

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  
28 June 2013

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
<b>REPORT FOR THE PERIOD 1 March – 31 May 2013</b>	

**1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1 March to 31 May 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 Archivist currently on maternity leave has indicated that she will be returning to her post although she is using accumulated leave until the summer. To cover her absence, Lewis Elmer, a partly qualified archivist, who has been employed through an external grant since February, has been continued for a further 3 months for 2 days a week. The remaining Cardiff Works post has also been continued for a further 3 months while the process of recruiting a casual Records Assistant is completed. The role is needed for out of hours opening and to assist with externally funded tasks including box-making.

Richard Morgan, Archivist, has indicated his intention to retire in August. Options for his replacement are currently being considered.

Pay protection for staff in detriment after job evaluation ended on 31 March. Four posts and six individuals are affected. The establishment review reported to the previous meeting of the Joint Committee is continuing in the hope that trained staff can be retained in the long term. A review of the Administrative Team has identified the need for two identical posts to replace the previous Administrative Officer and Assistant. Discussions have begun on how best to move forward this option, which will, coincidentally, resolve the present anomaly of the (now) lower paid Officer managing a higher paid Assistant.

Although issues with the pay for CLOCH officers were resolved the Heritage Lottery Fund has not had a formal response from Cardiff County Council. A further request for a letter from CCC senior management was passed on.

*Integrate National Occupational Standards with competency frameworks*

Role profiles have been completed for the Preservation team. Access team profiles have been completed and discussions are continuing with Human Resources officers on how best to implement the planned establishment review.

*Develop volunteer programme*

During the quarter 16 volunteers have contributed 937 hours to the work of the Office. Of these, 8 came from the Vale of Glamorgan, 7 from Cardiff and 1 from Rhondda Cynon Taf. In addition we have provided ten tours for prospective volunteers and work experience placements. Due to the Office's involvement in the CLOCH project only one work experience placement has been provided during the quarter.

Currently there are six projects on offer to volunteers: cleaning crew lists of Cardiff registered ships (1863-1913), listing building plans for the Rhondda (c1895-c1970), listing material contained within the scrapbooks of Arthur McTaggart Short (1915-1975), the extraction of detail from the diaries of Henry Fothergill (1860-1914), and information relating to World War One from local authority minutes. In addition volunteers are frequently asked to assist the archivists in collections and access

with short term tasks, such as research for outreach projects or processing new accessions.

Following the completion of his CLOCH traineeship Andrew Booth continues to work at the Office one day each week. At the CLOCH certificate presentation his mother told staff that he had been delighted that a position had been made available for him.

A long term volunteer successfully achieved paid employment during this period and accordingly finished her placement with us; she provided the following positive feedback:

*I want to say thank you to you and all the rest of the staff for being so lovely to work with, I have had a great time, I just wish I could have stayed. I will keep my eyes open for any jobs that may appear with you in the future as I would love to come back to work with you again'*

One work experience placement has returned as a volunteer. Currently she is working on the dairies of Henry Fothergill (1860-1914), and her background in analytical chemistry means she is ideally suited to deciphering the experiments he details.

A dedicated drive has been set up to enable quick and secure access to volunteer projects. Available on staff and volunteer accounts this will allow staff to transfer documents easily between drives for volunteers to work on without the need for USB sticks, which frequently crashed. This is the only drive accessible through volunteer accounts and so is perfectly secure.

Graham Getheridge, Workplace Partnerships Officer for Cardiff University School of History, Archaeology and Religion is currently compiling a portfolio of potential placements for undergraduates and postgraduates in local libraries, museums and heritage organisations. Following a visit he will be publicising the Archives and encouraging students to take up work experience placements.

## **2. Staff: development**

*Ensure all staff access appropriate training*

The Glamorgan Archivist attended a training day on forward planning organised by CyMAL, the section of Welsh Government looking after museums, archives and

libraries. Forward planning is an essential element of Archives Accreditation.

She attended 'Changing Cultures; Engaging Participation by Disadvantaged Audiences', another CyMAL event, focussing on developing capacity in the sector to benefit people in deprived communities, and chaired the plenary session.

Other staff training is reported under the appropriate task.

*Continue training in building systems and procedures*

Administrative staff have received top up training on the till as cheques received are now processed in the same way as cash. They have also been given a tour of the plant room and introduced to the building management system to improve their understanding of what workmen may be doing on site.

*Maintain training in CCC systems and procedures*

The Administrative Officer attended the training course, Introduction to VAT. Further training on financial systems has been sourced after an additional licence was acquired for the Council's electronic financial system, SAP.

The Administrative Assistant has received training in CCC's petty cash and banking systems to enable her to deputise for the Administrative Officer.

The Glamorgan Archivist met the officer developing CCC's mobile working protocols to discuss its potential application to the service.

All staff continue to comply with the Bob's Business module release as described in the previous report.

*Ensure all staff access appropriate CPD*

Access Team staff have had training sessions on childcare records and the records of the courts.

The rota for the Archivists has been adjusted so that staff spend more time in different areas of the Office. This ensures the continued practice of their professional skills and aids team development, an essential component of the disaster preparedness plan.

The Senior Archivist has continued to mentor a member of staff from the National Museum Wales during her distance learning studies in archive administration.

*Maintain commitment to good health and safety practices*

The Administrative Assistant undertook a training course in manual handling which will qualify her to train local authority office workers. The final assessment is due next month.

Weekly tours of the building are made by staff to identify any potential defects before they become problems. Improvements have been made to the reporting forms and a better system has been developed to prioritise faults and order repairs.

Members of staff and CLOCH trainees continue to have regular refresher sessions on using the Evacuation Chairs to ensure a ready response in an emergency. Training is logged to ensure all eligible staff undertake reminder sessions.

**3. Budget**

*Manage to best advantage*

A more extensive licence has been acquired which will enable greater access to functions on SAP, Cardiff CC's financial management system. Staff will be able to raise invoices and to run queries on the live budget.

In addition, new systems have been put in place to record budget spend and income so that staff other than the authorised individual can track expenditure.

Stock-takes have been completed for publications, stationery, furniture and ICT equipment.

*Maximise benefit from income opportunities*

Cardiff CC is planning the introduction of on-line and telephone payments for certain services. Glamorgan Archives took part in an initial needs assessment and staff have responded to further questionnaires on the type of query we receive and the range of services for which payment by card remotely would be helpful.

Out of hours charges for room hire have now been fixed. Prices are based on 3 staff members, 2 operational and 1 professional, and recoup full costs. The cost will be £40 an hour for plain time (ie evenings) and £60 an hour for time and a half (ie Saturdays) and apply to non-archive related events where an external body wants to rent a space.

New pencils have been ordered for general sale. As both colours sold equally both will be continued.

Providing refreshments for events generates income but is time consuming and awkward; the staff kitchen tends to be used as the process is too noisy for the group room galley while a meeting or training is in progress. The current vending machine suppliers have produced options for a smaller machine, situated in the galley, which can be used by participants with costs for the units consumed recharged to event organisers. The business case has been explored and a Coffee Tek Vitro 4 table top machine is to be acquired on a 5 year lease.

One cancellation fee was charged during the quarter due to the short notice given. One external group was moved to accommodate a last minute school booking. A complaint was received as the room was not laid out as expected which has led to an improvement in systems for recording and communicating bookings and course requirements.

Orders for bespoke boxes continue to provide an income stream from repeat customers, notably from the Cardiff School of History, Archaeology and Religion and West Glamorgan Archive Service. Two interesting challenges came in this quarter, one from a student to make a box for a military hat box and the other from a lecturer on the Conservation Course for several large boxes to house Bronze Age ceramics.

Experience of renting out archive storage space was shared with Powys Archives who are looking to secure new accommodation. They wish to collect information for a business case and see this as a possible income stream. Glamorgan Archives was one of the few offices to respond to the request circulated on the archives email list.

### *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.

Interviews were held at all placement partner sites for the third cohort of CLOCH trainees at the start of March and the five new trainees started at Glamorgan Archives on 9 April. The new trainees (and host placements) are:

- Richard Hancocks (Tredegar Library, Blaenau Gwent)
- Jonathan Lewis (Swansea Central Library)
- James Williams (Royal Mint Museum)
- Thomas May (University of South Wales, Caerleon Learning Resource Centre)
- James Hamill (Gwent Archives)

Their induction at Glamorgan Archives consists of:

- 2-day taster sessions on the core skills areas and an introduction to Glamorgan Archives (group work)
- 2-week in-depth sessions in Access, Collections Management, Conservation, Digitisation and Resources (individual)
- Visits (Cardiff Local Studies Library, Cardiff Story, Cardiff Modern Records Service and Aberdare Library)

The Cohort 3 trainees have also undertaken their one day digitisation training with Hazel Thomas from Culturenet Cymru and will be assessed on 21 June. Funding has been secured for 7 additional partners to undertake assessor training as a result of a grant from CyMAL.

Cohort 2 trainees have continued their placements with their host partners (Bargoed Library, Cheptow Library, Cwmbran Library and Y Llyfi, Maesteg). Two of the trainees have undertaken additional placements with local museum services (the Winding House and Chepstow Museum) and feedback from the Winding House Museum (via twitter) has been positive 'Glad to welcome back trainee Marcus from annual leave. He's been such a great help we've asked for his 4 wks to be extended!'

