

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  
13 December 2013

REPORT OF:

THE GLAMORGAN ARCHIVIST

	<b>AGENDA ITEM NO: 4</b>
<b>REPORT FOR THE PERIOD 1 September – 30 November 2013</b>	

**1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1 September to 30 November 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 vacant archivist post was to have been advertised after Christmas to avoid recruitment clashing with the holiday season. However the post has now been frozen as part of the required savings to next year's budget.

The vacant post of Conservator has been filled. Lydia Stirling was appointed from a strong field of candidates with professional advice from Lisa Childs, Archive Conservator at the National Museum of Wales. Lydia has been working at Hull Record Office and joins the staff in December. She will play a key role in the commercial development of conservation services to external bodies.

*Integrate National Occupational Standards with competency frameworks*

Competencies and role profiles have been assessed as part of an application to regrade establishment posts under Cardiff County Council's (CCC) recently introduced policy. Drafts were submitted to Human Resources advisors for comment in October.

*Develop volunteer programme*

During the quarter 30 volunteers and work experience placements have contributed 1442 hours to the work of the Office. Of these 12 came from Cardiff, 9 from the Vale of Glamorgan, 4 from Rhondda Cynon Taf, 3 from Bridgend, 1 from Caerphilly and 1 from outside our area. In addition 10 tours have been provided to prospective volunteers.

Volunteer Laurie Thompson has finished retyping hard copy lists of juvenile convictions within the records of the Quarter Sessions. These are available to search via the online catalogue, Canfod.

A major project for volunteers has been research on the impact of the First World War on local communities. The entire series of school log books has been examined and a range of interesting material extracted including details of former pupils awarded military honours, the arrival of refugees, fund raising for the troops and hardships on the home front with families having to queue for food. One volunteer has summarised the information into themes which will be used for blog posts starting in 2014. Work to find information on the War in the local authority minute books nears completion and volunteers have extended the research to shipping records.

An index to these is now available electronically and has been updated to include information recorded within a second deposit of records (1874-1987). The index will be submitted for addition to the established website managed by Mr Sanders, a long-standing Archive user.

Archivists are checking a backlog of lists compiled by volunteers. Once checked these will be added to Canfod.

Quest Supported Employment Agency has requested a further placement at the Office. This most recent placement is a young man with Aspergers looking to develop his confidence in the application of ICT as well as social interaction in the workplace.

Hannah Price, Archivist attended an event organised by Quest Supported Employment Agency. It was fantastic to hear about the continuing success of the project and to meet placement holders supported by the agency into employment. Hannah also attended a careers speed-dating event at Cardiff University for students in the School of History, Archaeology and Religion. The event was designed to connect students with people in the private and public sector in order to provide them with ideas and inspiration for work experience and further training.

The Senior Archivist attended the AGM and awards ceremony of the Elite Supported Employment Agency, held at Llantrisant Leisure Centre. Elite continue to arrange and facilitate work placements for clients at Glamorgan Archives. The Administrative Assistant attended the launch by Diverse Cymru of their business plan. Diverse is another organisation increasing their use of the Archives as a training venue. Their trainers report it to be their favourite location.

The reputation of the Office's volunteer programme is growing. The European Centre for Training and Regional Co-operation (ECTARC) has based a second internship here during the quarter. Anna Aragones, an archivist from Catalonia, worked on a variety of different projects, all completed to a very high standard. A third placement has been organised for February 2014. On her last day Anna presented staff with a gift and card:

*Thank you for letting me join you for a while. I felt very welcome in your nice team. It has been worth [sic] to see how in different parts of the world we are working in the same direction.*

A student on the Erasmus programme has approached with a placement request. Details are being explored.

The Catholic Archives Society has followed up a request for information on archive use of confidentiality agreements. They have asked to include Glamorgan's fidelity agreement on their website as an example of good practice. The Volunteer Co-ordinator at National Library of Wales has also sought advice regarding insurance for volunteers.

## 2. **Staff: development**

### *Ensure all staff access appropriate training*

Development reviews have been carried out with all staff during the quarter with particular attention paid to encouraging communication between teams of staff and evaluating the current core values

Following the introductory course in Welsh greetings held in the Archives in February six members of staff wished to continue improving their language skills. After exploring all the options it was decided to host a course on a Monday morning for these individuals. The search room is closed to the public at that time, and managers, team leaders and peer pressure will promote good attendance. The need for travel to class is eliminated and time is devoted to learning at the convenience of the service. Improvement to Welsh language provision has become more pressing with the retirement of one of the 2 Welsh speakers on staff. Despite this need, the requirement for professional skills and experience for the majority of posts on the establishment coupled with the restriction to advertising operational posts within the funding authorities' existing staff means that it has not been possible to create Welsh essential positions. The best option is to offer training to staff, developing language skills internally and encouraging staff to use those skills. Although the delivery method chosen is not approved by CCC's training section an agreement for partial payment of the course has been reached.

The Glamorgan Archivist met the Investors' in People mentor to monitor progress against the agreed action plan.

The Glamorgan Archivist, Emma Stagg, CLOCH Project Manager and Hannah Price, Archivist completed a Mental Health First Aid training course. The training has equipped staff with an awareness and confidence to provide aid to someone in distress.

CyMAL has confirmed funding provision for Hannah Price, Archivist to complete a LANTRA Level 3 Award in Volunteer Management. Responsible for volunteer management, Hannah attended four training days early in the year which formed the taught element of the course. A Best Practice Colloquium, designed as a follow up session to the training was attended during early November.

In October, four members of staff attended a management training course in Llandrindod Wells, organised by CyMAL and focussing on building relationships at work. Several useful techniques were highlighted during the day which will be introduced to working patterns.

The Deputy Glamorgan Archivist and the Senior Archivist attended training in Risk Management. The course covered the development of a risk register and the use of risk assessments within archives, museums and libraries. Issues raised will be progressed by the Management Team.

The Senior Archivist has continued to mentor Lisa Childs from the National Museum as she studies for a qualification in archives administration by distance learning. This quarter Lisa has been focussing on digital preservation and has found the advice and guidance of Glamorgan Archives staff particularly helpful.

Following a request from the Access Team Charlotte Hodgson gave a short training session on records of the coal industry. These are one of the largest and most frequently consulted series of records in the Archives, but currently one of the least well catalogued. Staff working with researchers need to have an understanding of the complexities to be able to provide appropriate advice.

Team building is an essential component of an effective organisation and group activity is encouraged in its support. Staff held a Macmillan Coffee Morning, bringing in homemade cakes which were eagerly consumed for a charitable contribution. A total of £70 was raised for Macmillan.

*Continue training in building systems and procedures*

Till training sessions have been scheduled for the first Monday of each month. This will ensure that staff who do not regularly work in the searchroom and use the till can refresh their training.

Call points in the fire alarm system are tested every Monday and training has taken place to widen the team able to perform this task.

*Maintain training in CCC systems and procedures*

The Glamorgan Archivist attended a meeting of the Senior Management Forum in County Hall at which

budget constraints were discussed and the newly appointed management team introduced.

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

Administrative staff have received additional training in the SAP financial management system.

*Maintain commitment to good health and safety practices*  
Dave Hail, Records Assistant, has completed training to become an official Unison Health and Safety workplace representative. Risk assessments are being reviewed and assessed for gaps with his assistance.

Two members of staff have been referred to Occupational Health during the quarter.

Weekly tours of the building are made to identify any potential defects before they become problems. Several faults have been picked up, the most dramatic being the discovery of fountains of water coming from a leaking pipe on the roof. It proved to be a slow leak that had saturated the lagging. No other damage was caused and the pipe has been replaced.

The defects database continues to be improved and amended as use identifies issues and potential short-cuts.

Regular training in the use of the evacuation chairs continues. The chairs have been serviced and all office equipment PAT tested.

### **3. Budget**

#### *Manage to best advantage*

Regular meetings of the Resources Team take place so that targets can be evaluated and priorities agreed and monitored.

#### *Maximise benefit from income opportunities*

Following a visit from Penny Skuse of the Wales Screen Commission the Archives has registered for the Commission's locations database.

Further orders for bespoke boxes have been received from the West Glamorgan Archives Service.

Room hire to external organisations is a developing and income generating service. The rate was originally set at

a level to encourage use by community groups but bookings have tended to be from training organisations including CCC. Consequently, a slight increase in the full day rate to £100 has been proposed, to commence in the new financial year. The venue is popular with all groups; a recent delegate tweeted:

*What a fab venue @GlamArchives is, really accessible and helpful staff, recommended to other disability groups looking for a venue.*

And feedback has included:

*The staff went out of their way to ensure that our day ran smoothly and to help with any hiccups.*

*...big thank you and we look forward to the next time we are at your venue*

*You are a star. I wish every venue we use were as thorough as you.*

Following a good response at the Open Doors event Archive publications are being promoted both externally and on-site in the hope of attracting Christmas sales.

