

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

## GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Meeting of the Glamorgan Archives Joint Committee held  
at Glamorgan Archives, Leckwith, Cardiff on Friday 14 MARCH 2014 at  
2.00pm

Present:

Members Representing: Cardiff County Council  
Councillors Cowan, Davies, Lomax. Parry, Robson  
  
Caerphilly County Borough Council  
Councillor Davies  
  
Rhondda Cynon Taff County Borough Council  
County Councillors J Ward, R Bevan  
  
Vale of Glamorgan Council Councillor G John

Officers in Attendance: Susan Edwards, Glamorgan Archivist  
  
Andrea Redmond, Democratic Services, Cardiff  
Council  
Lorna Lewis, Legal Services, Cardiff Council  
  
Robert Green, Finance, Cardiff Council  
  
Mr Murray McLaggan

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Bridgend County Borough Council, Councillors C Rees & L Morgan

Caerphilly County Borough Council Councillor A G Higgs

Vale of Glamorgan County Borough Council Councillor Mrs MEJ Birch

### 2. DECLARATION OF INTEREST

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

### 3. MINUTES

RESOLVED – That the minutes of the meeting of the Glamorgan Archives  
Joint Committee on 13 December 2013 were approved as a correct record  
and signed by the Chairman.

4. REPORT ON THE PERIOD 1 DECEMBER 2013 – 28 FEBRUARY 2014  
REPORT OF THE GLAMORGAN ARCHIVIST.

The Committee was provided with an update on the work of Glamorgan Archives for the period 1 December 2013 to 28 February 2014, some of the points were outlined including;

*Staff Establishment*

Members were advised of the changes in relation to staff at the Glamorgan Records office including, the Conservator post had been filled in December, an Assistant Conservator post had been created following a CCC procedures review and the retiring Archivist post had been frozen.

*Develop Volunteer Programme*

During the quarter 34 volunteers and work experience placements had contributed 970 hours to the work of the Office. Of these 16 came from Cardiff, nine from the Vale of Glamorgan, five from Bridgend, one each from Caerphilly and Rhondda Cynon Taf, and two from outside our area: one from Haverfordwest and the other from Bridgewater. In addition eight tours had been provided to prospective volunteers

Details of juvenile convictions, retyped from hard copy lists by volunteer Laurie Thompson, had been added to the online catalogue, Canfod. Laurie's support worker communicated his satisfaction with his work here '*He's so chuffed about the juvenile convictions – he showed me the running total of pages and words and is so proud*'.

Quest Supported Employment Agency had arranged a further placement at the Office. The 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, he had been retyping handlists of Bridgend building plans for inclusion on Canfod. During a recent review he said that he had found it interesting to trace changes in the area and had travelled to Bridgend to visit some of the streets.

Before the last meeting of the Joint Committee a Christmas Party was held to thank volunteers formally for their contribution to the work of the Office during 2013. Feedback from volunteers received in response to the invitation was very positive, the event was clearly appreciated, however many found that they were unable to attend due to prior arrangements. Proximity to Christmas was a problem and this will help to inform arrangements for a similar event during 2014.

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The Office has again hosted an internship organised by the European Centre for Training and Regional Co-operation (ECTARC). David Corominas an archivist from Catalonia will be based here for three months (3 February-9 May).

Volunteers and Students have been particularly helpful in the preparation for digitisation and repair of school admission registers.

#### *Staff Development*

Cardiff Council's newly appointed Chief Executive, Paul Orders, was invited to visit the Office at the end of December, taking up the offer promptly in January. He was interested in the services and impressed by the facilities and the building.

The Glamorgan Archivist had attended 2 meetings of the Senior Management Forum in County Hall at which plans for austerity management had been outlined.

A little progress had been made with Facilities Management on health and safety risks including the shattered window in the back hall and the loose lettering on the side of building. Contractors had attended to look at both problems. Quotes had been received for the lettering and an agreement reached to match the quote from the original glaziers.

#### *Budget*

A reassessment of the business rates on the building had been completed with a visit from specialist rating officers. Copies of plans were provided and details of specifications given following a tour of the building led by the Glamorgan Archivist. As a result the rateable value of the building had been considerably increased with the annual NNDR increasing accordingly.

Recent changes to CCC's catering service had been well received.

Location scouts visited the Office in December to assess the site's potential as a location for filming episodes of 'Dr Who'. Members were advised that the Records Office had received approximately £1-1.5k per day for the filming of Being Human.