Cohort 1 trainees, Joe, Mike and Andrew, were presented with certificates to mark the completion of their traineeships at the CILIP Cymru conference on 16 May. Jennifer Stewart, Head of HLF Wales presented the certificates which had been signed by John Griffiths AM, Minister for Culture and Sport. Emma Stagg, CLOCH Project Manager, also spoke at the conference on the value of partnerships to the project. An article on the project, 'Creating opportunities through heritage skills', also appeared in the Summer 2013 issue of the CyMAL magazine.

An application for a continuation of the project was turned down by HLF in May.

*Archives and Records Council Wales (ARCW)*

In preparation for the centenary of the start of the First World War funding has been made available through Archives and Records Council Wales (ARCW) to digitise documents of relevance. A list amounting to approximately 1,500 images has been provided and scanning will take place in June. The project, led by the National Library of Wales, will make available a consolidated digital collection revealing the often hidden history of World War One as it impacted on all aspects of Welsh life, language and culture.

The Deputy Glamorgan Archivist continues to represent ARCW on meetings relating to the new Archives Service Accreditation scheme. With the piloting phase completed final documents including the Standard, Guidance, Glossary, Eligibility Criteria and Questionnaire have been issued. Input from the sector, particularly from Wales has secured a coherent and streamlined scheme which can be used as professional yardstick and improvement tool.

Glamorgan is among ARCW members submitting a joint bid to the National Cataloguing Grant Scheme for funds to catalogue records of the steel industry in Wales. The Glamorgan Hematite Iron Ore Mine, Llanharry, has been proposed. Stacy Capner, who is co-ordinating the application, has used the method for assessing cataloguing priorities devised by Glamorgan Archives.

*National*

The Glamorgan Archivist attended the launch of Welsh Newspapers On-line at the Pierhead in Cardiff, the launch of the Hindu Council of Wales at the Senedd, and advised Archif Menywod Cymru/Women's Archive Wales, on their HLF bid for an oral history project.

The Deputy Glamorgan Archivist attended an executive committee meeting of Archif Menywod Cymru/Women's Archive Wales held at the Archives.

In her capacity as the Diocesan Advisor for Llandaff, the Deputy Glamorgan Archivist attended a meeting of Church in Wales Advisors. Business matters raised included the potential problems caused by changing boundaries of Deaneries and implications of wider changes resulting from the proposed reorganisation of the Church in Wales. Proposals include the replacement of



benefices with 'mission areas' consisting of 15 parishes and the reduction of six dioceses to three. The implications for record keeping are the closure of churches in smaller parishes and the potential loss of records. In the light of this, proposals were made to carry out surveys of records, before changes are implemented.

The animation produced as part of the partnership project with the Parliamentary Archives was launched at Glamorgan Archives in March. 'Sea of Words' was produced by artist Trevor Woolery and was inspired by research undertaken at Glamorgan Archives and the Parliamentary Archives by members of the Grangetown Local History Society. It tells the story of ship's pilot David Morse who travelled to Parliament to give evidence on the Bute Docks Bill of 1865. The animation can be viewed via the Glamorgan Archives You Tube channel [www.youtube.com/user/glamorganarchives](http://www.youtube.com/user/glamorganarchives)

The case study detailing the work undertaken by Grangetown Local History Society and Mount Stuart Primary School on the Parliamentary Archives partnership project Time and Tide is now available on the Parliamentary Archives website at [www.parliament.uk/communities](http://www.parliament.uk/communities)

#### *Local groups*

The Glamorgan Archivist attended the launch of the latest publication from the Grangetown History Society, a heritage day at Hengoed Baptist Church organised by Gelligaer History Society, and the launch of Canolfan Soar, Merthyr Tydfil as a digital hub. She assessed grant applications for the Glamorgan County History Trust bursaries.

The Women's Workshop in Cardiff has been successful in its bid for funding to the HLF for a project called "Mothers then and now" which will explore the lives of women across generations working with local young women. The project officer has visited to discuss the Archives' role as a partner in this project.

The Senior Archivist represented Glamorgan Archives at the first meeting of the Steering Group for the Cardiff People First and Newport People First Multicultural Heritage Trail. This new project is funded by the Heritage Lottery Fund, and will involve people from a black or minority ethnic background who have a learning disability designing a multi-cultural heritage trail across both Newport and Cardiff: researching facts, sharing stories,

visiting historic cultural buildings and communities on the way. The intended outcomes of the project will be exhibitions, a physical trail and a multi-media trail with digital stories, as well as interactive workshops and factsheets for school groups. Glamorgan Archives is one of a number of project partners that also include Gwent Archives, The Cardiff Story, Newport Museum and the University of South Wales.

The Senior Archivist continues to represent Glamorgan Archives on the committee of the Glamorgan History Society. Two committee meetings were held at the Archives during the quarter.

The Archive Trainee from West Glamorgan Archive Service, Catrin James, visited in March to learn more about the service. Impressed by the differences between the two offices she is keen to return at a later date to complete a work experience placement at Glamorgan Archives.

#### *Potential partnerships*

Staff met a representative from Vibe Experience Ltd., a multimedia and creative voluntary organisation working with young people which is based in Barry. Vibe is planning a project to involve disadvantaged young people with their heritage. Glamorgan Archives has committed to partnering the proposal.

The Glamorgan Archivist met an educational consultant from the company Eginio to discuss potential future projects including hard to reach audiences and sources and topics which are difficult to present.

A letter of support was written to accompany an application by Bridgend County Borough Council for their 'Digital Bridgend Project'. This project if successful will establish six heritage hubs in the Bridgend area and has clear overlap with the aims of the Office. Records held can be made available to the project and staff will provide training for project contributors.

A meeting with representatives from the National Library of Wales took place to discuss plans to establish a Conservation Centre for digital and analogue records in Aberystwyth. The Glamorgan and Deputy Glamorgan Archivists were able to contribute views on services local record offices would find useful and share their experiences of collaboration with other offices in the heritage sector.

Senior staff commented on options appraisal for the institutional archive of Cardiff University. A numbers of possibilities for partnership working were included.

#### **4. Building and systems**

##### *Maintain and develop building and systems*

The usual maintenance visits have taken place during the quarter. The problems experienced with balancing the underfloor heating have not been resolved. A meeting was held with representatives of CMB Maintenance to discuss this and other issues previously raised in December. Improved communication systems have been introduced, the temperatures of the boilers reduced, outstanding Planned Preventative Maintenance scheduled and the Building Management System reviewed. Room switches have been supplied for isolation and reprographics and an extract fan fitted to cleaning, again, with a local switch.

The contractor servicing the bollards has suggested that the compressor should be drained regularly as water backing into the housings has been affecting performance. The Conservator has taken on the task, initially weekly, although the small quantity of water produced indicates a monthly check will be more than sufficient.

Following a series of problems with the repeater panel for the fire detection and alarm system the main panel has been fully replaced.

Pest control staff have attended to investigate seagulls nesting on the roof.

The Preservation Team undertook a deep clean of the Conservation Studio, which will be repeated on a quarterly basis

##### *Complete and implement disaster recovery plan*

The initial draft of the plan has been completed and introduced to staff. The Glamorgan Archivist and her Deputy attended a CyMAL organised training event, Scenario Testing and introduction to the Emergency Planning Network Wales, held at the Cardiff Story Museum. One of the watches of South Wales Fire and Rescue Ely station has been given an introduction to the building. They will pass on their experience to other fire officers.

*Finalise signage and fit out*

Nothing further has been progressed under this task during the quarter.

*Review electronic filing system*

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

## **B. THE COLLECTION**

### **1. Conservation**

*Complete policies, strategies and procedures*

The following Risk Assessments have been reviewed and upgraded: dust, dry cleaning, working at heights, mould and moving heavy items

*Develop conservation services for external user*

The project to clean and repackage the Cardiff Library special collection has begun. The first consignment of 56 volumes and 13 folders has been cleaned, boxed and repackaged and returned to the Library. Work continues on a second delivery of 38 volumes and 98 folders. This project is paid for by a CyMAL grant to the Library.

In connection with a three month long exhibition on Insole Court a diary belonging to George Frederick Insole (D847/1/1) has been lent to the Cardiff Story Museum for display. Museum staff requested advice on appropriate lighting levels and methods of display from the Conservator and have agreed to abide by his instructions to minimise potential damage to the item.

*Manage repositories environment and storage issues*

The Preservation Assistants have been trained to collect and file the information from the Tiny Tag data recorders. These are used to monitor the environment (temperature and humidity) in the strongrooms and in other areas of the building where documents may be used.

Rob Pearce, a Conservator from the National Museum of Wales, visited to discuss his experience of managing the Building Management System (BMS) at the Museum's store in Nantgarw. He is an advocate of using minimal mechanical intervention and adjusting controls according to the season. His advice will help to inform future management of the repository environment.

An inventory of all conservation supplies was completed. Although inventories of specific items such as packaging material are regularly carried out this was the first full survey for the team.