The Archives is a partner in a national agreement to digitise school admission registers. The agreement, brokered by the Archives and Records Association (ARA), is with Brightsolid and the images will be mounted onto the website Findmypast on pay-per-view access. This is similar to the parish register access and will produce an income, at some point. Registers falling within the project's scope are being prepared for transfer.

#### *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 placement partner sites for the fourth and final cohort of CLOCH trainees in October and the four new trainees started at Glamorgan Archives on

12 November. The new trainees (and host placements) are:

- Liam Walters (Barry Library, Vale of Glamorgan)
- Connor Arundel (Bargoed Library, Caerphilly)
- George Pinkett (Cwmbran Library, Torfaen)
- Tom Davies (Monmouth Library, Monmouthshire)

Their induction at the 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)
- Training in Manual Handling, Digitisation and Marketing

During their first week, the trainees attended the launch of Explore Your Archives at Gwent Archives and were part of the Kids Taking Over day at Glamorgan Archives. They have received manual handling training from Laurie Richards, Administrative Assistant.

Cohort 2 trainees completed their traineeships in September. Marcus, Stephen, Lee and Russel were presented with certificates to mark the completion of their traineeships at the ARA conference on 29 August.

Cohort 3 trainees have continued their placements with their host partners (Tredegar Library, Swansea Central Library, the University of South Wales, Caerleon Learning Resource Centre and Gwent Archives). As a result of the merger to create the University of South Wales, the Caerleon site no longer has the capacity to supervise a trainee but Cardiff Story have agreed to provide a 6-month placement and Tom started at the museum in October.

Project partners have been offered the opportunity to attend a two-day Mental Health First Aid course, funded by the CLOCH project. Three members of staff have undertaken the training so far and feedback has been extremely positive. Jayne Lee from Caerphilly Libraries said *“it was really good and one of the best training courses I’ve been on.”*



The Heritage Lottery Fund's (HLF) project monitor met the Glamorgan Archivist to assess progress and expressed herself satisfied.

Three project partners (Hannah Price, Glamorgan Archives, Lisa Thomas, Caerphilly Libraries and Emma Stagg, CLOCH Project) have also successfully completed the Level 3 Certificate in Assessing Vocational Achievement. The training has been funded by a CyMAL grant and seven additional partner staff are currently working towards the award.

#### *Archives and Records Council Wales (ARCW)*

At the end of November Charlotte Hodgson stood down from ARCW at its AGM. Charlotte had organised a best practice Forum for the archive community in Wales, chaired a conference 'Steel Connections: Historical Records and New Research on the Steel Industry in 20<sup>th</sup> Century Britain' hosted by Tata Steel at Port Talbot and attended a meeting of ARA Wales and CyMAL representatives. Contributions on behalf of ARCW were made to Baroness Kay Andrews' consultation on the potential ways cultural and heritage bodies can help to reduce poverty and a jointly commissioned consultation by CyMAL and the National Library on the preservation of documentary heritage collections in Wales.

The Senior Archivist spoke at the ARCW Forum on Changing Cultures at Glamorgan Archives. She described three initiatives undertaken to enhance access by children and young people from less well off communities. These included the travel subsidy scheme for schools outside Cardiff, the Poverty Detectives event undertaken with Glyn Derw High School, and the Step Back in Time event at Maesteg. Five members of staff attended the Forum.

ARCW has been successful in securing a cataloguing grant for records relating to the steel industry from the National Cataloguing Grant Scheme. The funders were sufficiently impressed by the application to badge it as a Mellon Foundation project. A related application has been submitted to the National Manuscripts Conservation Trust for funds for the conservation of records from the coal and steel industry. The records from Glamorgan in this consortium consist of a significant group of papers relating to the Bessemer process from the Dowlais Iron Company and other records received from British Steel relating to Llanharry.

### *National*

Baroness Kay Andrews visited the Archives and talked to senior staff about services to young people. Baroness Andrews is reporting to Welsh Government on the capacity of cultural heritage institutions to effect change among deprived communities and particularly to help young people. Work with the CLOCH trainees, volunteers and placements were cited along with the various (and mostly grant-aided) projects described in this report. The Glamorgan Archivist attended a subsequent round table discussion at the Assembly at which she advocated improved communication between national and local bodies.

The Glamorgan Archivist attended a stakeholder consultation event on the proposed merger of the built heritage institutions. She contributed to a report for CyMAL and the National Library of Wales (NLW), "Surveying the Conservation Landscape", an up-date of the 2000 report "The Future of our Recorded Past". She has commented on the NLW's HLF application to create a national conservation service.

The national Explore Your Archive campaign, co-ordinated by ARA, held its official launch on 14<sup>th</sup> November at Gwent Archives. The Welsh Government Minister for Culture and Sport, John Griffiths AM, attended. The Glamorgan Archivist represented the Office.

The Women's Archive of Wales has received an HLF grant to record oral histories of women working in factories in Wales. Records will be preserved at NLW and Glamorgan is assisting through the provision of meeting rooms and facilities for training project staff.

The Deputy Glamorgan Archivist attended and spoke at an ARA Wales Conservators Meeting held at the Archives. The theme of her talk was the integration of staff to achieve a high quality of 'collections care' with examples of innovative ways of working. Five staff members attended.

The Senior Archivist is a representative on the PSQG Visitor Survey Working Group, which develops and runs the annual visitor surveys along with the distance enquiry survey. She has attended a number of meetings during the quarter to look at the pilot visitor survey, the proposed new visitor survey, and the distance enquiries survey.

The Senior Archivist continues to sit on the Archives Wales Marketing Group, and attended a meeting by teleconference in September.

#### *Local groups*

A letter of support has been written for the second stage CAER Heritage application to the Arts and Humanities Research Council. The proposed project will again involve partnership working with Cardiff University and community groups and schools in the Caerau and Ely areas of Cardiff, and includes an exploration of the social archaeology of the Ely housing estate.

The Glamorgan Archivist and the Senior Archivist attended meetings of the steering group of the HLF-funded Cardiff People First multicultural heritage trail project. Two members of the steering group visited the Archives to progress their contribution to the trail, which comprises an investigation of their own heritage through family history. Senior Records Officer Jenny Jones assisted them in the use of the Archives' resources.

The Senior Archivist attends meetings of the Cardiff World War I Steering Group, which is developing an application to HLF for funding to support partnership work with schools in the city during the centenary commemoration project. The initial bid will seek funding for pilot work in the Ely and Caerau, Butetown and Grangetown areas of Cardiff.

The Senior Archivist met staff from Cardiff Institute for the Blind in connection with a pilot project to improve accessibility to archives by people with a visual impairment. A group of volunteers from the Institute will work with archive staff to enhance access to the Institute's own records, which are held here.

The Archives is represented on several local groups. During the quarter the Deputy Glamorgan Archivist attended the Executive Committee of the Glamorgan Family History Society. She also spoke at their AGM in November on the implications of Data Protection legislation on the activities of the Society. The Senior Archivist has continued to represent the Office at meetings of the South Wales Record Society.

#### *Potential partnerships*

A meeting was held with David Prior of the Parliamentary Archives to develop plans for a new initiative to mark the 800<sup>th</sup> anniversary of the signing of the Magna Carta and

the 750<sup>th</sup> anniversary of the De Montfort Parliament, both of which fall in 2015. The anniversaries will be noted with a celebration of democracy and the influence of local MPs on Parliament. The partnership with Glamorgan Archives will focus on Merthyr Tydfil MP S. O. Davies and his work on several workmen's compensation bills and acts.

The Deputy Glamorgan Archivist attended an event at Maesteg Library, where plans were made to commemorate the men of the Lynfi Valley who had fought in the First World War.

Martin Kurzik, a freelance radio producer, met the Senior Archivist to discuss a pitch for a programme based around entries in school log books from the First World War period. The aim is to illustrate the impact of the war on the home front, and in particular on the smaller communities of south Wales.

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

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

A newly appointed manager at CMBM met staff to discuss the contract terms and current issues. He was shown the building and updated on progress and problems. The usual maintenance visits have taken place during the quarter.

The low water pressured experienced in the building has not improved despite the implemented solution. It now appears to be a common problem on the site. The maintenance contractors are discussing the issue with the management of the stadium and the House of Sport.

Cracked tiles at the entrance to the building have been replaced. For aesthetic effect a full line of tiles was replaced in front of each door as the new tiles are slightly darker than the originals.

There has been little progress with the smashed window pane. Two quotes for repair have been received under CCC's new framework. Both were considerably higher than the original supplier's and no site visits were made. This and other matters will be discussed at a meeting with Facilities Management (FM) staff in early December.

The signage on the outside of the building has begun to fail. Two letters have fallen and areas underneath have been cordoned off for safety. The company which erected the signage were not able to respond to requests for inspection and has now merged with another firm.

This is also on the agenda for the meeting with FM together with the maintenance contracts due for renewal.

This quarter has seen several meetings with staff from CMB to resolve issues regarding the heating system, water pressure and electrical circuits, all of which have been in fault. Solutions are being worked out and disruption has been kept to a minimum.

Advice has been given to the Royal Mint museum on planning a move into a new building and to the Cardiff Story Museum on key holder strategy and Harwell priority user membership.