Glamorgan continued to be approached for advice on new buildings and the development of modern service provision. Contributions had been made to Powys County Council's on-going consultation on its archive service, including information on the current range of services provided to external users and charges attached and also to Powys Archives on the setting up of

their online catalogue. Copies of the business plan for the new building and associated documents had also been shared with archive services. The Education Officer for Cornwall Record Office visited for a tour and to discuss educational provision.

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

Information was provided on the various cohorts coming through the training programmes including; It had been necessary to terminate the traineeship of another Cohort 3 trainee as a result of poor attendance and time-keeping. The trainee had been given opportunities to work more flexibly and his performance had been under review since September. The decision was taken with the full involvement of the placement partner who confirmed that the ongoing situation was creating a risk to the service which could not be allowed to continue.

Baroness Kay Andrews requested additional information on Archives' projects aimed at disadvantaged young people for her report to Welsh Government on the capacity of cultural heritage institutions to effect change among deprived communities and particularly to help young people. Images were also provided to illustrate the report and for the launch event hosted by the National Waterfront Museum in March.

The Glamorgan Archivist was interviewed for a consultation on the National Library of Wales' (NLW) proposal for a national conservation and digitisation service.

The Senior Archivist attended the People's Collection Wales' Learning Advisory Group which met at Coleg y Cymoedd in Nantgarw in December to interrogate their new website. Feedback was sought on the suitability of the site for educational use and attendees responded in light of experience working with school classes and university students across south east Wales.

The Senior Archivist continues to attend meetings of the PSQG Visitor Survey Working Group. Following a pilot survey in 2013 a new, updated survey has been devised which will be rolled out across UK archives in 2014.

### *Buildings and Systems*

Two meetings had been held with representatives of Facilities Management to discuss issues with the service. Copies of existing contracts and details of equipment needing regular maintenance had been supplied. Responses had been sent to the compliance mop up list for the building. Quotes had been received for PAT testing, lift, roller shutter and fire extinguisher maintenance. With the exception of the latter which was higher by 12.5% (the management fee) all are the same or lower than existing contracts. No response had been received in relation to serious concerns expressed about alterations to the fire and security contracts nor has legal advice requested been received.

There had been an issue with the cleaning of roof drains. The service was requested on the 11<sup>th</sup> December 2013 but had still not taken place despite chasing. The drains had become blocked and the heavy rain during the quarter finally produced an overflow in the downpipes which damaged a ceiling tile in the upstairs office, Ogmore. The current maintenance contractors were called out to repair and to clear the drain concerned.

Recent severe weather had caused a minor ingress of water into one of the buffer zones. All buffer zones were being monitored.

A leak developed on a large diameter pipe in the plant room which moves the water from the boilers around the building. Until a repair could be completed water was pumped around the system continually so that services were unaffected.

Some of the staff had responded to a minor incident when the Conservation Studio was found to have flooded on the morning of Christmas Eve. The large sink had been in use the previous day when the water pressure in the building dropped. The tap, with no water flow, was either left on or not fully closed. At some point after office hours the water pressure returned to normal and the sink began to fill. Unfortunately, the flexible hose does not drain well in the away position and the water eventually rose over the rim to spread across the studio floor, flowing into the store and Ely and penetrating through into reprographics. The value of the waterproof flooring was proved and staff made efficient use of emergency materials, the Wet and Dry Vac and flood booms, to clear the problem as soon as it was discovered. As the floor was clear, damage was minimal although a few sockets and cables will need to be checked by a qualified electrician. Access Team staff and the Administrative Officer responded swiftly to minimise the incident under the direction of the Senior Archivist such that the unexpected test of the emergency recovery plan was a success. Procedures have been established to avoid a repeat incident.

### *The Collection*

Another order of 250 boxes for West Glamorgan Archive Service had been received. A late 19<sup>th</sup> Century family bible had been brought in by a member of the public for conservation. The final section of the Cardiff Library material covered by the current grant had arrived for cleaning and repackaging.

Environmental monitoring procedures have been reviewed and a rota of monthly readings established to monitor repository conditions more closely and interpret the information more accurately. The air conditioning in the repositories was still switched off, and despite the heavy rainfall during the past few months the passive controls (buffer zones & insulation) have kept the temperature and humidity within acceptable levels.

Live mould was identified on a collection produced for display to a visiting group. The Preservation Team worked in tandem with Cataloguing to identify the original location of the items before the move into the present building. As well as boxes in current proximity a systematic search was made of boxes from the former location and 30 boxes were identified as in some way affected; all had been previously stored in poor conditions and were not fully checked on receipt into archival custody. The boxes were removed to isolation and cleaned and repackaged, before being returned to the strongroom. The assistance of student conservation volunteers had been invaluable and it was reassuring to know that the mould would not return in stable environmental conditions.