Insect monitoring in the buffer zones has shown a significant drop in numbers (80%) entering from the fire exit in buffer zone 1 since draft excluder was fitted to the door.

*Implement conservation and preservation plans*

The new method for attaching hanging strips to maps and plans for vertical storage has been trialled and staff trained in its use.

Volunteers, Preservation Assistants and CLOCH trainees continue to work on the project to clean and rebox the Crew List Agreements. Alternative work has been sourced to provide variety including repackaging photographs. Currently those from albums belonging to David Myfyr Evans, Mayor of Cardiff in the 1980's (D949) are being transferred to sleeves.

Work has begun on identifying volumes in double boxes. These are boxed individually providing better packaging for the items and eliminating heavy boxes, potentially a safety hazard for staff.

*Develop prioritised plan of work*

The Conservator has begun assessing items reported as needing repair on the location database. Progress is reported monthly to the Preservation Team meeting.

## **2. Cataloguing**

*Review current policies, strategies and procedures*

A number of outdated in-house cataloguing procedures and guidelines have been combined and updated to provide a single point of reference cataloguing manual. The new manual should ensure a consistent approach, and also provide step-by-step instructions for the use of CALM in the process.

*Refine, populate and maintain CALM database*

In this quarter, 76 accessions were received, making it much busier than any of the quarters in the previous year. The total quantity of material received this quarter amounts to approximately 13 cubic metres, compared with just over 15 cubic metres for the whole year 2012/13. Amongst these accessions were several larger deposits,

including over 400 boxes from Stephenson and Alexander, Chartered Surveyors, and a van load of material from the South Wales Police Authority.

The busy period, combined with the need to train staff who have not recently worked in the collections team, has meant that the percentage of accessions fully processed within 10 working days has been closer to 75% than to the 90% target. It has also precluded further progress with the backlog of outstanding accessions for which paperwork needs to be completed.

A significant milestone was reached in May with the completion in sorting Ordnance Survey county grid plans on the scale 1:2500 (25 inch). The primary aims were to form a reference series of these plans to fill gaps in existing series, replace damaged plans, and to separate plans taken from archives collections which hitherto have been used for general reference. Most of those in archives collections - such as those from private estates, businesses and local authorities - have been marked in various ways to serve the purposes of their administrations. The work of sorting, begun by the previous group of CLOCH trainees in November 2012, was resumed by the current group in April 2013. In total, more than 1,000 scale plans have been identified, marked with sheet and edition references, and sorted. Roughly 300 plans were found which either fill gaps in existing reference series or replace defective plans. Map hangers are now being added to these plans. When this task is complete, the plans will be inserted in the reference series; defective plans will then be removed and destroyed and plans from collections will be separated.

In addition to the 25 inch series, CLOCH trainees sorted more than 230 Ordnance Survey town plans of Cardiff 1900. 120 were found to duplicate existing reference plans and these have been transferred to Cardiff Central Library. About twenty duplicate plans await a home. The remaining 90 plans have been set aside for map hangers and incorporation into the reference series of town plans.

Listing of the records of Cantonian High School (reference D808) 1907-2006 was completed at the beginning of May. The school developed from the former Canton Municipal Secondary School, known from 1933 as Canton High School, which moved to its present site in Fairwater in 1962. The name was changed to Cantonian when the school became part of the comprehensive secondary school system in Cardiff in 1970. The original boys' school

- now home to Chapter Arts Centre - was hit by a bomb in 1941 which probably explains gaps in the collection. Despite this, the records are an impressive witness to the history of the school including admission registers for the boys' school 1933-1964 and girls' school 1907-1927, school lists 1912-1954, a staff register 1907-1943, a large number of issues of the school magazine ('The Cantonian') 1915-1968, memorabilia, and approximately 340 photographs and negatives.

Lowis Elmer, Temporary Cataloguing Assistant, has continued work on the recataloguing and repackaging of coroner's files and has had some assistance from CLOCH trainees during this quarter. A great deal of progress has been made, and only one of the pre 1974 divisions now remains uncatalogued.

Full details of items received during the quarter are given in Appendix I together with a list of further notable accessions.

Work continues on improving locations database and CALM entries, dealing with anomalies as they crop up. As well as this reactive approach, volunteers, trainees and members of the searchroom team have continued to make progress with the systematic checking of entries.

Louise Hunt and Hannah Price attended a software functional review workshop in Birmingham organised by Axiell CALM, the company which developed the collection management software used for a variety of functions in the Office. It was very useful to contribute to discussions, highlighting the strengths and weaknesses of the software in its current state, and offer suggestions for future development. Some useful tips were also picked up which will be explored further for new ways in which the existing software can be used.

#### *Develop cataloguing strategies and plans*

Cataloguing in CALM allows free text searching which could be improved by the use of structured indexing. An options paper has been prepared on resources required to create authority files for subjects, personal and place names. CyMAL is funding a project to merge archive catalogues in Wales with the Archives Hub, which has its own indexing conventions. Before an in-house decision can be made the result of this proposal is awaited.

All newly received collections are now given a priority scoring in line with agreed criteria. Tasks assigned to the

CLOCH trainees are selected from the priorities identified through this system.

*Develop deposit strategies and plans*

Two members of Barry Male Voice Choir were given a tour and discussed with staff the services offered to depositors. The choir was formed in 1902 and the members are keen to preserve the history of the organisation. They have since deposited photographs and are hoping to secure the deposit of other records such as minutes and concert programmes at a later date.

Co-operation between the Archives and the Records Centre at Cardiff CC continues. This quarter the collaborative working has secured the records of Gladstone Road School, one of the schools in Cardiff undergoing reorganisation.

While items from the Cardiff Library Collection are on-site for cleaning and packaging an archivist is comparing the material with the existing catalogue, entries in which are frequently so brief as to give little indication of the content. Information obtained will inform future discussions on the rationalisation of the collection and improve the catalogue.

*Continue to plan for the management of born-digital records*

Louise Hunt, Archivist, attended a three day digital preservation course in London, funded by an ARCW small grant. The course was very useful, providing an intensive introduction to the subject of digital preservation. She now feels better placed to discuss the tools and policies being developed by the Digital Preservation Consortium for Wales and will be better equipped to contribute to the work of the group.

Louise also attended a digital preservation training day organised by the Digital Preservation Consortium for Wales in Aberystwyth. The morning included several talks about the project and documents that had been produced by the group so far, and a general talk on the OAIS model (Open Archival Information System) and how Archivematica (the software selected by the group for digital preservation) maps to it. The afternoon involved a discussion of the project plan and the next steps required, resulting in a number of work streams being identified which group members can contribute to. Louise has volunteered to contribute to the creation of a checklist for trusted digital repository storage, although the work has not yet begun.



## C. ACCESS

### 1. On site use

*Continue to provide appropriate service*

In March fifteen members of Penarth Women's Institute visited the Archives. They were a very enthusiastic group and enjoyed looking at documents relating to the Penarth area. Several members were keen to come back to carry out family and local history research. The branch has already deposited records so it was a good opportunity for them to see where the documents are held.

Library staff from Cardiff University visited for a tour and to learn more about resources and services. This will better equip them to advise students and direct them to use the service.

Several Cardiff University research students also visited during the quarter. They were given a tour of the building, and consulted staff on the sources available for their areas of research, and looked at documents relevant to their work.

Four classes of adult education students studying family history were welcomed. Each class had a tour and introduction to resources relating to family history, and were able to register.

Two local history societies, the Coytrahen Local History Group and the Ogmores Vale History Society, visited after meeting the Deputy Glamorgan Archivist at a Bridgend REACH Heritage Network event. Both groups were introduced to the work of the Archives and explored documents relating to their local areas, as did members of the Cynon Valley Branch of the Glamorgan Family History Society.

An informal group of ramblers from the Cardiff and Vale of Glamorgan areas came for a tour. The group members regularly embark on walks across Glamorgan, and were interested in discovering more about the historic background of the sites they see on their travels, in particular old industrial sites in the south Wales valleys.

Volunteers from the National Museum Wales received a tour with a particular emphasis on conservation and

preservation. These volunteers are assisting in the cleaning and packaging of items, using bespoke boxes made at Glamorgan Archives.

Glamorgan Archives contributed to Wales Adult Learners' Week (18<sup>th</sup> - 26<sup>th</sup> May 2013) by holding a special tour behind the scenes, advertised via NIACE Dysgu Cymry and attended by 6 people to positive feedback.

The free monthly public tours have continued to prove popular, with 10 people attending this quarter.

For full statistics and interesting enquiries see Appendix II.

#### *Develop programme of events for users*

A programme of events for the summer has been planned and advertised.

#### *Monitor facilities and implement improvements*

The first two weeks in March saw Glamorgan Archives embark on a 'Feedback Fortnight'. Forms were issued to every member of the public who visited which they were asked to complete giving their opinion on the service. The responses were overwhelmingly positive, and notable comments include:

'Excellent service in all respects'; 'Absolutely brilliant'; 'Staff are helpful and friendly and eager to help'; 'The resource you have is fantastic'.

A form has been devised to explore barriers to potential users (see Appendix V), an initial draft was trialled at Hengoed.

The Searchroom Etiquette banner introduced during the last quarter has been used by the Preservation Advisory Service as an example of good practice at a training session held at the British Library in April.