*Complete and implement disaster recovery plan*

ARA Wales, Conservators meeting, held at the Archives in October, included a talk by Iwan Bryn James, Head of Conservation, NLW on the aftermath of the fire at the Library. Secondary protection was key to survival. As a result of the talk consideration is being given to the purchase of fire blankets to cover material in use in the event of a fire alarm.

A disaster recovery event has been planned with CyMAL. The event will take place in the Archives early next year. Training in emergency response techniques is a key element of the recovery plan.

*Finalise signage and fit out*

In the hope of improving parking issues additional road markings have been ordered through CCC's Highways section. Double yellow lines will be marked on the entry and exit roads within the building line. A sign advising of the rising bollard has also been proposed and is being costed.

*Review electronic filing system*

A proposal for a more functional approach to the office electronic filing system has been passed to the Management Team for consideration.

## **B. THE COLLECTION**

### **1. Conservation**

*Complete policies, strategies and procedures*

A new standard for studio cleanliness has been drawn up which outlines correct procedures and etiquette. This is for the benefit of volunteers and work experience students as well as staff.

*Develop conservation services for external user*

Preservation Assistants have produced over 750 bespoke boxes for external clients. The project to clean and repackage Cardiff Library's special collection continues with almost 6,400 items completed during the quarter.

A short report was produced on the steel records relating to the Bessemer process (DG/C 2/1-76) for the National Manuscripts Conservation Trust grant application on behalf of ARCW reported above.

A short condition report was produced on the Register of Faculties belonging to the Llandaff Diocesan Office to see if it was in suitable condition for copying.

Details of external work are given in *Appendix IV* along with statistics of the Preservation Team's work.

*Manage repositories environment and storage issues*

Three repositories have been operating within the tolerance for temperature and humidity levels without the use of any air conditioning plant. The fourth room is currently hired by external heritage institutions consequently the plant has continued to run.

The Preservation Assistants and Administrative Assistant have been trained to retrieve data from the tiny tag data collectors. Over a thousand items have been barcoded and relocated by Preservation Assistants.

*Implement conservation and preservation plans*

Assessment of items reported as needing repair on the location database continues.

Insect traps have been replaced. Some insects are still finding their way into the building through the entry points (mainly spiders and small flies which pose no threat to the Collection) but there is no penetration into the strong rooms. Cluster flies from the allotments have started their annual migration to winter hibernation and large numbers of dead flies are being collected from the buffer zones (up to 100); again they pose no threat to the Collection.

A report on papers pertaining to the Kemeys and Kemeys Tynte family was produced as they were required for group use. As a consequence, some parchment repair was necessary.

Preservation Assistants have made over 300 boxes for accessions and cleaned and packaged a quantity of material.

*Develop prioritised plan of work*

A report has been compiled on the Mid Glamorgan County Council Chapel Survey plan collection. This comprises 1300 elevation and floor plans presently held in vertical plan chests hanging from self adhesive strips. As the strips are no longer holding and were not, in any case, of archival quality, the recommendation is to remove them, place the plans in folders and store them flat. A programme for the work is being compiled.

A survey of Tithe plans was also carried out to find suitable projects for volunteers and work experience students.

## **2. Cataloguing**

*Review current policies, strategies and procedures*

An upgrade to the latest version of the CALM and CalmView software was carried out in October. The upgrade of CalmView, the software for the online catalogue, has provided a greater level of customisation, allowing for more of the site to be made bilingual. Further advantages in the new software include an option to attach documents to catalogue descriptions and further scope to sort search results. Glamorgan Archives' staff are now working with Axiell to develop a fully bilingual version of the online catalogue, which, if successful, could be rolled out to other archive services in Wales. The new version of the software enables online document ordering, something which is currently being explored. The newer version of the CALM software also allows for an improved export of catalogues for inclusion into the Archives Hub and the functionality to link to external data sources. Louise Hunt, Archivist, attended a webinar hosted by Axiell about the forthcoming release of the next version of CALM and CalmView. This provided useful information which will help to inform decisions on when next to update the software.

*Refine, populate and maintain CALM database*

This quarter has seen a large number of deposits received, averaging more than one deposit a day. Processing this many deposits demands a lot of staff time, meaning that a number have failed to be processed within the target of 10 working days. Some progress has been made, however, on processing some of the larger deposits received earlier in the year.

Full details of accessions received this quarter can be found in *Appendix I*.

Significant progress has been made in increasing the number of detailed descriptions of building regulation plans on the online catalogue. Such plans occur amongst most of the local authority accessions, and many have been listed over the years by volunteers. The volunteer work continues, currently entering details of plans from Rhondda Urban District Council (UDC) into a Microsoft Access Database, and volunteers are also retyping hard copy lists and checking some of the previously compiled databases prior to their addition to the CALM database. Over 1500 entries for plans from the Rhymney Valley District Council have been added while entries for Maesteg UDC plans are being checked. Lists of plans from Caerphilly, Ogmore and Garw, and Bridgend UDCs are being retyped.

*Develop cataloguing strategies and plans*

As accessions are received efforts are made to catalogue them at item level for immediate addition to the online catalogue. This is not always possible with larger or more complex collections, but these can make suitable projects for qualified volunteers seeking to gain professional development.

Anna Aragones, the intern from Barcelona, and Kerry Evans, a recently qualified archivist volunteering while seeking employment, both worked on some of the collections received from Pontypridd Historical Centre in June including an interesting collection of architects plans, technical drawings from Brown Lennox & Co. Ltd, and a collection of colliery plans. Anna also helped to catalogue records received from the Rest Convalescent Home, Porthcawl, received following its closure. Records of the Cardiff and District Soroptimist Society were catalogued by Anna when an additional deposit of material for the society highlighted the fact that the previous four accessions had not been sorted or catalogued on receipt.

*Develop deposit strategies and plans*

Six visits were made during the quarter to collect or inspect records offered for deposit from schools, a hospital, council offices and Cardiff Institute for the Blind.

Meetings with staff from Cardiff Council's records management unit continue on a regular basis and have



led to the deposit of school records in instances of closure and merger and from council offices being closed as part of the current One Space exercise.

Louise Evans, the Information Officer for Rhondda Cynon Taf County Borough Council (CBC) enquired about services offered. Following a tour and a discussion she has arranged a visit of key officers from the authority in December.

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

Work continues with the Digital Preservation Consortium for Wales. Each member of the consortium has signed up to contribute to a workstream. Louise Hunt is working with Sarah Phillips from Cardiff University to provide a checklist and explanatory document regarding criteria for a Trusted Digital Repository. This will help to provide a focus for repositories collecting digital records, but could also be used to assess the different options for storage of digital material.

## **C. ACCESS**

### **1. On-site use**

*Continue to provide appropriate service*

Family history starter sessions continue to be offered by the Access Team with 7 people attending this quarter.

The free monthly public tours have continued with 10 people attending this quarter.

Individual visitors to the searchroom comment on the standard of assistance they receive:

*This is just a quick email to say thank you to the member of staff who helped my husband and myself.... We have never used an archive before and so needed lots of assistance and asked lots of questions and he was very patient with us and our quite vague queries... The service you provide is so important and I was so pleased to see that you have dedicated staff and excellent services.... we had a lovely time hunting down the photo with his help and managing to find it.*

The Archives participated again this year in the Civic Trust Wales' Open Doors programme. Tours were conducted with a particular focus on the architecture of the building and the specific purpose for which it was

designed. Activities for children were also offered. It proved to be our most successful Open Doors event to date, with 52 attending.

Two groups of local history students from Wenvoe visited with tutor Sue Hamer to look at sources for house history, in particular estate records and maps and plans from the area. The 14 people who attended were introduced to the sources and shown how to use the catalogue. The majority of the participants on the course registered as users and subsequently visited the search room.

Members of an Archaeology Cymru Community Archaeology Group seeking to learn more about the loss of land along the Bristol Channel coastline from Sully to Dunraven consulted Ordnance Survey and tithe maps. Members have returned several times since to further their research.

A group from Porthcawl Civic Trust also visited. Members are working with Bridgend CBC, recently awarded a grant by the Heritage Lottery Fund for the restoration of Porthcawl's maritime quarter. The group used maps and council minutes to build a picture of the development of the harbour area through the twentieth century which will inform the regeneration programme.

Members of Tonteg WI visited in November. They were given a tour of the building and consulted a selection of documents.

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

The final event of the 2013 Summer Season was held on 5<sup>th</sup> September. 37 people attended to hear Dean Powell speak on Dr William Price of Llantrisant. It proved to be an interesting and enjoyable afternoon, and an appropriate close to a successful programme of summer events.

