec 12 - Feb 2013	1034	11683

Interesting Enquiries

During the quarter we were contacted by an author undertaking research for a book on Gothenberg Courthouse. He wanted to reference other buildings of the same period including the former Glamorgan County Council headquarters on King Edward VII Avenue. A list of relevant material was provided.

The architect for the David Morgan development in Cardiff visited the searchroom to research St. Mary's Street and High Street for a proposed new development. He consulted the David Morgan Records, building regulation plans and photographs of the centre of Cardiff.

The Natural History Museum is currently undertaking a search for surviving letters to and from Alfred Russel Wallace, the 19th century naturalist. The Museum aims to deliver information about the letters via an online catalogue entitled 'Wallace Letters Online', which was made available in January 2013, marking the centenary of Wallace's death. Two letters in the Collection have been identified for inclusion and copies have been provided.

Researchers from the Garw Valley Garden History and Heritage Company river project visited the searchroom seeking information on the River Garw and the communities who live nearby. They consulted various maps and plans, along with items from the Blandy Jenkins estate records.

We were contacted by a student at Cardiff University researching a dissertation on the concept of gender in the south Wales mining communities. She was directed to the Violet John Collection.

Another student at Cardiff University was researching a dissertation on theft in 19th century Glamorgan. Following initial advice she consulted the Glamorgan Quarter Sessions and Cardiff Poor Law Union records.

An academic conducting research for a published history of the Dynevor estate visited the searchroom to consult the Dynevor Estate Records. His work took him on to West Glamorgan Archive Service, the National Library of Wales and Carmarthenshire Archives.

An enquirer requested copies of correspondence between his ancestor, Edmund Augustus Blundell, and the King of Siam. Mr Blundell was Governor of the Straits Settlements, Prince of Wales Island, Singapore during the 1850s, and the relevant correspondence is held here at Glamorgan Archives.

A costume designer consulted watercolours of Welsh ladies in costume found in a Victorian scrapbook.

A PhD student looking at the history of antiques collecting explored the Solomon Andrews collection. She was also advised to consult the Robert Drane diaries which contain detailed descriptions and drawing of the items he collected.

A student and a graduate undertaking work experience at Big Pit visited the searchroom. As part of their placements they were investigating the lives of miners who had served in the First World War.

Cardiff Council Library Committee minutes and reports were consulted in the searchroom by academic staff from Cardiff University seeking to establish the provenance of the rare books now in their collections, but formerly in the custody of Cardiff Central Library.

And finally, an e-mail was received during the quarter from the Art Department of the TV series Inspector George Gently, seeking interior views of police

stations in 1960s to inform set design for their latest series. A search was undertaken of the South Wales Police photographs.

Appendix III

Local and Family History Groups	
Connect Cathays	6
Rhiwbina Group	10
Menter Caerdydd	2
Llandaff Diocese Seminar	40
Professional Organisations	
Womens Archive Wales	7
Vale of Glamorgan Strategy and Governance Board	12
South Wales Records Society	15
CLOCH Steering Group	8
Events	
Writing Historical Fiction workshop	17
Starter Sessions	6
Cardiff Past x2	80
Education	
Kitchener Primary School x2	69
Lakeside Primary School x2	60
Llandough Primary School	20
Ninian Park Primary School x2	55
Barry Comprehensive School	7
Porthcawl Comprehensive School	10
Tonypandy Community College	7
EBP World of Work: Ysgol Gyfun Garth Olwg	16
Cardiff Metropolitan University, BA Creative Writing x2	28
First Friday (December, February)	4
Individuals Meeting Staff	
Ross Edwards, Careers Wales	1
Rhian Ostler	1
Charlotte Boman, Cardiff University	1
Lisa Childs, National Museum Wales	1
Ross Thomas, WJEC	1
Dienka Hines	1
Mrs Davis	1
Marie Francis, Cardiff Institute for the Blind	1
Karen Vaggas	1
Jenny Sabine and Avril Rolph, Womens Archive Wales	2
Kathy Rivett and Andrea Wayman, Elite	2
Pat Evans	1
Melanie Patterson, Llandaff Scouts	1
Richard March, CMB	1
Paul Evans, Artist	1