The Senior Archivist has attended meetings of the Public Services Quality Group Visitor Survey Working Group. The group is looking at updating the survey to take into account current developments in the domain. The Group is also examining the Distance Users Survey which was piloted in 2011 with the aim of making it more user friendly.

#### *Review policies and strategies*

The Outreach Strategy has been revised and renamed the Community Engagement Strategy in order to reflect

more accurately recent development in this area. The strategy covers the next two years, and will be revised in 2015. (See Appendix VI)

*Develop educational services*

Aberdare High School for Boys visited on a Careers Wales Education Business Partnership work visit. Fifteen pupils and one teacher attended.

8 pupils and the school librarian from Aberdare High School for Girls visited to undertake research on the history of their school which will be celebrating its centenary this year. They are also working with Cynon Valley Museum, and the result of their research will be an exhibition on the school held at the Museum.

Mount Stuart Primary in Cardiff sent 29 Year 6 pupils and 3 teachers for a workshop on Cardiff Docks. The pupils were working on a project to create a video guide to Cardiff Bay, and they wished to highlight the interesting buildings and landmarks in Butetown often overshadowed by the new buildings on the waterfront.

Although some schools have taken advantage of the grant received from CyMAL to subsidise transport from schools outside the Cardiff area money remains in the fund.

Glamorgan Archives worked in partnership with the CAER Heritage Project to deliver a CYMAL-funded school workshop entitled 'Detecting Poverty'. The CAER project artist, Paul Evans, delivered the workshop with Archive staff. On the first day, a class of Year 7 pupils visited Glamorgan Archives to learn about child poverty in the Victorian age. They were then asked to develop in comic strip form a conversation between themselves and a child from the past. The second day was held at the school where pupils produced puppets based on their comic strip characters. They built puppet theatres and used them to present the dialogues they had created. The day was very successful indeed, and one of the teachers involved commented:

*'Yesterday was a real success. The Y7s were really buzzing about their experience... [one of the pupils] was telling me all about his character and when I suggested it sounded a bit depressing he got very shirty and informed me that it was 'cool'. Put me in my place! Thank you so much to you and your team for your continued time and support'.*

In May Glamorgan Archives delivered its first workshop targeted at students studying for the Welsh Baccalaureate Qualification. This workshop was attended by 23 Year 10 pupils from Michaelstone College, Cardiff. Delivered with Charlotte Boman, a research student at Cardiff University, the workshop focussed on Photographing the Family in the 19<sup>th</sup> Century, with particular reference to photographs held in the Thompson Family Papers (DTC). Charlotte Boman was successful in her application to the Afterlife of Heritage initiative for pilot funding to provide teacher cover for the first three schools undertaking the workshop. The project forms the basis for blog posts at: <http://bomancm.wordpress.com/> and was also featured at the Cardiff University Public Engagement Student Showcase held in April.

The First Friday Group met twice during the quarter. A member of the group, Evonne Wareham, recently published her second novel which included a dedication to her First Friday friends thanking the group members for their support.

## **2. External events**

*Contribute to heritage events programmes across the funding authorities*

The Glamorgan Archivist attended the Price of Coal event at the National Waterfront Museum in March. Organised by the Wellcome Trust funded project Disability and Industrial Society, the event exposed the dangers faced by those who worked in the coal industry and the price many paid as a result of this work. An article by Ben Curtis, Research Associate for Disability and Industrial Society, on the event and the project as a whole was published in Your Family History magazine and featured images from the Merthyr Tydfil workhouse records held at Glamorgan Archives (UM).

*Identify and respond to major anniversaries and celebrations*

The group co-ordinating planned commemorations of the First World War by heritage organisations in Cardiff continues to meet, and has drafted an application for HLF funding for a pilot project to work with schools in various areas of the city. Glamorgan Archives will be a partner in the project.

A producer and film crew from Tinopolis television company visited the Archives during the quarter to undertake research on the Senghennydd Colliery Disaster and to film in the searchroom for a documentary focussing on the disaster which will be screened later this year. The Senior Archivist was featured discussing the coroner's report on the disaster with historian Dr Elin Jones.

*Develop themed resources*

Volunteers have completed extracting information on the First World War from school log books from nine local education authority areas. The exercise has revealed a wealth of information on how the war impacted on local communities. One of the volunteers is now analysing the information and developing themes which can be used for exhibition and educational resources. Other volunteers are working on local authority minute books to see how councils responded during wartime.

**3. Remote access**

*Continue to provide appropriate service*

Staff have continued to respond to remote enquiries within the 10 day response period, with 1183 enquiries received this quarter. Feedback from members of the public remains positive, with one enquirer responding recently with 'Thanks so much for this, that is spot on and exactly what I was after'.

*Monitor service and implement improvements*

The processing of reprographics orders from members of the public has been streamlined and guidance has been prepared for all staff on the procedures to be followed.

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

Glamorgan Archives is one of the offices to pilot the transfer of catalogues onto the Archives Hub, a web based portal originally designed for archives in higher education institutions, but now extended to local authority and other archives.

The office took part in a survey of holdings of local government building regulation plans organised by the National Archives on behalf of English Heritage and equivalent bodies in Wales. The results will be published on-line for the benefit of researchers later this year.

### *Publicise service*

The first volume of the collected letters of Charles Wesley, published by Oxford University Press, includes a number from the Fonmon Estate papers owned by Glamorgan Archives.

The document of the month feature on the website is used to promote new collections or to tie in with anniversaries and events. March centred on St David's Day and how it is celebrated locally, using school log books and illustrated by colourful Victorian prints of Welsh costumes. In April Rhiwbina Garden Village was featured to coincide with its centenary. In May 'Living Over the Shop' was a follow up feature to a story originally run in connection with the 2011 census about shop workers living above department stores in Cardiff. A researcher's great aunt had lived above Howells and worked there as a milliner. She recently deposited family photographs which were used to illustrate the feature. Staff throughout the office and volunteers are encouraged to identify topics for the feature and to research and write up their findings.

The Archives Wales marketing team came for a tour in April. As relative newcomers to the archive domain they wanted to learn more about the work archives undertake, and in particular the services offered at Glamorgan.

Following a successful application to the Archives Wales Marketing Grant Scheme a series of 6 roller banners is to be produced, tailored specifically to each funding authority.

A report headed 'Telling Tales' featured in the *South Wales Echo* in March, publicising the Tell Your Story competition. The report included photographs of Glamorgan Archives staff and featured stories from users on what they have done with their research.

The Tell Us Your Story competition closed in March. Glamorgan received 16 entries, more than any other participating service. From these, 3 winning stories were selected, from Cardiff People First, Lakeside Primary School and Glyn Derw High School. The story told by Cardiff People First about their experience undertaking research for their Ely Hospital Project at Glamorgan Archives was selected to be turned into a film and filming took place at Glamorgan Archives during early May. An event was held at the Archives to celebrate winning stories from across Wales and to launch the films showcasing the winners. The recently appointed Minister

for Culture and Sport, John Griffiths AM presented attending winners with their prizes. The event was introduced by the Glamorgan Archivist and the Cardiff People 1<sup>st</sup> film introduced by the Senior Archivist. The films shown at the event, can be seen on the You Tube channel: [www.youtube.com/user/glamorganarchives/](http://www.youtube.com/user/glamorganarchives/)

Social media channels continue to promote the service. Stories this quarter include the 60<sup>th</sup> anniversary of the ascent of Everest by Sir Edmund Hillary, International Women's Day and the Women's Archive of Wales collection, and the departure of the British and Irish Lions for their tour of Australia. All these current events were linked to items held at Glamorgan Archives.

By the end of the quarter the Glamorgan Archives Twitter account reached the landmark figure of 1000 followers.

## **SUMMARY**

Another busy quarter has seen staff respond to usual and exceptional challenges with their customary good grace and humour. Use in all areas continues at a high level, systems are improving and co-operation with local authority and sectoral colleagues continues. My thanks are due to all staff for their continued support in difficult circumstances; without their commitment to the service nothing we plan would be achievable.

## **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 2013-14 revenue budget supplemented if necessary by the General Reserve.

**Susan Edwards  
Glamorgan Archivist  
7 June 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 March – 31 May 2013

**Background Papers**

CALM database.