Two Step Back in Time family learning events were arranged for October half-term. The Merthyr Tydfil event has been postponed until February half-term due to poor take up. The Maesteg event took place as planned and was a resounding success. 20 people attended for a morning walking tour of Maesteg, led by local historian Roy Meredith. Participants then travelled to the Archives by coach where they were provided with lunch. In the afternoon they were given a tour, with a quiz for the children, and saw documents relating to Maesteg. Many registered during their visit and will return to undertake

their own personal research. Feedback from participants was overwhelmingly positive, and included:

*Our girls loved their visit over half term. Thanks to you all for making it so fun! Definitely will be returning!!*

#### *Monitor facilities and implement improvements*

During the first week in September Glamorgan Archives was one of 8 archive services across the UK which participated in the pilot for the new PSQG Survey of Visitors to UK Archives. The pilot survey will be used as the basis for a re-vamped national survey which will take place in the spring of 2014. As only 46 surveys were distributed, the response data cannot be relied on heavily, but the average overall satisfaction score with Glamorgan Archives was a very pleasing 9.4 / 10.

#### *Review policies and strategies*

The Access Policy, Access Strategy and the Policy for Media Use of Archives have been reviewed. A Social Media Policy has been written and is currently with Management Team. It is accompanied by a guidance document for staff on using Glamorgan Archives' social media channels.

#### *Develop educational services*

Pupils from Porth Infants School were welcomed in October to research the history of the school for the 150<sup>th</sup> anniversary celebrations. 25 children from years 1 and 2 visited, some being just five years of age, the youngest to come to the Archives on a school visit. The children were shown documents relating to Porth and to the history of the school. It was a real challenge to tailor a workshop for such a young age group, but the children were very responsive and enjoyed going into the strong room to see where the documents are held. The class included some budding historians who were keen to share family stories with staff about Porth in the past. The weather held off to enable the children to make full use of the play area at both morning break and at lunchtime. The school intends to make use of the PowerPoint display produced by the Archives at the anniversary events in Porth.

Two Year 5 and 6 classes from St. Cuthbert's School in Butetown also came in October to explore the impact of the Second World War on Cardiff, and especially the Docks. 54 pupils attended, travelling from Butetown on the service bus.

Two year six classes from Ninian Park School visited for workshops on War and Peace, contrasting the Second World War period with the 1960s. A total of 55 pupils and 4 staff members attended. The children particularly enjoyed seeing photographs of the toy department in David Morgan's department store in the 1960s and talking about the differences with the toys they have today. They also enjoyed hearing about the Beatles visit to Cardiff in 1963 and being taken into the strong rooms to see where the documents are held.

Members of the Archaeology Club from Fitzalan High School, Cardiff explored the effect of the Blitz on Cardiff. They consulted various documents, including a map of bombing sites, ARP records, including a whistle, and photographs of buildings damaged in air raids.

The Senior Archivist attended the launch at Cynon Valley Museum of the Aberdare Girls School centenary exhibition. The exhibition was curated by a group of pupils who consulted school records at the Archives as part of their preparatory work. Images of records were featured in the exhibition and in the accompanying centenary booklet. The school will be merging next year with Aberdare Boys School and Blangwawr School, and the girls from the centenary group are keen to ensure any records remaining at the school are transferred to Glamorgan Archives prior to its closure.

Older students have not been neglected.

Catching the Wave is a group of students at Bridgend College, engaged on an arts project as part of the annual Porthcawl Splash Up, with the aim of projecting old images of Porthcawl onto current buildings in the town. They were working with film company Tantrwm, who had previously worked with Glamorgan Archives when they produced the films on the Tell Us Your Story entries and launch event. The group blogged about their visit to the Archives and the post can be accessed at:  
<http://splashup.wordpress.com/2013/09/10/delving-into-glamorgan-archives-to-catch-the-wave/>

Following the visit, Bridgend College student Josh Sierra returned to complete his media studies project. He was producing a documentary film, which he chose to base on archives in the born digital age. The finished film can be viewed on the Glamorgan Archives YouTube channel. It includes an interview with Archivist Laura Russell and was filmed partly at the Open Doors event.

Dr Spencer Jordan of the University of South Wales brought 15 creative writing students in October for a tour and an introduction to the resources available here which can both inform and inspire creative writing work. The University's History Society came with 11 members for a tour and to discover more about services.

Michael Wilcox, Archivist, attended an induction training session for undergraduate students at the Welsh School of Architecture. He gave a presentation on the relevant sources available at Glamorgan Archives, with a particular focus on Cardiff Bay and Butetown as this will be their main area of study this year. A number of the students have since visited the searchroom or contacted us by email to progress their studies.

A report was produced as a result of the Welsh Bacalaureate audience development work funded by the Welsh Museums Federation and supported by several heritage organisations across south Wales, including Glamorgan Archives. The steering group decided that the report's findings, which largely relate to publicising the potential contributions by heritage organisations to Welsh Bacalaureate studies, would be best progressed through the South Wales Heritage Education Forum. The Senior Archivist will represent Glamorgan Archives at forthcoming meetings of the Forum.

The Senior Archivist attended the Enhancing Impact, Inspiring Excellence conference at Birmingham University, organised by the National Archives. The aim of the conference was to share experiences and best practice of archives working with the higher education sector. The Senior Archivist gave an intensive case study presentation on the work completed in partnership with Charlotte Boman of Cardiff University in producing a resource for Welsh Bacalaureate students on Photographing the Family in the 19<sup>th</sup> Century.

#### *Kids in Museums Taking Over Day*

In a first for the Archives, 25 pupils from Cwmfelin Primary School near Maesteg took over on 13<sup>th</sup> November as part of the Kids in Museums Taking Over Day. A national event across the UK, Glamorgan was one of the few archive services taking part.

The pupils worked in teams across the Office. Those in Resources arranged a 'virtual' event having been set a budget, including booking a venue, entertainment and

catering; they also helped to carry out the weekly defects tour of the building, put together packs for an upcoming conference and designed posters to promote sales of our publications.

In Cataloguing the team were allocated a small collection which they sorted, listed and input onto the CALM database. Their catalogue is now accessible via Canfod. The Conservation team cleaned and repackaged documents, monitored environmental conditions and checked pest traps throughout the building.

In Access the pupils registered new users, produced documents from the strongrooms, undertook digital photography orders and learned how to respond to research enquiries. In Community Engagement the team were taught how to conduct a tour, and then took a visiting group on a tour of the building; they also took over the @GlamArchives Twitter account.

At the end of the day all pupils were presented with a certificate and a Glamorgan Archives box and pencil. It was a very enjoyable day for staff and pupils and the feedback has been uniformly positive.

## **2. External events**

*Contribute to heritage events programmes across the funding authorities*

Morol, the Welsh maritime history society, held their annual conference at the Pierhead Building in Cardiff this year. The Glamorgan Archivist attended and spoke about sources held in local authority archive services of relevance to society members. Former staff member, Richard Morgan, also spoke on place names around the coast of Glamorgan.

The Glamorgan Archivist and the Deputy Glamorgan Archivist attended the Annual Conference of the Women's Archive of Wales, held this year at Canolfan Soar in Merthyr Tydfil. Charlotte Hodgson spoke on the distributed collection.

The Glamorgan History Society's annual Autumn Day School was held at Court Colman in Bridgend in mid-November. Speakers on the subject of *Belonging: kith and kin in Glamorgan* included Glamorgan Archives Joint Committee member Murray McLaggan and regular visitor to the searchroom J. Barry Davies. The Glamorgan Archivist attended.

The Glamorgan Archivist attended a day school at Canolfan Soar, Merthyr Tydfil called *The state and the poor* in commemoration of 160 years since the building of the town's workhouse.

The Glamorgan Archivist and the Senior Archivist attended the Llafur AGM and Day School held at the Coleg y Cymoedd campus in Nantgarw. The theme for the day was '*The Cost of Coal: 100 Years on from Senghenydd*'.

The Glamorgan Archivist attended the launch of an exhibition at the Norwegian Church of paintings by Ukrainian artist, Tatyana Ponomarenko-Laverash in celebration of John Hughes' birth in 1814 (allegedly). The high profile event was opened by the First Minister with the Ukrainian Ambassador and attended by several Assembly Members and the mayors of Donetsk, Merthyr Tydfil, Vale of Glamorgan and Cardiff as well as senior council members.

The Glamorgan Archivist has also attended a book launch at the Atrium, a lecture on Lady Rhondda arranged by the Institute of Welsh Affairs, the launch of the Archwilio mobile app by the Welsh Archaeological Trusts, a lecture on Victorian scrap books at the National Museum of Wales, the launch of a documentary on the Senghenydd disaster at the local school in Abertridwr, and the lighting of the Chanukiah at Cardiff's Reform Synagogue. An invitation was received to a Diwali event at the Senedd but a minor building crisis on the day prevented attendance.

The Office contributed to the Peace 75 Festival held at the Temple of Peace in Cardiff on 30<sup>th</sup> November. The Festival celebrated 75 years since the establishment of the Temple of Peace. Working in partnership with the CAER Heritage project, staff offered information on services along with activities for children; these included designing a peace banner based on the images of Greenham Common Peace Camp banners held at the Archives, and writing a postcard home from the front based on letters of First World War soldiers held as part of the Cardiff University Settlement Records (ref. DCE). It was a busy event despite coinciding with significant sporting events. One visitor recognised a banner created by his partner and has been supplied with a copy.