### *Cataloguing*

There was an increase in the accrual rate during 2013/14 of over 150% compared to that reported for 2012/13.

Meetings with staff from Cardiff Council's records management unit continued on a regular basis.

A further group of the Cardiff Library Manuscripts was deposited temporarily for cleaning and packaging, which gave an opportunity to assess the items for possible transfer to the Archives. Many of the Manuscripts do not qualify as archives – they are literary compositions, collections of newscuttings, or volumes of notes extracted from printed works, but each one had been considered to decide whether it might be more appropriately held in the Library or Archives.

Records of Cyfarthfa Secondary School were transferred by Merthyr Tydfil Library. The records cover the period of the First World War and comprise

pupil admissions and a register of staff.

A varied collection of records was presented by Aberdare Library. These included a letter written by an individual who had submitted an item for competition at the Eisteddfod, 1885, photographs of the Deacons of Calfaria Church, 1926 and a set of annual accounts created by a local coal merchant covering the 1940s. A more unusual item is a mid-nineteenth century illuminated Address to the Reverend Price from the Order of True Ivorites, a friendly society active in charitable work.

An approach has been made by the Plaid Cymru History Society about the deposit of the Party's records. National records will be deposited at NLW and records of Branches and Constituency Committees would be appropriately deposited locally. This would be a valuable addition to holdings as there were currently very few papers in the records office relating to Party activities apart from the personal papers of individuals such as Dafydd Petty and Terence O'Neill.

The Deputy Glamorgan Archivist attended a meeting of the South Wales Information Forum, a group drawn from public authorities whose responsibilities cover records management and compliance with legislation such as Freedom of Information and Data Protection. Meetings provide opportunities for the exchange of good practice and networking with colleagues who potentially will deposit records of their authorities. It is also an important way of establishing progress on their management systems for born-digital records.

Work continues with the Digital Preservation Consortium for Wales including contribution to the workstream reported in the last quarter, looking at criteria for a Trusted Digital Repository. Louise Hunt, Archivist, had now assessed existing standards for usability and comprehensiveness and will be meeting with a colleague from Cardiff University to progress the work further in March.

Louise Hunt attended a webinar about the implementation of a digital preservation system called Preservica. Case studies were given from Dorset County Council and the Met Office. It was useful to see how this compared to plans for digital preservation in Wales.

#### *Access*

A group of young women from the Women's Workshops in Butetown, Cardiff, visited the searchroom during the January Saturday morning opening. As part of a Heritage Lottery funded project they are researching

their family history, and were following up a previous visit seeking staff advice on the research they had undertaken in the interim.

A group of house history students from Wenvoe have visited the searchroom on several occasions. They had previously attended a workshop on sources for Wenvoe, and are now carrying out individual research on properties in the area.

Three groups of family history students from Rhondda Cynon Taff visited the Archives to learn about sources for family historians, both in terms of documents and staff advice. The majority of the group members registered as users and a number have already made a return visit.

Four members of Radyr and Morganstown Community Council came on a visit as part of their preparations for World War I Commemorations. The group was given a tour and an introduction to sources. They were trying to identify those listed on local war memorials and to find out about Radyr and Morganstown during the war period. They had now started research in the searchroom and are planning return visits to complete the work.

Pride Cymru arranged a visit to the Archives as part of their LGBT History Month programme of events. The group were taken on a tour behind the scenes and then examined documents relating to LGBT heritage in Glamorgan.

The second Step Back in Time event was held during February half-term. Initially planned for October, the event had to be rearranged due to lack of take-up. It was re-advertised and this time 21 people attended, including a number of children. The group were taken on a short tour of Merthyr Tydfil in the morning, where local historian Huw Williams helped them to identify and learn about the heritage of the Pontmorlais area, and Penderyn Square. Despite the recent bad weather, the sun shone and the group escaped the rain.

The PSQG Distance Enquiries survey came to an end in December. The full results have yet to be published, but indications are that the response rate at Glamorgan Archives, and across the UK, was higher than anticipated.

In January, the family history starter sessions were rebranded as Ask The Experts! sessions. People can now attend for staff advice either as new starters in family history, or if they are long term researchers who have hit a 'brick wall' in their genealogy. Bookings had increased as a result, with 15 attending this quarter.