Mary Ellis and Sarah Horton, CyMAL	2
Glynn Vivian Art Gallery	2
Carol Bradley, Cardiff and the Vale of Glamorgan Welsh for Adults Centre	1
Victoria Rogers, The Cardiff Story	1
Andrew Lane, Cardiff Council	1
R Swingler, South Wales Echo	1
J Towersey and P Burnett, CVS	2
Human Resources Cardiff Council	3
Filming	
Restoration Homes	6
Heno	3
Public Tours	3
Room Hire	
Cardiff Council Medicines Policy x 3	60
Cardiff Council Promoting the Health of Looked After Children	13
Cardiff Council Away Day	21
Cardiff Council Child Development	15
Cardiff Council Financial Safeguards for Service Users	20
Cardiff Council For The Record	15
Cardiff Council Public Law	21
WCVA (4&5 Dec)	21
WCVA (10 Dec)	19
WCVA (13 Dec)	10
WCVA (5 Feb)	25
Elite	15

Appendix IV

Conservation

Packaging Programme

Boxes made	Reboxing	Encapsulation
370	898	309

Cardiff Crew List Agreements Project

Agreements cleaned/repaired	New boxes
826	30

Collection Control

Barcoded & Relocated
1264 items

External Work

Client	Description	Treatment
West Glamorgan Archive Service	250 bespoke boxes	
Hereford	8 bespoke boxes	
Newport Museum	20 bespoke boxes	

Bench work

Reference	Title & Description	Treatment
DCR/F/10/3	Copy of clauses in Will of Francis Crawshay (1811 – 1878)	Consolidate, flatten, support weakened and brittle areas and mend.
DBR/F/30/2	Lord Aberdare Scrap Book, c.1960	Remove sticky tape. Clean, repair and reattach material. (This is an on-going project which has been previously reported is now complete.)
DNCB/8 - 14	National Coal Board Records – newspaper cuttings scrapbooks, 1900's -1930's	Dry clean, remove old linings, reassemble text block, reattach boards, reback volume with original spine where applicable and consolidate corners.

Appendix V

From Despair to Where?

Six months ago I was unemployed and had been for over a year...

The Welsh valley in which I live has one of the highest unemployment rates in the country, and although I have some college-level qualifications and a certificate of higher education in Anthropology, I was struggling to find opportunities of any skill level in any sector. I couldn't even find a minimum-wage bar job despite having several years experience of working in pubs and clubs. I was regularly getting letters from employers apologising for my unsuccessful applications, often mentioning that they had received over a hundred applications when they had less than a handful of positions to fill.

It seemed hopeless at the time but this period of hardship, which I was sharing with so many others in my local area, really heightened my awareness of how people react to the pressures of a changing culture and the seemingly unstoppable forces of economics and politics. Looking at my own history of growing up in the ex-mining communities of Blaenau Gwent, I realised that I had witnessed through the course my own lifetime the effect these troubles can have on the identity of a whole community, in this case threatening and actually destroying a way of life for thousands of people, a process that continues to smoulder in the area, leaving a legacy that has direct links to the current unemployment problem.

I've always had a strong interest in all things historical and cultural but never before had I felt so immersed and connected to a sense of how important heritage is and the role it plays behind the curtains of all our lives. Despite whole populations losing their livelihoods they are still here, and with the strength of their heritage they have retained their identities and solidarity as a community, struggling on together for a better life.

Inspired by this sentiment I volunteered at some local museums and spent hours visiting my local archives, all the while embarking on frequent job-searching binges hoping to find anything really but always paying particular attention to anything associated with culture, history or heritage. Unfortunately the pickings were always slim and almost all potential prospects were either advertised internally within organisations and councils, asking for expensive graduate qualifications or requiring inaccessible experience of paid employment in related vocations. Entry-level jobs were often asking for experience in an entry-level job, effectively blocking any non-graduates from getting a foot in the door.

I was just about resigned to looking solely for the more likely unskilled labour or factory work when on a September morning my careers advisor called me about a vacancy he had just received. He said it seemed to be exactly what I was looking for. He was right.