Harvey Thomas, Assistant Archivist, and Laurie Richards, Administrative Assistant, attended the annual Glamorgan

Family History Society Fair at Rhydycar Leisure Centre in Merthyr Tydfil. The event was very well attended and many visitors stopped at the Glamorgan Archives stand for information on services.

Senior Records Officer Jenny Jones represented Glamorgan Archives at the Merthyr Dyfan Cemetery Open Day organised by Barry Town Council. Leaflets and a display were taken along with information on burial records and other family history resources held at Glamorgan Archives.

*Identify and respond to major anniversaries and celebrations*

A working group has been established at Glamorgan Archives to co-ordinate responses to the First World War centenary commemorations. Much of the work of local and national liaison groups is listed elsewhere in this report.

Heather Mountjoy, Archivist, attended the annual PSQG Forum at London Metropolitan Archives. The theme was celebrating anniversaries with an emphasis on the upcoming centenary commemoration of the start of the First World War. It was a useful opportunity to exchange information. Other offices and visiting academics were interested to learn about the work done by volunteers on extracting information on the First World War period from school log books as little research has been done on the impact of the War on the lives of children.

In 2014 Glamorgan Archives will be 75 years old. Preparations for celebrating the anniversary have begun and will be revealed next year.

*Develop themed resources*

In response to enquiries from local schools a workshop on the Tudors and Stuarts is in development. Canfod has been an extremely useful tool in sourcing suitable material to use with primary age children, especially the ability to search for documents within a certain time period.

**3. Remote access**

*Continue to provide appropriate service*

This quarter 1463 remote enquiries were received. The 10 day response period has been met. Respondents are impressed with the service; comments received include:



*Thank you indeed. From what you say it seems you might just have cracked it... Let me say that I am pleased, surprised and very appreciative that you have already gone to some trouble to get this far for us.*

*Monitor service and implement improvements*

Throughout October and November Glamorgan Archives has been participating in the PSQG Distance Enquiries Survey. A national survey rolled out across the UK, it aims to measure satisfaction with the responses provided by archive services to enquiries received remotely by post and email. The survey is circulated and completed using a very simple web link. It continues until 6<sup>th</sup> December.

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

Louise Hunt attended a workshop at Swansea University on exporting catalogue descriptions for inclusion on the Archives Hub website. Glamorgan Archives is in a pilot scheme to add Welsh archive catalogues to the website, with the idea that there could be a Wales section of the site. Sample descriptions have been sent to the developers who will write code to transform the data into the correct format for the Archives Hub. Once the transform templates have been completed it will be possible to establish how much staff time will be required to upload catalogue data and what further training might be required.

*Publicise service*

The Senior Archivist was filmed by Tinopolis television company for a short piece on the Open Doors event for the nightly S4C programme Heno. She was shown giving the presenter Rhodri Davies a tour behind the scenes in a preview of Open Doors activities.

Glamorgan Archives contributed to several radio and television programmes relating to the centenary of the Senhenydd Colliery Disaster. The Senior Archivist was featured on the S4C programme Cofio Senghenydd, and also contributed to the Radio Wales programme Senghenydd Remembered, presented by Roy Noble. October's Document of the Month used photographs and records from the Collection to commemorate the centenary.

November's theme was another centenary; that of a tornado which swept through the Taff Valley in October 1913 causing widespread damage and several fatalities. The centenary coincided with the St Jude storm which,

although it left most of south Wales unscathed, put 'weather' at the top of the media agenda. The usual monthly press release was picked up immediately with an ITV Wales news crew filming the Glamorgan Archivist for the evening news. BBC Radio Wales featured the tornado on their Sunday Supplement morning show with the Glamorgan Archivist interviewed live on the programme. BBC online also added photographs showing the aftermath of the tornado to their online gallery: <http://www.bbc.co.uk/darganfod/24670656>

Items from the Hughesovka Research Archive were filmed in the search room for another Tinopolis documentary on the life of Gareth Jones, campaigning journalist.

The Document of the Month for September, 'You Have Reached Your Destination', showcased the rich variety of maps in the Archives dating from the 16<sup>th</sup> century onwards. Maps have numerous uses for local history and the article provided a useful opportunity to remind visitors to the website of the wealth of map material available. Stefan Walker, Records Assistant, compiled the article.

Social media channels continue to promote the service. The Twitter account has 1295 followers and Facebook 304 likes. Following discussions at the September meeting Cllr. Cowan has advised senior staff on developing the Office profile. Posts this quarter include a photograph advertising Dowlais Cake as the best for tea parties for National Cake Week; an item rescued from a bonfire for deposit at the Archives for Guy Fawkes Night; Fred Keenor's school records and 1911 census entry to coincide with the unveiling of a plaque to him at Stacey Primary; moustached photographic portraits for Movember, and participation in Diwrnod Shwmae and local government's #ourday.

Communication via social media has also increased, and several visitors have remained in contact online following a visit in person. These include a pupil from Cwmfelin Primary, who took over the Archives in November and posted on Facebook a fortnight later:

*'Hi do you remember I took over your place and I had to give a tour I really enjoyed it thank you xx Hannah x'*

Enquiries have also begun to arrive via these channels, along with feedback on help received remotely and in person, for example, this tweet:

*@GlamArchives Thank you for a v.quick reply to my enquiry. The info on the Hanrahan marriage you emailed me today is v.helpful #fabservice*

Social media channels, especially Flickr, are helping to advertise the sale of publications. The Cardiff Council website refresh projects means that an online shop on the Archives website cannot yet be created. Social media is bridging the gap until this work can be undertaken.

## **SUMMARY**

Another busy quarter has seen staff raising the profile of the service at events across the authorities with a resultant increase in interest from local groups, schools and depositors. Glamorgan is consolidating its position as a centre of excellence in training and volunteering with excellent and sustainable results emerging from partnership working and educational provision. All staff are thanked for their input and enthusiasm.

## **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**

Any direct financial implications arising from this report have been accounted for in the 2013-2014 monitoring and will be met from within the 2013-2014 revenue budget supplemented if necessary from the General Reserve.

**Susan Edwards  
Glamorgan Archivist  
4 December 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 September – 30 November 2013

**Background Papers**

CALM database.

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

## Appendix I

<b>William James Croat of Llanedeyrn Papers</b>			
<b>Accession No:</b>	2013/200	<b>Reference No:</b>	D1005
Letters concerning apprenticeship; Petrol vouchers Date of records: 1930-1950			

<b>Williams family of Cwmtillery and Hughesovka Papers</b>			
<b>Accession No:</b>	2013/201	<b>Reference No:</b>	D1015
Photograph album showing the Hughesovka works, originating from William Williams, father of John T Williams. Copy photograph of group of men taken at Hughesovka by Mr McLaren, 1896. Copy of John T Williams' obituary, South Wales Gazette, 1916. Date of records: c1890s-2000s			

<b>Vale of Glamorgan County Borough Council Records</b>			
<b>Accession No:</b>	2013/202	<b>Reference No:</b>	VOGTB/249-259
Council and committee minutes, agendas, reports Date of records: 1995-2007			

<b>Glamorgan Family History Society Records</b>			
<b>Accession No:</b>	2013/203, 205, 259	<b>Reference No:</b>	D37
Photographs, pedigrees, recollections received by the editor of the society's Journal. Pike family of Caerphilly papers: educational certificates and scholars reports for Doris and Willaim Pike. Journal No111 Date of records: 20-21 century			

<b>Llancarfan Society Records</b>			
<b>Accession No:</b>	2013/204	<b>Reference No:</b>	DLNS
Newsletter 155 Date of records: Sep 2013			

<b>Aberfan Disaster Fund Management Committee Records</b>			
<b>Accession No:</b>	2013/207	<b>Reference No:</b>	DX295/12/4
Programme and booklet produced by the Management Committee for the official opening concert of the Aberfan and Merthyr Vale Community Centre Date of records: 1973			

<b>Archaeological Perspectives Analysis Consultancy Records</b>			
<b>Accession No:</b>	2013/208	<b>Reference No:</b>	D1016
Archaeological reports: Archaeological Desk-based Assessment for Gasworks Road, Aberaman, Jun 2012; Archaeological Evaluation for Oystercatcher Inn, Laleston, Bridgend, Dec 2012; Watching brief for land adjacent to Colliers way, Tonypandy, Feb 2013. Date of records: 2012-2013			

<b>Clive Stanley-Williams of Aberdare Photographic Collection</b>			
<b>Accession No:</b>	2013/209,266	<b>Reference No:</b>	D996/5,6
Photographs of interior and exterior view of the Sobell Sports Centre, Aberdare Photographs showing the interior and exterior of Aberdare Fire Station. Sections of the site, including the training tower, are due to be modernised Mar 2014.			
Date of records: 2013			

<b>Stephenson and Alexander, Estate Agents Cardiff, Records</b>			
<b>Accession No:</b>	2013/210	<b>Reference No:</b>	DSA/133, 134
Registers of property required and available			
Date of records: 1980s-2010			