**Officer to Contact: Susan Edwards – 029 2087 2202**

## Appendix 1

<b>Penarth Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2013/26, 2013/62	<b>Reference No:</b>	P46CW
St Augustine's church: register of services, 2003-2010; register of banns, 1998-2010; Vestry minutes, 1963-1984; PCC minutes, 1935-1950, 1961-2008; Finance Committee minutes, 1966-2004; indexes to PCC and Finance Committee minutes 1992-2004; PCC attendance register, 1966-2002, and declarations book, 1926-2002; Stewardship Committee minutes, 1963-1966; Renewal Campaign Committee minutes, 1965-1966; papers concerning parish hall, 1994; report on organ, 1995; church electoral roll, 2011; records relating to building maintenance, upkeep and redevelopment work of St Augustine's including quinquennial report, 1996; papers relating to the installation of a disabled access ramp, 1999; grant applications, correspondence, architect's papers, bill of quantities; photograph albums showing the maintenance of the external wall; papers relating to the upkeep of the graveyard, 2004; petitions for faculties, c2001-2005. Also papers relating to building work carried out at St Lawrence's Church, Lavernock, and Holy Nativity Church. Date of records: 1926-2011			
<b>Llandough-juxta-Penarth Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2013/27	<b>Reference No:</b>	P35CW/6
Inventory, 1951 (with additions to 1995) Date of records: 1951-1995			
<b>Lavernock Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2013/28	<b>Reference No:</b>	P39CW
Reports and papers re repair of church and bellcote Date of records: 1988-2000			
<b>Llandaff Diocese Mothers' Union Records</b>			
<b>Accession No:</b>	2013/29	<b>Reference No:</b>	DMUL/26
Penarth and Barry Deanery Committee minutes Date of records: 1971-2009			
<b>Eglwysilan and Llantrisant Deeds</b>			
<b>Accession No:</b>	2013/30	<b>Reference No:</b>	D947
Marriage settlement of Thomas Evan and Elinor Jones; Lease for 1000 years Date of records: 1633, 1711			
<b>Glamorgan Family History Society Records</b>			
<b>Accession No:</b>	2013/31, 2013/64	<b>Reference No:</b>	D37
Journal No 109; memory stick containing transcripts of Hendreforgan Senior Mixed School admissions register, 1939-1950 and Llandyfodwg (Dinas Main) School (later Evanstown and Abercerdin) admissions register, 1883-1912 Date of records: c2012-March 2013			

<b>Ralls Family of Cowbridge Papers</b>			
<b>Accession No:</b>	2013/32	<b>Reference No:</b>	D948
Exam papers reports and certificates of Percival Clifford Ralls and Lilian Maud Collings; 'The Pontypriddian' magazine; testimonials.			
Date of records: 1917-1927			

<b>David Myfyr Evans, Lord Mayor of Cardiff, Papers</b>			
<b>Accession No:</b>	2013/33, 2013/52	<b>Reference No:</b>	D949
Photograph albums, newscutting book, loose photographs of David Myfyr Evans' time as Lord Mayor.			
Date of records: c1986-1987			

<b>Canton High School Records</b>			
<b>Accession No:</b>	2013/35	<b>Reference No:</b>	D808
Prospectuses; programmes; school magazines; transcripts of admission registers; photographs; reunion papers; historical research papers			
Date of records: 20th Century			

<b>Canton St Luke's Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2013/36	<b>Reference No:</b>	P151CW
Baptism registers, 1911-1978; Banns registers, 1911-2009; Confirmation register, 1960-2005; Service registers, 1932-1991			
Date of records: 1911-2009			

<b>Barry Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2013/37, 2013/56	<b>Reference No:</b>	P28CW/9-11
Parish magazines, 1950-2012; All Saints centenary booklet; album containing photographs from All Saint's centenary celebrations, 2008.			
Date of records: 1950-2012			

<b>Terence H O'Neill, Plaid Cymru, Papers</b>			
<b>Accession No:</b>	2013/38	<b>Reference No:</b>	D779
Election ephemera; press cuttings			
Date of records:			

**Pentyrch Ecclesiastical Parish Records**

<b>Accession No:</b>	2013/40, 2013/89	<b>Reference No:</b>	P65CW
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'The Parish Hall Creigiau The First 100 Years'; St David's Groesfaen: baptism register, 1895-1995; marriage registers, 1922-2002; burial register, 1895-2000; PCC minutes, 1943-1990; vestry meeting minutes, 1950-1987; Creigiau church hall committee minutes, 1914-1992; grave registers and indexes to burials; accounts books; collection registers, 1960-1982; building plans and papers re building work; correspondence, insurance policy and other miscellaneous papers.

St Catwg's: service registers; PCC minutes; choir minutes; grave book; terrier; marriage registers; photographs; church magazines; bans registers; account books.

Records collected together by Thomas Llewellyn, former church warden.

Date of records: c19th century-2013

**Ystradyfodwg Parish Records**

<b>Accession No:</b>	2013/41	<b>Reference No:</b>	D950
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Ystradyfodwg rate book; vestry minute book

Date of records: 1856,1881-1892

**Michael James of Cardiff Papers**

<b>Accession No:</b>	2013/42	<b>Reference No:</b>	D956
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School exercise books for subjects studied at Cathays High School.

Date of records: 1956-1963

**Kenfig Hill Labour Party Records**

<b>Accession No:</b>	2013/43	<b>Reference No:</b>	DLPKH
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Minutes of Kenfig Hill Branch Labour Party

Date of records: 2003-2007

**Peter Leech, of Cardiff, Papers**

<b>Accession No:</b>	2013/44	<b>Reference No:</b>	D951
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Illustrated guide to place names of Cardiff, by Peter Leech

Date of records: 2013

**Bethany Baptist Church, Rhiwbina, Cardiff Records**

<b>Accession No:</b>	2013/45	<b>Reference No:</b>	DBAP15/105
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AGM papers for 2011, including minutes of 2010, reports of Minister, Secretary, other church groups, and church accounts.

Date of records: 2011

**Principal Robert James of Treforest Papers**

<b>Accession No:</b>	2013/46	<b>Reference No:</b>	D954
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South Wales Institute of Engineers meeting papers

Date of records: 1948-1952

<b>Peter Randles of Saundersfoot, Papers</b>			
<b>Accession No:</b>	2013/47	<b>Reference No:</b>	D952
Project drawings of Millenium Stadium; aerial photographs of Cardiff Arms Park and projected stadium; design and construction contract; and posters relating to Wales Rugby squad			
Date of records: 1996-1999			

<b>D &amp; J Exports, Cardiff, Collection</b>			
<b>Accession No:</b>	2013/48	<b>Reference No:</b>	D953
Photograph of Penarth Head Inn, Penarth			
Date of records: 1864			

<b>Bridgend County Borough Council Records</b>			
<b>Accession No:</b>	2013/49	<b>Reference No:</b>	CBR
Minutes and reports			
Date of records: 2002-2008			

<b>David Maddox of Pontypridd Collection</b>			
<b>Accession No:</b>	2013/50	<b>Reference No:</b>	D538
Treherbert Hospital Deed Poll, Rules and Standing Orders; Report and Accounts; architect's impression			
Date of records: 1927-1929			

<b>Hilary Thomas of Cowbridge Collection</b>			
<b>Accession No:</b>	2013/51	<b>Reference No:</b>	DXKB/4/5
Photograph of brothers William Walter Wallbridge, in uniform of the Scots Fusilier Guards and Police Constable John Donald Wallbridge, in uniform of Glamorgan Constabulary			
Date of records: c1849			

<b>Wyndham/Western Colliery, Nantymoel, Records</b>			
<b>Accession No:</b>	2013/53	<b>Reference No:</b>	D955
Record of hours of employment of Winding Enginemen at Wyndham/Western colliery			
Date of records: 1983-1984			

<b>Women's Archive of Wales/Archif Meywod Cymru, Cardiff Women's Centre Records</b>			
<b>Accession No:</b>	2013/54	<b>Reference No:</b>	DWAW52
Posters, minutes, photographs (including photos of banners), postcards that were sold in the centre, magazines			
Date of records: c1980-1992			

<b>Women's Archive of Wales/Archif Menywod Cymru Records</b>			
<b>Accession No:</b>	2013/55	<b>Reference No:</b>	DWAW8/U/9
Newsletter, March 2013			
Date of records: Mar 2013			

<b>City United Reformed Church Cardiff, Records</b>			
<b>Accession No:</b>	2013/57, 2013/78, 2013/105	<b>Reference No:</b>	D957
Church magazines Date of records: Dec 2011-Jun 2013			

<b>Beatrice Smith of Cardiff, Collection</b>			
<b>Accession No:</b>	2013/58	<b>Reference No:</b>	D614
Political correspondence, including anti poll tax campaign letters 1990; photographs relating to start of peace march from Cardiff to Greenham Common, 1981. Date of records: 1981-2012			

<b>Grand Avenue United Reformed Church, Ely, Records</b>			
<b>Accession No:</b>	2013/59, 2013/65	<b>Reference No:</b>	D958
Church meeting minutes, 1926-1975; Elders meeting minutes, 1946-1999; Deacons (Church committee) minutes, 1927-1939; choir AGM minutes, 1952-1964; Sunday school minutes, 1936-1951; Sisterhood minutes, 1978-2012; registers of baptisms, marriages and burials, 1927-2006; church minute books, 1974-2003; church magazines, 1931, 1962-1963; programmes and photographs of young people's pantomime productions, 1951-1962; programmes for other events; papers relating to sale of land and plans for new church, 1980s-1990s Date of records: 1926-2013			

<b>Evanstown, Gilfach Goch (later Abercerdin) Council School Records</b>			
<b>Accession No:</b>	2013/61	<b>Reference No:</b>	ELL9/4-8
Abercerdin Infants and Primary School log books, 1954-1986; Dinas Main School admission register, 1883-1912 Date of records: 1883-1986			

<b>Hendreforgan School Records</b>			
<b>Accession No:</b>	2013/63	<b>Reference No:</b>	ELL17/2/2
Hendreforgan Senior Mixed admissions register, 1939-1950 Date of records: 1939-1950			