CLOCH (Conserving Local Communities Heritage) is a scheme funded by the Heritage Lottery Fund's 'Skills for the Future' programme and it really seemed too good to be true. In partnership with Glamorgan Archives, the project offers

twelve-month work-based traineeships centred around libraries, archives and museums. This alone sounded great but what was really amazing was that the programme is aimed specifically at young, unemployed men from my area with no previous experience in the field! And even better, the programme includes a chance to achieve a relevant qualification. After over a year of no real prospects at all, it was hard to believe that such a seemingly perfect opportunity could be real. But real it was and after submitting an application and getting through a couple of interviews, I was thrilled to be told I had been successful and would shortly be part of the second cohort of trainees for the project.

The first three months were spent at the impressive and newly-opened Glamorgan Archives in Leckwith, Cardiff. I can say with surety that the four other trainees in this cohort and myself enjoyed this time immensely. Not only did it feel great to be doing something I was interested in, the learning experience that we received was really excellent. The staff at the archives made us all very welcome and comfortable, creating an environment in which we were happy to work and learn. Many of the staff there are distinguished and respected in their fields and we were able to take full benefit of their knowledge and expertise.

Our training was focussed around developing our skills in four main areas and our time had been well organised to make the very best out of each; we spent time in the searchroom studying 'research and local history', we learnt how to use modern and specialist technology to practise 'digitisation', we got out and about in the locale for 'community engagement' and we got to grips with the superb on-site conservation laboratory and strong-room facilities for 'conservation and collection management'. This comprehensive induction into the work of museums, libraries and archives was supplemented by trips to various conferences, training sessions and other heritage facilities, allowing us to gain insights into how various professional bodies operate and interact. The events that the CLOCH project staff organised for us throughout the training gave us a priceless opportunity to network and build relationships with individuals and institutions across the sector.

The whole experience really was first-class and has made a huge difference to my confidence and ability, both professionally and personally. Throughout the traineeship we are working towards the Level 2 Certificate in Libraries, Archives and Information Services with Coleg Llandrillo Cymru, so next September when our contracts come to an end we will have a qualification to certify our journey from long-term unemployment to a promising advancement as new professionals. A few months in and I have recently started my placement with Torfaen libraries where I am transferring all my new skills and understandings into community-inspired heritage projects of my own.

One year ago I couldn't have imagined that this was where I would be now. The people and organisations behind CLOCH have my sincere admiration for their efforts in providing a true beacon of hope in a time of disadvantage. It is through programmes like this that the next generation can hold on to hope for a brighter future where opportunity prevails over obstacle. The best thing I have taken from this experience so far is a renewed faith in the power of people working together and this was inspired by the treatment I have

received from absolutely every person I have encountered who works in this industry and the passion they have shown. Through mutual fellowship and through the efforts of those that have fostered people like me, libraries, museums and archives will be reinvigorated and ready to face the challenges and transformations of the advancing global age.

Russel Hill, CLOCH Trainee

'Off the Record - E-magazine of the ARA Section for New Professionals',
Issue 5 – Winter 2013

Appendix VI

Procedure for establishing cataloguing priorities

This scheme uses two types of factors to prioritise collections for inclusion on the current cataloguing plan. One set are constant, objective and scientific; the other variable and subjective. Both are described below with weightings assigned.

Constant factors

1. Existing finding aids:

Entirely uncatalogued	= 30
Only a detailed CLD exists	= 25
Partially catalogued (<i>either some sections catalogued but others uncatalogued or box listed, in part or whole</i>)	= 15
Existing item level catalogue exists needs revision	= 5
Catalogued to ISAD(G)	= 0

2. Complexity (for collections scoring above 0 for finding aids):

Very complex (<i>CLD is superficial and cannot be accurate</i>)	= 30
Complex (<i>CLD provides some information only</i>)	= 20
Straightforward (<i>clear record series as described in CLD</i>)	= 5
Simple (<i>one main series in sequence or under 10 items</i>)	= 0

Variable factors

- Required for political/stakeholder reasons
- Actual current demand
- Potential future demand
- Legislative priorities
- Security

In the order given.

Constant factors are scored on accession and updated for each collection when new accessions are received and as work is completed. Collections most in need of cataloguing come out with the highest score. These are then reviewed against the variable factors for the year to produce a cataloguing plan. The variable factors introduce flexibility and will be particularly useful to support applications for grant funding.