<b>Rhymney Valley CND (Campaign For Nuclear Disarmament) Group, Records</b>			
<b>Accession No:</b>	2013/211	<b>Reference No:</b>	D1024
Rough minutes of Rhymney Valley CND meetings, newsletters and correspondence			
Date of records: c1981-1983			

<b>Cardiff Title Deeds Collection</b>			
<b>Accession No:</b>	2013/212	<b>Reference No:</b>	D1017
Leases, abstract of title and assignments of property in Richmond Road and Oakley Street, Cardiff			
Date of records: 1874-1894			

<b>Cadoxton Primary School Records</b>			
<b>Accession No:</b>	2013/213	<b>Reference No:</b>	ESE13
Admission registers, 1885-1994; centenary visitors' book, 1979; log book, 1929-1981			
Date of records: 1885-1994			

<b>Assignment of mortgage re coal and lands in Merthyr Tydfil</b>			
<b>Accession No:</b>	2013/214	<b>Reference No:</b>	D1021
1st membrane missing. Stamped with reference: BRA2582			
Date of records: early 18th century			

<b>Judy Springett of Cowbridge Collection</b>			
<b>Accession No:</b>	2013/215, 261	<b>Reference No:</b>	D1023
Photographs, programmes and newscuttings relating to Cowbridge Amateur Dramatics Society productions, 1979-1981; photographs of Aberthin, 1979-1990, including photographs of street party for the royal wedding, 1981.			
Date of records: 1977-1990			

<b>River Ely Flood Prevention Papers</b>			
<b>Accession No:</b>	2013/216	<b>Reference No:</b>	D1018
Date of records: 1897-1946			

<b>Merthyr Tydfil Leases</b>			
<b>Accession No:</b>	2013/217	<b>Reference No:</b>	D1019
Counterpart Leases of of part of Gellyfaillog Farm and of 98-100 Penydarren Road, MerthyrTydfil			
Date of records: 1850, 1902			

<b>Greenwood Family of Cardiff Papers</b>			
<b>Accession No:</b>	2013/218	<b>Reference No:</b>	D1020
Title deeds and papers for land in St Fagans, Wenvoe and St George-super-Ely			
Date of records: 1857-1930			

<b>Marsh Family Papers</b>			
<b>Accession No:</b>	2013/219	<b>Reference No:</b>	D1022
Marriage Settlement; trust deeds			
Date of records: 1864-1953			

<b>City United Reformed Church, Cardiff, Records</b>			
<b>Accession No:</b>	2013/220, 268	<b>Reference No:</b>	D957/1/18, 19
The City 'Link' church magazine			
Date of records: Oct 2013			

<b>Cardiff Universities Social Services Records</b>			
<b>Accession No:</b>	2013/223	<b>Reference No:</b>	D1025
'Campaign for the Mentally Handicapped - press file' cuttings reporting predominately local but also UK wide news (1973-1980); 'Mental Handicap and Community Care the Work of Cardiff Universities Social Services' freshers' booklet (1973); 'Community Care a brief for a rehabilitation programme at Ely Hospital, Cardiff' produced by CUSS (Aug 1973); CUSS Chairman's report to Council on the development of community work 1971-1972 (1972); CUSS 'Rehabilitation Programme' setting out the weekly activities of CUSS and the objectives of the new Group Home (1974); newsletters relating to the newly established CUSS playgroup (1972); Ely Hospital magazines 'Organ' and 'Throb Again' (1974).			
Date of records: 1973-1980			

<b>Axis Historical Society, Barry, Collection</b>			
<b>Accession No:</b>	2013/224, 254	<b>Reference No:</b>	D802
Maps, framed and unframed photographs and paintings relating to Barry. Also artefacts for transfer.			
Date of records: 1890s-2000s			

<b>The Rest Convalescent Home, Porthcawl, Records</b>			
<b>Accession No:</b>	2013/225	<b>Reference No:</b>	DXEL
Registers of patients, minutes books, payments books, wages books, cash books, administrative records Date of records: c1890-1993			

<b>Mountain Ash General Hospital, Cynon Valley, Records</b>			
<b>Accession No:</b>	2013/226	<b>Reference No:</b>	D1027
Patients Admissions Registers, Registers of Children's Operations, Casualty Registers, Theatre Registers, Staff records Date of records: 1924-1974			

<b>South Glamorgan County Council</b>			
<b>Accession No:</b>	2013/227	<b>Reference No:</b>	SD
Maps and plans Date of records: 20th century			

<b>Charity Commission Trustee Records</b>			
<b>Accession No:</b>	2013/229	<b>Reference No:</b>	D818/6
Miss Ivy Sarah Pritchard Price to the Reverend William George Haydn Rees and Martin Camillo Verity. Assent of leasehold premises of Nolton Institute situated on Nolton Street, Bridgend. Date of records: 10 Mar 1955			

<b>Glamorganshire Canal Navigation Company</b>			
<b>Accession No:</b>	2013/230	<b>Reference No:</b>	D1031
Insurance schedule issued by British Engine Boiler & Electrical Insurance Co Ltd regarding locomotive 'Delwyn'. Date of records: 29 Jul 1932			

<b>Grangetown Local History Society, Cardiff, Records</b>			
<b>Accession No:</b>	2013/231	<b>Reference No:</b>	D1026
Newsletter number 4 Date of records: Oct 2013			

<b>Capel Rhondda, Hopkinstown, Records</b>			
<b>Accession No:</b>	2013/232	<b>Reference No:</b>	DWBAP14
Indenture, (copy), 1853; Memorandum of the choice and appointment of new trustees, 1891; Certificate of Solemnization of Marriages, 1898 Date of records: 1853-1898			

<b>Women's Archive of Wales/Archif Menywod Cymru</b>			
<b>Accession No:</b>	2013/233, 235	<b>Reference No:</b>	DWAUW
Sheila Parry Collection: Press cuttings, 1953; Scrapbook, 1952-2013 Newsletter, 2013; Annual Report, 2012-2013 Date of records: 1952-2013			



<b>Peter Randles of Saundersfoot, Papers</b>			
<b>Accession No:</b>	2013/234	<b>Reference No:</b>	D952
Records of Millenium Stadium, Cardiff, including working drawings, programmes and publicity material			
Date of records: 1990s			

<b>Clay Family of Cowbridge Papers</b>			
<b>Accession No:</b>	2013/236, 260	<b>Reference No:</b>	D1033
Specification, agreement, household accounts and correpsondence relating to Llwynhelig, Cowbridge, 1967-1982. Pedigree roll of Clay family, linking back to Williams family of Roath Court, compiled by David J Evans of Sevenoaks, Kent, with accompanying correspondence and notes regarding the compiliation of the roll.			
Date of records: 1967-1992			

<b>Photographs of Cardiff Bay</b>			
<b>Accession No:</b>	2013/237	<b>Reference No:</b>	D1038
Photographs of Cardiff Bay including Norwegian Church			
Date of records: 1981			

<b>Bethany Baptist Church, Rhiwbina, Cardiff Records</b>			
<b>Accession No:</b>	2013/238	<b>Reference No:</b>	DBAP15
AGM papers, 2012-2013, church magazines, monthly announcements, handbooks of members, programmes of Christmas Tree Festival of Light, 2009-2012, note re new organ, 2011, sabbatical reflection by the Rev Phil Dunning, Junior Church Christmas service order of service, 2011.			
Date of records: 2010-2013			

<b>Cardiff and District Soroptimist International Records</b>			
<b>Accession No:</b>	2013/239	<b>Reference No:</b>	D220
Minutes of Programme Action Committee and various papers			
Date of records: c2000-2010			

<b>Soroptimist International of Barry and District, Records</b>			
<b>Accession No:</b>	2013/240	<b>Reference No:</b>	D647
Correspondence and associated papers regarding establishing a friendship link with a Soroptimist International group in Chennai Downtown, India.			
Date of records: c2008			

<b>Aberdare General Hospital, Records</b>			
<b>Accession No:</b>	2013/241	<b>Reference No:</b>	D1028
EMS Admissions, 1943; Birth registers, 1994-2005			
Date of records: 1943-2005			

<b>Prince Charles Hospital, Merthyr Tydfil, Records</b>			
<b>Accession No:</b>	2013/242	<b>Reference No:</b>	D1029
Birth Register, Jan 2001-Dec 2004			
Date of records: 2001-2004			

<b>Lady Aberdare Maternity Hospital, Mountain Ash, Records</b>			
<b>Accession No:</b>	2013/243	<b>Reference No:</b>	D1030
Register of Staff attending fire drills, 1956-1967			
Date of records: 1956-1967			

<b>Welsh St Donats Community Council Records</b>			
<b>Accession No:</b>	2013/244	<b>Reference No:</b>	D1035
Correspondence, 1994-2000; Accounts and financial correspondence, 1993-2012; Projects correspondence, 1999-2005; Clerk's expenses and receipts, 1999-2011; Minutes and agendas, 2000-2008			
Date of records: 1993-2013			