<b>South Glamorgan County Council Records</b>			
<b>Accession No:</b>	2013/66	<b>Reference No:</b>	SD/CH/X
Photograph of the construction of the Grangetown Link Road, c1987 and original design for South Glamorgan coat of arms, 1974. Date of records: 1974, c1987			

<b>Dewi and Prudence David, of Cardiff, Papers</b>			
<b>Accession No:</b>	2013/67	<b>Reference No:</b>	D959
Receipts for wedding rings and jewellery purchased by Thomas and Hannah David, 1897; receipts for engagement and wedding rings purchased by Dewi David, 1937; papers relating to the purchase of 33 Barons Court Road, 1939; receipts for the furnishing of the home, 1939-1940; war damage papers, 1944-1945; papers relating to rates payments and additional work on the house, 1946-1949.			
Date of records: 1897-1949			

<b>Hilary Thomas of Cowbridge Collection</b>			
<b>Accession No:</b>	2013/68	<b>Reference No:</b>	DXKB
Photographs of Hilary Thomas' grandfather, Police Inspector James Thomas: group photograph taken outside Mountain Ash Town Hall, 24 Sep 1924 and photograph of Aberaman Sub-Divisional Police Shooting Team, 1929.			
Date of records: 1924-1929			

<b>General Electric Company, Records</b>			
<b>Accession No:</b>	2013/69	<b>Reference No:</b>	D960
Cardiff Corporation Trolley Bus spare parts catalogue			
Date of records: mid 20th century			

<b>Llantrisant and District Local History Society</b>			
<b>Accession No:</b>	2013/70	<b>Reference No:</b>	D134
Meisgyn and Glynrhondda Local History Research, Volume VII no 4			
Date of records: Mar 2013			

<b>Skewen Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2013/71	<b>Reference No:</b>	P220CW
Service registers for St Mary's Church, 1961-1965, and Llandarcy Mission Church, 1959-1974			
Date of records: 1959-1974			

<b>Côr Cochion Caerdydd, Records</b>			
<b>Accession No:</b>	2013/72	<b>Reference No:</b>	D254
Photograph album, certificate of thanks to choir from Liverpool Dock Workers; cash books for sales of book 'Stand Up and Sing'; signed book from chorale populaire de Paris			
Date of records: 1998-2012			

<b>Palestine Solidarity Campaign Cardiff branch, Records</b>			
<b>Accession No:</b>	2013/73	<b>Reference No:</b>	D358
Palestine Solidarity Campaign leaflets, correspondence and information relating to members			
Date of records: 2003-2010			

<b>Meyrick O'Connor, of Cowbridge, Papers</b>			
<b>Accession No:</b>	2013/74	<b>Reference No:</b>	D961
Photographs from Meyrick O'Connor's war service and personal photographs and papers.			
Date of records: c1920s-2012			

<b>Seion Eglwys y Bedyddwyr, Cwmaman, Aberdare, Records</b>			
<b>Accession No:</b>	2013/75, 2013/88	<b>Reference No:</b>	D963
Registers of marriages			
Date of records: 1962-2012			

<b>Rumney and District Local History Society Collection</b>			
<b>Accession No:</b>	2013/76	<b>Reference No:</b>	D973
Collection of slides [possibly the photographic collection of Miss Fish] containing images of Rumney and District, other areas of Cardiff and other scenic photographs.			
Date of records: 20th century			

<b>Terence Soames (Cardiff) Ltd, Records</b>			
<b>Accession No:</b>	2013/77	<b>Reference No:</b>	D964/1, 2
Aerial photographs of Cardiff (including Cardiff Arms Park, the castle, and Cathays Park) and Caerphilly Castle.			
Date of records: c1960s			

<b>Cardiff Intermediate School Football Team, Records</b>			
<b>Accession No:</b>	2013/79	<b>Reference No:</b>	D962
Cardiff Intermediate School Football Team photograph with individuals identified.			
Date of records: 1909			

<b>Kenfig Hill Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2013/80	<b>Reference No:</b>	P183CW/4/1
Register of marriages (2007-2009)			
Date of records: 2007-2009			

<b>Dennis Sellwood of Llanbradach Collection</b>			
<b>Accession No:</b>	2013/81	<b>Reference No:</b>	D163
Slides, photographs and index cards.			
Date of records: 20th century			

<b>Deeds relating to Park Street, Treforest</b>			
<b>Accession No:</b>	2013/82	<b>Reference No:</b>	D966
Collection of deeds relating to property on Park Street, Treforest.			
Date of records: 1840-1923			



<b>Glamorgan Constabulary Records</b>			
<b>Accession No:</b>	2013/83	<b>Reference No:</b>	DCON
Various records (list to follow)			
Date of records: 19th-20th century			

<b>Llanddewi Rhondda Parish Records</b>			
<b>Accession No:</b>	2013/84	<b>Reference No:</b>	P186CW/2/10
St Barnabas Church, Trehafod, marriage register.			
Date of records: 1980-2010			

<b>English Methodist Church, Blaenrhondda, Records</b>			
<b>Accession No:</b>	2013/85	<b>Reference No:</b>	D970/1/1, 2
Duplicate marriage registers.			
Date of records: 1947-1999			

<b>Saron Congregational Chapel, Ynyshir, Records</b>			
<b>Accession No:</b>	2013/86	<b>Reference No:</b>	D971/1/1-5
Duplicate marriage registers			
Date of records: 1950-2006			

<b>Dr Wilson Harrison of Cardiff, Papers</b>			
<b>Accession No:</b>	2013/87	<b>Reference No:</b>	D965
Texts of lectures provided for various audiences including the Cardiff City Police School of Experience and Research and the Metropolitan Police College, Hendon. All concern detection of forgery in handwriting and documents.			
Date of records: 1935-1936			

<b>Teifion T Phillips, of Barry, Papers</b>			
<b>Accession No:</b>	2013/90	<b>Reference No:</b>	D967
Collection of goodwill messages from former pupils of Barry Comprehensive School on Teifion Phillips' retirement, 1981; long service award to honour a lifetime's commitment to the Labour Party, 2000.			
Date of records: 1981-2000			

<b>Mid Glamorgan County Amateur Athletics Association Records</b>			
<b>Accession No:</b>	2013/91	<b>Reference No:</b>	D968
Minutes			
Date of records: 1988-1998			

<b>Barry Male Voice Choir Records</b>			
<b>Accession No:</b>	2013/93	<b>Reference No:</b>	D969
Group photographs of rehearsals and performances, certificates, centenary booklet			
Date of records: 1923-2009			

<b>Cardiff High School Old Girls' Association Records</b>			
<b>Accession No:</b>	2013/94, 2013/96	<b>Reference No:</b>	DX263
Accounts books, 1987-2006; newsletters, 1964-1975; minutes 1960s-2006, menu for centenary dinner, 1995; correspondence; newscuttings; Folder of accounts, material relating to reunions, Cardiff High School awards evening programmes and programmes of other events that Old Girls have been invited to, Cardiff High School newsletter 2008, AGM minutes, historical records of Cardiff High School.			
Date of records: 1929-2011			

<b>Ladd Brothers Collection</b>			
<b>Accession No:</b>	2013/97	<b>Reference No:</b>	D974
Glass plate negatives from the Ladd Brothers Collection			
Date of records: 1905-1926			

<b>Garwyn Young of Cardiff Papers</b>			
<b>Accession No:</b>	2013/98, 2013/102	<b>Reference No:</b>	
Photographs of the local area showing 'snapshots in time'; programmes of events mostly held in St David's Hall; Ely papermill job manual;			
Date of records: c1980s-2013			

<b>Llandaff Society Records</b>			
<b>Accession No:</b>	2013/99	<b>Reference No:</b>	DLDS/1
Newsletter No. 125			
Date of records: Spring 2013			

<b>Alfred J Davies Papers</b>			
<b>Accession No:</b>	2013/100	<b>Reference No:</b>	D972
Survey plan of Nine Foot Seam at Windsor Colliery, at Abertridwr, plan Roath Park and section drawing of Penylan Hill, in Cardiff			
Date of records: 1908 and 1909			

<b>Stephenson &amp; Alexander, Auctioneers and Chartered Surveyors, Records</b>			
<b>Accession No:</b>	2013/101	<b>Reference No:</b>	DSA/BOX839-1263
Office files 14941-16731; Aldi files G8/3-48; partners, directors and consultants meetings files G2/5-26; international property files PA1/7-11; P Graham general file G3 (1995/6); P Graham personal files G1 1996-1998, G1/6 2007/8, unnumbered files, Barry Estate volume.			
Date of records: c1980s-1990s			

<b>Glamorgan Federation of Women's Institutes Records</b>			
<b>Accession No:</b>	2013/103	<b>Reference No:</b>	DXNO34/6-9
Environment and agriculture sub-committee scrapbook, 1974-1975; photograph albums of flower festivals organised by GFWI and events attended, c1990s; photograph album showing WI handovers for 75th anniversary book, 1991; album of photographs and itinerary for trip to Canada for 100th anniversary of WI, 1997. Date of records: 1974-2000			