A teacher from Llysfaen Primary School visited the searchroom for help in compiling a workshop on the Victorians. She was advised on sources and given a copy of the Victorian workshop PowerPoint presentation. She also consulted Ordnance Survey plans of the local area, census records and trade directories

Eighteen pupils and three staff members from Llandough Primary School Year 5 class visited for a workshop on the Victorians. Some of the pupils managed to find their own houses on the 1891 census. They were shown maps of Llandough in the Victorian period and were encouraged to describe how the area had changed. They were also shown inside a strongroom.

Eight pupils and staff from the Archaeology Club at Fitzalan High School came to the searchroom after school in January. It was the Club's second visit and they continued research on the Second World War in Cardiff consulting school log books, maps showing bombing targets, photographs and letters. The children were very interested in the documents which prompted many questions about the war period.

A group of fifteen Year 8 and Year 9 More Able and Talented Students from Cantonian High School visited to undertake research on the lost houses at Fairwater. This was a follow-up to a visit to Cardiff Castle where they first learned of the history of these properties. They consulted maps, census returns and trade directories and undertook independent research using Canfod.

#### *External Events*

Staff contributed to a number of events to mark LGBT History Month Wales. As well as the Senedd event and the visit from Pride Cymru reported above the Senior Archivist attended a family history day the National History Museum in St. Fagan's and was one of several exhibitors in the Oakdale Institute.

This year was the 75<sup>th</sup> anniversary of Glamorgan Archives. The celebrations began with the launch of a blog based on the 75<sup>th</sup> accession received in each year since the service was established in 1939. Following an introduction by the Glamorgan Archivist staff across the office are contributing posts and the blog has received a favourable response from the public.

Information was supplied to CyMAL for briefing the Minister for Culture and Sport on the sector's contribution to the commemoration of the Miner's Strike in 1984. The 'document of the month' on the Office website will feature the strike and maps showing coal mines and the transport

infrastructure are to be republished in commemoration of the event.

The first minute book of the Bridgend and Llantrisant Branch of the Amalgamated Society of Railway Servants (now the RMT) was loaned to the branch for its 140<sup>th</sup> Anniversary celebrations, attended by the General Secretary, Bob Crowe. The letter of thanks stated it occupied '*pride of place*' and contributed to '*a memorable evening for all in attendance*'.

#### *Remote Access*

This quarter 1261 remote enquiries were received. The 10 day response period had been met. Feedback from enquiries continued to be positive.

A Cardiff born war baby now living in Canada enquired about a ship's voyage in 1945. The gentleman was born in 1946 following a relationship between his mother and an American soldier. Recently he had found a 'DNA' link to American cousins the father of one of whom had been aboard a ship which may have docked in Cardiff approximately nine months before his birth. Jenny Jones, Records Officer, discovered that the ship in question had been damaged in a collision in the North Atlantic. With no record of ships' arrival or departure covering the war years the task of finding the information seemed impossible, but by using Canfod she was able to find 'Notes on ships and record of repairs with work diary' of William George Long, a Cardiff shipwright (D592/2/8).

A surveyor from CCC Facilities Management has measured up the search room and received a set of plans to order and cost the planned division of the room.

William Morgan of Bridgend (1750-1833), acknowledged as the father of the actuarial profession, was the subject of February's Document of the Month. The article draws on a collection of letters written to William Morgan from family, friends and clients (Ref. D945).

Media Wales staff from the Merthyr Express and Rhymney Valley Express have been in touch as a result of these features with a view to including images from the Archives on their regular 'Memories' pages. Images have been supplied.

The Glamorgan Archivist received a request from BBC Wales news for Ukrainian contacts living in Wales who might be able to respond to the current situation in the country.

*Summary*

At a time of economic austerity and increased pressure on local government services and resources it was worth reflecting on the value of existing delivery methods which can evidence high performance and value for money. The report of the Commission on Public Service Governance and Delivery (the Williams Report) published in January distils the essence of this and previous reports to the Committee. The Glamorgan Archivist quoted from it in conclusion:

*All local authorities are responsible for maintaining public archives – both their own records and other papers relating to local history. Some local authorities have created joint archive services, while elsewhere each local authority provides a separate service. **We understand that the joint services are widely regarded as among the best in the UK. They provide extensive and active outreach programmes for those with an interest in local history and genealogy and interact well with other services such as education and libraries.** On the other hand, the separate services lack the capacity to do much more than act as custodians of documents; and several of them have been subject to scrutiny by the Public Record Office because they may be unable to discharge even this basic function effectively.*

5. EVALUATION OF THE 2013/2014 ANNUAL PLAN – REPORT OF THE GLAMORGAN ARCHIVIST

The Glamorgan Archivist provided Committee Members with an update on the achievement of targets set out in the Annual Plan for 2013-2014.