<b>Cardiff Institute for the Blind, Records</b>			
<b>Accession No:</b>	2013/245, 267	<b>Reference No:</b>	DBLI/C
Minutes, 1973-1990; Reports, 1870-1969; Final Inspection Ledger, 1994-2007; members' attendance Book, 1986-2009; Visitors, Book, 1990-2000; Newscuttings books, 1898-1980s; Employee files; 1960s-1990s, Administrative files, 1980s-1990s; Framed Eisteddfod Poster, 1938; Deeds of Covenant; Shand House history, deeds, photographs of buildings and activities, trustees file			
Date of records: 1882-c1991			

<b>Thomas Martin of Barry, Papers</b>			
<b>Accession No:</b>	2013/246	<b>Reference No:</b>	D1039
Minutes of the Barry and Cadoxton Local Board, 1889; Barry County School Presentation volume, 1933			
Date of records: 1889-1933			

<b>Miskin Regeneration Trust, Cynon Valley, Records</b>			
<b>Accession No:</b>	2013/247	<b>Reference No:</b>	D1034
Includes minutes, accounts and history of the Miskin Regeneration Trust			
Date of records: 1990s-2000s			

<b>The Reverend William Beynon, Llangynwyd, Papers</b>			
<b>Accession No:</b>	2013/248	<b>Reference No:</b>	D1040
Diary of baptisms officiated by Reverend William Beynon, Llangynwyd, 1818-1846; later copy of diary with additional notes on place names in the area written by the donor's father, Reverend Idris T Davies			
Date of records: 1818-1980s			

<b>Borough of Cardiff, Architect's Department Records</b>			
<b>Accession No:</b>	2013/249	<b>Reference No:</b>	BC/A
Registers of new dwellings provided with Exchequer Assistance, 1945-1959 (6 vols); Registers of new dwellings provided and approved for the purposes of Part 1, Housing Schedules Act 1967, 1966-1988 (3 vols); Records of housing schemes - working registers, 1945-1988 (5 vols); Records of housing schemes - final registers, 1946-1983 (2 vols); Registers of completed houses, 1924-1940 (3 vols); Certificates of completed houses - signed by the City			

Architect, 1935-1940, 1945-1946 (1 vol); Certificates of completed houses - printed forms, signed by the City Surveyor, 1946-1949 (1 vol); Record of non-subsidised housing schemes, 1974-1985 (1 vol); Register of new houses provided by the Council, 1924-1930 (1 vol); Inspection records of both site and plans: Norwegian Church, Roath Dock. Relating to the relocation of the church, 1991 (1 folder); South Cardiff Redevelopment Proposals, 1983 (1 vol); '2020 Vision for Sport...Into the next Millennium', proposal for a Euro Stadium and Cardiff Stadium in the city, c1995 (1 vol); photographs of sites prior to development and during demolition, c1960s-1990s (2 boxes).  
Date of records: c1920s-1990s

#### **Abertaf Primary School, Abercynon, Records**

<b>Accession No:</b>	2013/250	<b>Reference No:</b>	EMA/3
Honours List showing scholarship winners Date of records: 1907-1954			

#### **Philip Squire, County Councillor, Papers**

<b>Accession No:</b>	2013/251	<b>Reference No:</b>	D1041
Photograph albums and visitors' books of County Councillor Philip Squire Date of records: 1970s			

#### **Barry Dock Conservative Club Records**

<b>Accession No:</b>	2013/252,272	<b>Reference No:</b>	D1042
Records relating to the incorporation of the club, minute books, membership records, stock reports, correspondence, share registers, insurance policies etc. Centenary certificates, financial records, centenary programme, company reports, proposition book, building plan, membership application forms, photographs and caricatures of board members. Date of records: 1894-c2000s			

#### **Ordnance Survey maps**

<b>Accession No:</b>	2013/255	<b>Reference No:</b>	OS
Unmarked OS maps Date of records: c1960s-1970s			

#### **South Glamorgan County Council Records**

<b>Accession No:</b>	2013/256	<b>Reference No:</b>	SD/EP
Glamorganshire Canal rental notes, Wales Empire Pool final accounts, bill of quantities and plan, historical photographs Date of records: 20th century			

#### **Penarth Urban District Council records**

<b>Accession No:</b>	2013/257	<b>Reference No:</b>	UDPE
Building regulation plans Date of records: c1880-c1940			

#### **Merthyr Tydfil County Borough Council Records**

<b>Accession No:</b>	2013/262	<b>Reference No:</b>	CMT/C/2/84-93
Deed wallets			

Date of records: c20th century
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<b>Rhondda Cynon Taf County Borough Council</b>			
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<b>Accession No:</b>	2013/263	<b>Reference No:</b>	CRCT/C/3
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Signed minutes

Date of records: 2011-2013

<b>Cardiff Peace Festival Records</b>			
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<b>Accession No:</b>	2013/264	<b>Reference No:</b>	D1036
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Posters/competition entries, broadsheets, original constitution, timetables, notes from schools, list of themes for each year.

Date of records: c2000s

<b>Bethel Baptist Church, Barry, Records</b>			
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<b>Accession No:</b>	2013/265	<b>Reference No:</b>	DBAP52
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Church magazines, 2001-2003; annual reports, 1992-2008; papers relating to the Rev Harry John Horn; booklets and pamphlets; orders of service; circulars to church members, 1971-2002; newspaper cuttings, 1990-2007; further miscellaneous papers.

Date of records: 1943-2008

<b>Nebo Newydd Baptist Church, Cwmdare, Records</b>			
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<b>Accession No:</b>	2013/269	<b>Reference No:</b>	D1037
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Marriage register

Date of records: 2002-2005

<b>Tondu School Records</b>			
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<b>Accession No:</b>	2013/271	<b>Reference No:</b>	EM52
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Log books and admission registers for Tondu Infants, Junior and Girls schools (1898-1993); teachers' time book (Jun 1986); Girls' punishment book (1904); stock and inventory book (1913-1950, 1950-1978, 1908-1939); Syllabus report and mark books (1928-1956); new entrants (1984-1986).

Date of records: 1909-1993

<b>Pandy School Records</b>			
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<b>Accession No:</b>	2013/273	<b>Reference No:</b>	EM3
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Log books and admission registers

Date of records: 1910-1996

<b>Dr Goronwy Alun Hughes of Corwen Papers</b>			
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<b>Accession No:</b>	2013/274	<b>Reference No:</b>	DX555/U/8
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Translations and transcriptions of poetry, short articles on prominent individuals from the local area

Date of records: 2013

## **Notable accessions**

### **School Records**

Records of four primary schools have been deposited during the: Cadoxton (Barry), Abercraf (Abercynon), Tondu and Pandy (Aberkenfig). The records consist mostly of the standard log books and admission registers, but also include lists of scholarship winners, a girls' punishment book and syllabus books. They date from 1885 onwards and although some come from schools which have previously deposited records others have not, suggesting that historical material remains in schools in spite of frequent invitations to deposit.

### **Mountain Ash General Hospital Records**

A small Cottage Hospital in Mountain Ash was built in 1896 with six beds. By 1908 the number of beds had increased to seventeen and an operating theatre was built that year. Plans for a General Hospital followed and funds for the building project were supported by public subscription with miners agreeing to a sixpence per week deduction from their wages. The area above Duffryn Woods became the site of the new hospital opened by Lord Aberdare in 1924. In 1937 a new wing comprising an out-patients department with X-ray and physiotherapy facilities and nurses' accommodation was added. The records were deposited by Cwm Taf Health Board and cover the years 1924-1974. The deposit includes Patients' Admissions Registers, Registers of Children's Operations, Casualty Registers, Theatre Registers and staff records.

### **The Rest Convalescent Home, Porthcawl**

The Rest was established as a seaside convalescent hospital for the working classes, particularly miners, in 1862, at the initiative of Dr James Lewis, of Maesteg. Lewis was supported by Florence Nightingale, the reformer of hospital nursing. The institution was maintained and supported by contributors which included prominent landowners, industrialists, the trade union movement, friendly societies and a host of private individuals; it was rebuilt in the 1870s-1880s. The Rest closed in 2013 leading to a large deposit of registers of patients, minute books, payments books, wages books, cash books and administrative records for the period c 1890-1993.

### **Williams family of Cwmtillery and Hughesovka**

Much of the material held in the Hughesovka Research Archive is copied from items held by other institutions or individuals. It was a pleasure to receive an original album of 38 professional photographs of the Hughesovka works, c1890 originating from William Williams, father of John T Williams, together with a copy photograph of a group of men taken at Hughesovka by Mr McLaren, 1896 and a copy of John T Williams' obituary from the South Wales Gazette, 1916.

William Williams of Troedyrhiw, son of John Williams was born c1835. In 1861 he is recorded on the census as a mill agent (iron works) living in Glyntaff Road, Merthyr Tydfil. By 1871 the family had moved to Bedwellty. In 1872 William went out to Hughesovka where he held 'an important position'

until he returned to live with his son, John T Williams at Cwmtillery. William Williams died in 1915, a year before his son.