<b>Gladstone Primary School, Cardiff Records</b>			
<b>Accession No:</b>	2013/104	<b>Reference No:</b>	EC10
Admission registers: Gladstone Boys School (Nov 1900-Sep 1913, Sep 1913-Mar 1923, Apr 1928-Aug 1940), Gladstone Boys Department (Sep 1940-1954, Sep 1963-Sep 1996), Gladstone School Junior Department (Jun 1954-Sep 1996), Gladstone Primary School (Jan 1990-Nov 1996). Class Syllabus and Record Books: Gladstone Boys Department (Jul 1947, Aug 1947), Gladstone Junior Mixed Department (Jul 1953, Jul 1956), Gladstone Infants' Department (1968, 1969, 1970, 1972, 1974). Teachers' Attendance Registers (1969, 1971, 1973, 1975, 1978, 1979, 1981). Attendance registers 90 volumes (1960s-1980s). Summary Register (1974-1977). Date of records: 1913-1990s			

<b>Dr Goronwy Alun Hughes of Corwen Papers</b>			
<b>Accession No:</b>	2013/106	<b>Reference No:</b>	DX555/U/8
Photographs, newscuttings, translated poetry and commentary and notes on authors, disc containing poetry and commentaries. Date of records: 1998-2013			

### **Notable accessions**

#### **Grand Avenue United Reformed Church, Ely, Records**

Grand Avenue Congregational Church, Ely was opened in 1927. In 1972 the Congregational and English Presbyterian Churches merged to form the United Reformed Church, and so Grand Avenue became a URC. Over the years the church had an active Sisterhood, Boys Brigade, Brownie and Guide pack. The youth club was formed in 1948 and during the 1950s and early 1960s put on an annual pantomime production as well as entering competitive fields in the Youth Festivals, but due to change in leadership, the club's activities dwindled from the mid 1960s onwards. The Church closed in March 2013 as low membership numbers meant it was no longer possible to maintain the building.

Following the recent closure of the church, all surviving records have been donated, providing a comprehensive history of the church. Records include church meeting minute books, registers of baptisms, marriages and burials, church magazines, photographs, and papers relating to the rebuilding of the church.

### **Barry Male Voice Choir Records**

Barry Male Voice Choir was founded in February 1902 when twelve men from Tynewydd Road Congregational Church formed the Barry Dock Glee Party which soon became known as Barry Male Voice Choir. The focus in the early days of the choir was on taking part in competitions and putting on concerts to raise money for charitable causes. Annual concerts started taking place from 1904, and other concerts were performed around the local area and abroad.

The records deposited are mostly photographs dating from the 1920s to present day activities of the choir. It is expected that further records will be deposited in the near future covering the entire history of the choir.

### **Gladstone Primary School, Cardiff Records**

Prior to this recent accession, the only record held for Gladstone Primary School was a punishment book. The school was built in 1900 and this recent deposit includes admission registers dating back the school's inception. In addition the the admission regsiters, photographs, class syllabus and record books (1947-1974); teachers' attendance registers (1969-1981); and a summary register (1974-1977) were also deposited.

### **Dewi and Prudence David, of Cardiff, Papers**

Dewi and Prudence purchased 33 Barons Court Road in 1939 from the builder H. B. Tucker, of Colchester Avenue. Barons Court Road is thought to be the last street of houses to be built in Cardiff before construction of domestic dwellings was put on hold for the duration of the Second World War. The set of papers donated provide an insight into the costs involved in setting up home in the 1940s, including invoices and receipts for the building work and furnishing the house. There are also papers relating the supply of gas and electricy to the property and war damage payments.

### **Peter Randles of Saundersfoot, Papers**

Peter Randles was engaged in preparatory professional work on the project for building the Millenium Stadium by John Laing Construction Limited. The papers donated include working copies of design and construction contract and works information, and project drawings of Millenium Stadium, Cardiff; aerial photographs of Cardiff Arms Park stadium and projected new stadium; printed photographs and posters relating to Wales Rugby squad and Welsh rugby.

### **Pentyrch Ecclesiastical Parish Records**

A large amount of material was received from Pentyrch Parish, to add to the existing collection. New material includes a large number of baptism, marriage and burial registers for the sister church St David's Groesfaen, service registers, minute books and buildings records.

## Appendix II

	<b>Number of Visits TOTAL</b>	<b>(groups and meetings)</b>	<b>No. of Groups</b>	<b>Documents Produced</b>
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
March - May 2013	1755	(805)	37	3383

	<b>Remote Enquiries</b>	<b>Website Hits</b>
March – May 2012	1081	14214
June – August 2012	1112	13625
Sep-Nov 2012	1199	13810
Dec 12 - Feb 2013	1034	11683
March - May 2013	1183	11811

### Interesting Enquiries

The owners of a new bar and restaurant in Cardiff, Chapel 1877, visited the searchroom to investigate the history of their premises, a former Calvinistic Methodist Chapel on Pembroke Terrace. They consulted the original chapel plans, notes on its history, and photographs. Copies were produced for display in the bar.

A student producing a film on the importance of rugby to Wales contacted the Archives with particular interest in the Bleddyn Williams Papers.

A freelance radio producer visited the searchroom, seeking records on the Senghenydd Colliery Disaster of 1913 in preparation for a documentary being produced with Roy Noble of BBC Radio Wales. The producer consulted the coroner's inquest report on the disaster along with the transcript of an audio account of a miner's daughter. This is likely to be one of many enquiries

relating to the Senghennydd Colliery as the centenary of the disaster approaches.

A student at Jesus College, Oxford undertook research for a dissertation on educational reform in the 1960s and 1970s and post-school pathways of school leavers in Glamorgan using the records of Lewis Boys School, Pengam.

Several archaeologists have used the Collection:

Staff of Glamorgan/Gwent Archaeological Trust looked at Glamorgan Constabulary reports of air crashes as part of their work in creating a database of crash sites of Second World War aircraft.

An archaeologist preparing an environmental statement consulted several sources including tithe and estate plans, County Land Agent records and the Larby Williams, Solicitors, Cowbridge, Collection. Images taken during her visit were then reproduced as part of her report.

A heritage consultant working for an archaeological consultancy preparing an assessment of a site in Cowbridge also visited the searchroom to see plans of the Dunraven and Tregroes Estates.

A lecturer from the Welsh School of Architecture, Cardiff University, is researching Llanharan House.

An enquiry was received from a family historian and member of staff at another archive service who is researching an ancestor elected to Rhondda Urban District Council in 1912, who served on various committees and became a governor of Porth County School.

Another notable family history enquiry was received from the great granddaughter of Ann Nora Jenkins, who received two medals from the King of Belgium and an OBE for her work with Belgian refugees during the First World War. She was also the first woman to become chairperson of Aberdare Urban District Council. References to her work on numerous council committees occur in the minutes of Aberdare Urban District Council.

A house historian with an interesting query visited the searchroom this quarter. The owner of a farm in Cowbridge, he was investigating earthworks on his land in addition to the general history of his farm. He used Ordnance Survey maps and tithe plans to further his research.

A picture researcher for the Automobile Association enquired about source material for a book on mapping and roads in the UK, one section of which covers the construction of roads at the heads of the valleys in the 1920s and 1930s. She was advised to consult the minutes and reports of Glamorgan County Council, local authority plans and photographs, and to search Canfod in preparation for visiting the searchroom.

A member of staff of the Cardiff Story museum came to research the Prince of Wales' visit to Cardiff in May 1935. She was shown the 'Official programme for Jubilee Week, 6th May-11th May', which includes a timetable and programme of events for the royal visit.

An enquiry was received from a researcher investigating the 'notorious Cardiff baby farmer' Rhoda Willis. Suggestions offered in response were a search of the Cardiff Police newscuttings books and fingerprint and photograph registers, along with Cardiff Borough Petty Sessions records.

Representatives from Lisvane Community Council visited the searchroom to conduct research for a booklet to mark the centenary of Lisvane Council School. They consulted plans of the school and have been given permission to reproduce images of them in the booklet.

A researcher with an interest in church and chapel organs consulted several items from parish and nonconformist collections.

Dyffryn House in the Vale of Glamorgan has recently been acquired by the National Trust. A visitor to the searchroom this quarter had been approached by the Trust to recall his memories of the time he spent living at the House during the Second World War, when it was a police training centre. The researcher was the son of an Inspector with the Glamorgan Constabulary, and he and his family were moved to live in the house during this period. He consulted the South Wales Police photographic collection and found several photographs of his father taken during the War.

A member of staff from the Cardiff Bay Visitor Centre contacted the Archives for assistance in exploring the historical routes of the Glamorganshire Canal and the River Taf. He was particularly interested in any photographs and maps showing the routes of the canal and river. He was advised to look at the Glamorganshire Canal Navigation records, Ordnance Survey maps, and the earlier maps of Cardiff produced by Woods and Waring.

A lecturer at Saint-Louis University, Brussels spent a week consulting the Women's Archive of Wales records, in particular those relating to the Greenham Common Peace Camp.

Another academic researcher was interested in the 1931 arrest of Arthur Horner, Welsh trade union leader and communist politician. Sources suggested were magistrates' court records for Porth and Cardiff, police newscuttings books, and an article published in the journal 'Llafur'.