Progress had been made in all key objectives. Staff reduction had contributed to planned budget savings without affecting service levels to date. Income generation was planned to complement service delivery and had not disrupted core service functions so far. Cardiff Council's Maintenance Framework Agreement, introduced during the year, had required the attention of senior staff to ensure that compliance did not compromise economy. Maintenance targets had slipped in this transition phase. The appointment of an additional conservator had revitalised the team and good progress had been made on Collection targets. Access targets had been met successfully and new approaches to publicity were paying off. All staff contributed appropriately to their targets.

RESOLVED: The Committee AGREED to note the progress made towards key objectives in the plan.

6. ANNUAL PLAN 2014/2015 – REPORT OF THE GLAMORGAN ARCHIVIST

Members were provided with an overview of the Annual Plan 2014/2015.

Members were advised that during the current financial year, progress had been made against all targets in the current annual plan and a full report was presented to the meeting. The annual plan year had been changed to run from March to February to align with the reporting year.

The objectives for the annual plan were agreed in 2011/12 as a four year strategy. The plan for the current year had been prepared in line with this but taking account in the tasks of the continuing development of the service and of its aspirations. Planned evaluations were proposals only; detailed evaluation would be identified for the bullet points to which staff work under each task. The objectives for the period were attached to the report followed by the detailed plan for the current year. The plan had been drawn up with full staff consultation and targets would be monitored through the year.

RESOLVED: The Committee AGREED to endorse the plan.

7. BUDGET MONITORING 2013/2014 REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES

Members were provided with the projected full year revenue outturn for the 2013/14 financial year, and updated on the significant changes since the position at the last meeting, including;

There had been a £27k increase in the non domestic rates projection, following an increase in the rateable value of the Glamorgan Records Office.

There had also been an increase in the variance against support services of £4k following the posting of the actual charges for the year.

There was an underspend of £48,331 against employees, due to vacancy of the Conservator post, the responsibility for the part time Administrator had been transferred away from Glamorgan Archives, an archivist post becoming vacant during the year, and underspends resulting from members of staff not being part of the superannuation scheme and the impact of the Single Status agreement. These underspends would be partly offset by an unfunded cost of £7.086 on casual staff, however this overspend has itself been partly offset by additional income.

Other issues highlighted included the overspend of £32,822 on Supplies and Services, attributed to overspending on catering and hospitality in connection with parties hiring rooms, also against conservation in relation to the purchase of an interactive whiteboard and staff uniforms and finally a data link between the Glamorgan Records office and County Hall.

Support services saw an overspend of £12,928 when the service charges for the 2013/14 financial year had been posted, this was £3,640 higher than the projected figure at month 7.

Local Authority Contributions were outlined to the Committee and are listed below.

Authority	%	Contribution		
		2013/2014	2013/2014	Reduction
		Original	Current	
		£	£	£
Bridgend C.B.C.	14	106,040	106,040	0
Caerphilly C.B.C.	11	83,317	83,317	0
Cardiff Council	32	242,378	242,378	0
Merthyr Tydfil C.B.C.	6	45,446	45,446	0
Rhondda Cynon Taf C.B.C.	25	189,357	189,357	0
Vale of Glamorgan C.B.C.	12	90,892	90,892	0
<b>Total</b>	<b>100</b>	<b>757,430</b>	<b>757,430</b>	<b>0</b>

In relation to CLOCH, it was explained that the projected expenditure for this year was £126,150, which was predominantly required to fund the costs associated with bursary payments to trainees. Applications would be made to HLF throughout the year for payment of grant and it was currently anticipated, based on projections at 28<sup>th</sup> February 2014, that £89,123 would be unclaimed at the end of 2013/14 and, therefore, available for use during the fourth and final year of the project. It should be noted that within the £126,150 expenditure projected for 2013/14 was an additional £3,570 which was over and above the main grant of £322,500.

In summary, Members were advised that for the current year, the net cost of the provision of the Glamorgan Archives Service was projected to be £767,591 representing an overspend of £10,161 against the approved budget of £757,430.

RESOLVED: The Committee AGREED to:

- Note the projected full year position for the 2013/14 financial year as presented in paragraphs 2 to 25 of the report and detailed in Appendix 1.

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- Approve the proposal to create an earmarked reserve, if necessary, to fund alterations to the Glamorgan Record Office.

8. ANY OTHER BUSINESS

Members of the Committee were shown printers proofs of the Coalfield maps and were assured that they would be advised when they were ready to be ordered for purchase.

**COUNTY COUNCILLOR G JOHN  
VICE - CHAIRMAN**