John T Williams was born in 1858 and married Bessie Parminter of Bridgwater in 1888. Working as a surface manager at Blaina, he moved to Cwmtillery colliery c1889, eventually becoming commercial manager of the Cwmtillery Collieries.

### **Cardiff Institute for the Blind**

The Cardiff Institute for the Blind was founded 1865 by Frances Batty Shand, the daughter of a Jamaican plantation owner, who had moved to Cardiff with her brother on the death of her father. Miss Shand first opened a small workshop in the Canton area of Cardiff employing four blind men making baskets for the coal ships sailing from Cardiff. Within a year larger premises were purchased at Byron Street in the Roath area and ten men were employed. In 1868 a third move was made to Longcross Street off Newport Road; by 1900, there were 100 blind men and women employed in the manufacture of baskets, mats, brushes, ships' fenders and sewing. In 1941 Longcross Street was destroyed during a German air raid and employees continued their work in small workshops scattered around Roath.

The Institute was given a plot of land in Newport Road in 1949 and a new building opened in 1953. By 1965 70 employees were engaged in the manufacture of traditional products of a Blind workshop. Gradually as attitudes changed the role of the workshops decreased and they were shut down in 2006. In 2009 Cardiff Institute for the Blind became part of RNIB Cymru Group allowing the organisation to spread its service and support model across South Wales. The institute changed its name to the Cardiff Vales and Valleys (CVV) to better describe its expanded geographical brief. Following the move from the Newport Road offices this year, two deposits have been received including minutes, 1973-1990; reports, 1870-1969; Visitors' Book, 1990-2000; newscuttings books, 1898-1980s; employee files; 1960s-1990s, administrative files, 1980s-1990s; photographs.

### **Barry Dock Conservative Club**

The club was established in 1894 and closed on 29th September 2013. Records relating to the incorporation of the club, minute books, membership records, stock reports, correspondence, share registers, insurance policies and photographs were deposited in November.

### **Penarth Urban District Council building regulation plans**

Before these plans were deposited, the Archives held almost no local authority building plans for either of the two urban centres of the Vale of Glamorgan district, Barry and Penarth. Once the present deposit is cleaned, sorted and listed, over 3000 plans dating c1880-c1947, forming a major source for the architectural history and growth of the townscape of Penarth will be made available.

## Appendix II

	<b>Number of Visits (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
	<b>TOTAL</b>			
Sep - Nov 2012	2047	(1,003)	48	2754
Dec 12 - Feb 2013	1586	(776)	34	2529
Mar - May 2013	1755	(805)	37	3383
June - Aug 2013	1334	(667)	42	2526
Sep - Nov 2013	1826	(1156)	60	2997

	<b>Remote Enquiries</b>	<b>Website Hits</b>
Sep - Nov 2012	1199	13810
Dec 12 - Feb 2013	1034	11683
Mar - May 2013	1183	11811
June - Aug 2013	1369	10589
Sep - Nov 2013	1463	11697

### Interesting Enquiries

A local councillor has researched the ownership of an allotment in Tongwynlais in the 1950s and 1960s using an Allotment Rent Register, Parish Council minutes and Ordnance Survey and National Grid maps.

A member of the Penarth Parish Council, seeking information on the British Legion flags laid up at St Augustine's Church, Penarth was recommended to look at the minutes of the Parochial Church Council.

An author working on a publication on Welsh railways consulted the Industrial Estates Council Records (DIEC) for details of the station at the Bridgend Industrial Estate.

A researcher for Modern Television, working on a BBC4 programme, 'Hidden Killers in Victorian Homes' used Cardiff building regulation plans for details of drainage and typical outline floor plans.

A Professor from the Cardiff School of Art and Design at Cardiff Metropolitan University consulted Cardiff Borough minutes from 1865 and minutes of the Free Library Committee for 1864-1869. She is researching the founding and development of the Cardiff School of Art.

A PhD student from Cambridge University and the University of Wyoming, USA, visited to undertake research on Edward Sterling (1773-1847) and his service in the Glamorgan Militia from 1809-1815. He had written Mr Sterling's entry in the Oxford Dictionary of National Biography and was interested in the Glamorgan Court of Quarter Sessions Militia records (Q/L/M/C/2)

Following a presentation to undergraduates at the Welsh School of Architecture on relevant resources several students made contact. Among these was a student researching the history of 24 Moira Terrace, Cardiff and the skating rink and Winter Gardens situated at that site. Cardiff building regulation plans, Ordnance Survey maps, census returns and trade directories were all suggested as sources. Another student looking at the urban development of Cardiff was directed to Quarter Sessions Deposited Plans, building regulation plans and other maps.

Correspondence was received from a researcher seeking information on Cardiff Council's ex-mayoral limousine. He was particularly interested in photographs of the car at events and ceremonies, or of dignitaries being driving in the vehicle. We suggested that he consult the David Myfyr Evans, Lord Mayor of Cardiff Papers (D949), which include official photograph albums from his time as Lord Mayor.

Family historians have researched the career of Hester Davies, Superintendent of the Training School of Cookery and Domestic Arts, University College of South Wales and Monmouthshire in the Cardiff School of Cookery Joint Management Committee minutes (GC/EDTD/1), a great grandfather who was Deputy Chairman of the Bridgend Union Board of Guardians, and the death of an ancestor in 1926 at Penallta Colliery, Ystrad Mynach through the compensation and fatal accident case papers of the Powell Duffryn Steam Coal Company Limited (DPD/2/5/6).

Other genealogists are looking at war service. One found a reference to his grandfather, Private Enos Skrine, in the Cardiff University Settlement Papers (DCE) on Canfod including letters written from the Front and a photograph. Another was able to locate an ancestor's application form requesting his inclusion in the Cardiff Borough Roll of Honour as an employee (BC/C/48). The enquirer contacted City Hall to see the name on the actual roll of honour for the Great War.

An enquiry was received from New Zealand by a gentleman researching his own school days in Barry and also his father's role in the Home Guard during the Second World War. Home Guard Records, Gladstone School records and registers of electors for Barry were all suggested as sources.



## Appendix III

<b>Local and Family History Groups</b>	
Family History Starter Sessions	7
Wenvoe House History Class x2	14
Porthcawl Civic Trust	4
Archaeology Cymru Community Archaeology Group	4
Tonteg WI	20
<b>Professional Organisations</b>	
Women's Archive of Wales Committee	15
CLOCH Steering Group	3
CLOCH Assessors Meeting x2	6
CLOCH HLF Monitoring Meeting	2
Cardiff People First Steering Group	12
Glamorgan Archives Joint Committee	14
Cardiff People First Community Voices Steering Group	11
ARA Wales Conservators' Meeting	39
ARA Registration Scheme Workshop	9
National Museum Wales, Library staff	2
<b>Events</b>	
Dr William Price of Llantrisant	38
Open Doors	52
Step Back in Time: Maesteg	20
<b>Education</b>	
Catching the Wave Group, Porthcawl	10
Porth Infants School	27
St. Cuthbert's Primary School	58
Cardiff Metropolitan University creative writing students	16
University of South Wales History Society	11
Taking Over Museums, Cwmmfelin Primary	27
Ninian Park Primary School	59
Fitzalan High School Archaeology Club	10
Bridgend College media studies students	2
<b>Individuals Meeting Staff</b>	
	42
<b>Filming</b>	
	14
<b>Public Tours</b>	
Tours for prospective volunteers	10
<b>Room Hire</b>	
Cardiff Council Training/Workshop x 21	388
Diverse Cymru Training x 3	44
Wales Council for Voluntary Action x7	116
TPAS	40

## Conservation

## Packaging Programme

Boxes made	Items Cleaned and Reboxed
307	15 volumes, 180 papers, 8 pamphlets, 3 folders, 4 boxes assorted material

## Collection Control

Barcoded & Relocated
1030 items

## External Work

Client	Description	Treatment
Cardiff Central Library	Cardiff Library Manuscript Collection	6095 papers, 83 bundles of papers and 198 volumes cleaned and re-packaged
West Glamorgan Archives Service		750 bespoke boxes
National Museum of Wales Library	<i>The History of South Wales and Monmouthshire</i> , a 2 volume set of photographs by Charles Smith Allen.  China plate	Dry cleaned and packaged in bespoke box  Bespoke box
Llandaff Diocesan Office	Register of Faculties, 1862 - present	Condition report

**Bench work**

<b>Reference</b>	<b>Title &amp; Description</b>	<b>Treatment</b>
CL/KT/193, 282	<b>Kemeys Tynte Papers</b> Deeds	Badly degraded parchment, flattened and encapsulated
EC22/6	<b>Metal Street, Cardiff Boys School</b> Log Book, 1906-11	Pages burnt and brittle – paper consolidated
D1033/2/1	<b>Clay Family of Cowbridge Papers</b> Pedigree roll, 1982	Removed self adhesive tape and reassembled
BC/FS/4/4	<b>National Fire Service - Fire Force Area 20 (Cardiff)</b> Map showing bombing sites in Cardiff, 18 May 1943	Flattened map repaired and encapsulated for flat storage