A teacher from Troedyrhiw Primary School researched the history and development of the school and its several buildings through the school log books. He was able to confirm the date of the school's opening and established that one of the school buildings will be 100 years old in 2014. He intends to return with his pupils in September.

## Appendix III

<b>Local and Family History Groups</b>	
Family History Starter Sessions	6
Family History students - Melanie Pettersen	12
Family History students - Julie Daniel x3	38
Penarth WI	15
Glamorgan Family History Society Cynon Valley Branch	14
Local hiking group	7
Coytrahen History Group	9
Ogmore Vale Historical Society	10
<b>Professional Organisations</b>	
Cardiff University Library staff	5
Glamorgan History Society x2	37
Women's Archive of Wales Oral History Project	5
Women's Archive of Wales Committee	5
National Museum Wales volunteers	11
Archives and Records Association Committee for Nations and Regions	12
CLOCH Steering Group	9
Cardiff People First Steering Group	11
<b>Events</b>	
Parliamentary Archives animation launch event	25
Tell Us Your Story launch event	50
Adult Learners' Week tour	6
<b>Education</b>	
First Friday (March, April, May)	7
Mount Stuart Primary School, Butetown, Cardiff	32
Aberdare High School for Girls	9
Glyn Derw High School, Caerau, Cardiff	33
Cardiff University Research Students	7
EBP World of Work: Aberdare High School for Boys	16
Michaelstone College, Ely	27
<b>Individuals Meeting Staff</b>	
Catrin James, West Glamorgan Archive Service	1
Robert Pearce, National Museum Wales	1
Susan Hemming	1
Glynn Vivian Gallery staff	10
Carin Edwards, Tinolopis	1
Hazel Thomas, Culturenet Cymru	1
Archives Wales marketing staff	3
Andrew Lane, Cardiff Council	1
Lyndsey Hopkins and Paul Handley, CMB	2
National Library of Wales staff	3



John Ashley, Travels in the Valleys	1
Steph Morgan	1
Lisa Childs, National Museum Wales	1
Jo Parry, BVS x 2	2
Louise David, Vibe Experience	1
Hannah Thompson, Trinity St. David University	1
Gareth Pezzack, Grange Fire	1
Conservation consultation	2
Charlotte Boman, Cardiff University	1
Roshi Naidoo, Eginio	1
Maureen Ready, Women's Workshops	1
Ely Fire Station	4
Cardiff Council officers	3
Caroline Jenkins and Debra Davies	2
Andrew Hignell, Glamorgan County Cricket Club	1
<b>Filming</b>	
Tinopolis - Senghennydd documentary	5
Tantrwm - Cardiff People First	14
<b>Public Tours</b>	10
Tours for prospective volunteers	10
<b>Room Hire</b>	
Cardiff Council Business Support Group	39
Cardiff Council Child Development	18
Cardiff Council Direct Work With Children x2	30
Cardiff Council The Record Business	4
Cardiff Council Fabricated Illness	8
Cardiff Council Outcome Measures	21
Cardiff Council Crossing Bridges for Managers	22
Cardiff Council Programme Workshops x2	34
Cardiff Council Breakaway and Safe Escape	10
Cardiff Council CRT Care Training x2	40
Wales Council for Voluntary Action x5	85

## Appendix IV

### Conservation

#### Packaging Programme

Boxes made	Reboxing	Encapsulation
1126	898	309

#### Cardiff Crew Agreements Project

Agreements cleaned/repaired	New boxes
311	5

#### Collection Control

Barcoded & Relocated
1049 items

#### External Work

Client	Description	Treatment
Private Individual	Photograph and Sunday School certificate	Photograph backed and mounted to support damaged image
Cardiff University Conservation Student	Georgian military hatbox	Bespoke box
Private Individual	Boxes for Bible and copy of <i>Garden of the Soul</i>	Bible's front board missing so a temporary board was fitted to protect the book block

Private Individual	Victorian Scrapbook	Cleaned, repaired damaged pages to allow handling. Boxed
Cardiff University, School of History, Archaeology and Religion	Bronze age ceramics	Bespoke boxes

### Bench work

Reference	Title & Description	Treatment
D808/4/3/56-58 D808/4/4/68,72, 73	<b>Canton High School Records</b> Photographs of school rugby and football teams	Removed from frames. Dry cleaned and encapsulated
Q/D/LTA/O/1795 Q/D/LTA/O/1796 Q/D/LTA/O/1797 Q/D/LTA/O/1798 Q/D/LTA/O/1818 Q/D/LTA/O/1819 Q/D/LTA/O/1820 Q/D/LTA/O/1821 Q/D/LTA/O/1822	<b>Quarter Sessions.</b> Land Tax Assessments for Ogmore, 1795-1798 and 1818-1822	Cleaned, flattened and repaired
Q/S/R/1806/B Q/S/R/1807/A Q/S/R/1807/B	Quarter Sessions Rolls, 1806-1807	Cleaned, flattened and repaired. Some sheets were washed. Parchment was relaxed and flattened under tension
DDJ/4/1-16	<b>Dillwyn and Jones, Mining Engineers.</b> Cwmgwineu Colliery, Margam plans	Dry cleaned, flattened creases, repaired. Split the bundle of rolled plans.
D964/1-2	<b>Terence Soames (Cardiff) Ltd</b> Aerial photographs of Caerphilly, c. 1960	Cleaned, repaired and encapsulated

D949/1/6-19	<b>David Myfyr Evans, Lord Mayor of Cardiff</b> Photographs, 1986	Removed from self adhesive albums and repackaged
DBJ/E/191/1-8	<b>Blandy-Jenkins of Llanharan</b> Glamorganshire and Monmouthshire. Land tax extracts, 1799	Cleaned, flattened & repaired
DBJ/E/192/1-120	Rent receipts, 1750-1795	
DBJ/E/6/42-70	Estate accounts, 1778-1793	
DBJ/E/2,7-190	Rental and accounts, 1778-1793	

# Potential Users' Survey

## Have you heard of Glamorgan Archives?

Yes  No

## Have you visited Glamorgan Archives?

Yes  No

## Did you know Glamorgan Archives offers:

- Access to original documents
- Social media sites (Facebook, Twitter, Flickr and YouTube)
- Events, talks and film showings
- Conservation advice
- On-line catalogue
- Behind the scenes tours
- Access to Ancestry/FindMyPast
- Schools' workshops
- Starter sessions for new visitors
- Internet/Wi-Fi
- Workshops and training sessions
- Records collection for organisations and individuals

## Provides, for reasonable fees for;

- Room hire
- Research service
- Conservation services, including box making

## Would you be interested in visiting Glamorgan Archives in the future?

Yes  No

**If yes, what would attract you?**

- Family history
- House history
- Local history
- School/college/university project
- Work related research
- Volunteering/work placement
- Tour
- Room hire
- Conservation
- Attend an event (talk/film showing/school holiday activities)
- Use computers for internet

**If not, what is stopping you?**

- Lack of time; too busy with work/family/other responsibilities
- Limited opening hours
- I don't know what archives are
- Location/distance from home to Glamorgan Archives
- I use the internet to conduct my research
- I have no interest in archives
- I don't know where Glamorgan Archives is
- I have other hobbies
- The collections aren't relevant to me
- I'm not the type of person who visits an archive
- I'm too old/in poor health

**What might encourage you to visit?**

**Thank you for taking the time to complete this questionnaire**



## **Community Engagement Strategy**

**Glamorgan Archives' engagement Strategy is intended to attract both users and depositors. In line with our core values and our commitment to the Welsh Government's Changing Cultures agenda the strategy focuses on facilitating group access from people in disadvantaged communities of every sort while working to remove perceived barriers in delivering and using the services provided. Key to success is member support in the contributing authorities, existing partnership with specialist organisations and the continuing development of new links with stakeholder groups.**

### **Local authorities**

- Annual Report circulated to members electronically with hard copy to appropriate Scrutiny chairs and officers
- Presentations to councils
- Develop links with officers

### **Volunteer programme**

- Collaborate with agencies to provide work experience for people with disabilities
- Continue support to schools' work experience programme
- Work with EBP to continue World of Work visits
- Promote programme for pre-training experience to graduates
- Continue commitment to CLOCH project for NEETS

### **Education**

- Develop additional sessions for a broad range of ages and abilities in schools
- Focus promotion on schools outside Cardiff while maintaining existing links
- Promote service to University departments while maintaining existing links

## **Events**

- In-house: arrange a minimum of 6 major events annually
- Externally: attend a minimum of 1 event in each authority annually

## **Partnerships**

- Continue existing partnerships
- Develop partnerships with a minimum of 3 new groups annually with particular reference to inclusion
- Focus resources on 2 authorities each year (2013/14 Bridgend and Merthyr Tydfil)

## **User consultation**

- Participate in annual PSQG user surveys
- Develop feedback forms and website comments section

## **Profile**

- Work with CyMAL's Marketing Team to maximise exposure
- Use all authorities' press officers to disseminate press releases
- Continue development of social media streams
- Participate in radio and television programmes, both locally and nationally.
- Attend and contribute to local and national professional groups and initiatives

**Review date: May 2015**