

THE CITY OF CARDIFF COUNCIL, COUNTY BOROUGH COUNCILS  
OF BRIDGEND, CAERPHILLY, MERTHYR TYDFIL, RHONDDA CYNON  
TAF AND THE VALE OF GLAMORGAN

THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
27 June 2014

REPORT OF:

THE GLAMORGAN ARCHIVIST

	<b>AGENDA ITEM NO: 7</b>
<b>REPORT FOR THE PERIOD 1 March – 31 May 2014</b>	

**1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1 March to 31 May 2014.

**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*

There has been no staff movement during the quarter. From April the Deputy Glamorgan Archivist reduced her hours to 30 a week.

*Review establishment*

The manager-led regrading process has been followed for four staff positions in which responsibilities have increased since the original evaluation was completed. The posts are Administrative Officer, Senior Records Officer, Records Assistant and Preservation Assistant. All were in detriment following the single status assessment and comprise 7 members of staff. Applications have been submitted and results are awaited.

*Develop skill sharing programme*

During the quarter 44 volunteers and work experience placements have contributed 1917 hours to the work of the Office. Of these 19 came from Cardiff, nine each from the Vale of Glamorgan and Bridgend, four from Rhondda Cynon Taf and three from outside our area: from Newport, Haverfordwest and Catalonia. In addition nine tours have been provided to prospective volunteers and two references were supplied to former volunteers.

Berwyn Thomas, studying as a distance learner on an archives course has joined the office as a volunteer to gain experience of cataloguing. He is one of three such students currently volunteering at Glamorgan Archives.

Two groups of five volunteers from the National Association of Decorative and Fine Arts Societies (NADFAS) have begun working in Conservation on two separate projects; cleaning and repackaging tithe maps and apportionments, and cleaning, reorganising and indexing crew agreements. The indexing will be carried out using the Crew List Index Project (CLIP) website which hosts searchable indexes for lists across the UK.

Placements organised by the European Centre for Training and Regional Co-operation (ECTARC) continue. David Corominas, a qualified archivist from Catalonia completed his placement on 9 May:

*I felt always comfortable and the staff helped me in everything that I need. The personal were very nice and friendly. In my opinion, flexibility, good atmosphere, strong organization and preparation, and a vocation for public service are some of the capital words of the institution... Many thanks of all the staff for this unforgettable experience.*

Elisabet Gállego started on 27 May and will be here until 28 August. Elisabet has postgraduate qualifications in Cultural Heritage Management and as a film researcher. She has previously worked as an archivist and in cultural management, including holding a position at the Picasso Museum in Barcelona.

Two further placements have been arranged by supported employment agencies Quest and Elite, bringing our total number of such placements to five. The emphasis of these placements is preparation for the workplace; managing routine and developing confidence

and social skills. The data entry tasks focus on retyping hard copy catalogues for inclusion in the online catalogue. For the Office this contribution is invaluable and increases the accessibility of the Collection.

**Staff: development**

*Ensure all staff access appropriate training*

Staff development reviews have taken place in this quarter. Individuals displayed a positive attitude to work, despite restrictions imposed by budgetary pressures.

Six members of staff have continued to attend the entry level Welsh course held on site every Monday morning.

The Glamorgan Archivist attended a Senior Management Forum in City Hall. The Deputy Glamorgan Archivist and the Senior Archivist attended one of Cardiff Council's 'Employee Engagement Roadshows'. Staff were appraised of the council's current financial position and canvassed for ways to services differently to match future needs and resources.

The Senior Archivist attended the 'Cardiff: A Bilingual City' conference at City Hall. The aim of the day was to encourage and prioritise bilingual working within the authority and across the city as a whole.

She also attended a CyMAL training day on Audience Development held at Swansea Museum. The trainers from Audiences Wales provided guidance on producing an Audience Development Plan, which is a requirement for Archives Accreditation. The Management Team has since met to discuss taking this forward at Glamorgan Archives.

With Harvey Thomas, Assistant Archivist, she attended a training day on Copyright organized by CyMAL and held at Glamorgan Archives. The training was delivered by Tim Padfield, formerly of the National Archives and a recognized expert on copyright implications for archives. The training focused on changes to copyright legislation which are due to be implemented in the summer of 2014.

Emma Stagg, CLOCH Project Manager and Hannah Price, Archivist, attended a meeting for assessors of the Libraries, Archives and Information Services qualification held at Cardiff and the Vale College in Barry.

On the morning of Monday 7 April staff visited Fonmon Castle for a tour of the premises, kindly led by Sir Brooke Boothby. The visit provided staff with an opportunity to learn more about Fonmon and the context of records of the Castle held here. Connections with Sir Brooke were also strengthened and discussions will take place in future regarding the potential deposit of additional records.

Kate Boddy, Records Assistant, attended a training event organised by CLIC: Cardiff Libraries in Co-operation, which looked at the use of mobile technologies and apps. Information on the free apps available for use with i-pads was very useful and will inform our future work with school groups visiting the Archives.

CLOCH trainees' development is reported under that heading below.

Ten members of staff received the All Wales Manual Handling Passport training, administered by the Administrative Assistant. More training is scheduled for later in the year.

*Continue training in building systems and procedures*  
Administrative staff have been shown how to reset the exit gates.

*Maintain commitment to good health and safety practices*  
Risk assessments have been completed for the use of the Kasemake machine and the suction table.

Routine maintenance visits from contractors have continued and staff continue to report defects observed on their weekly inspections and at other times.

Pest control staff attended to prevent gulls from nesting on the roof.

The Senior Archivist attended a two day First Aid at Work refresher course through Cardiff Council and successfully regained her qualification for another 3 years.

## **2. Budget**

*Manage to best advantage*

Regular meetings of the Resources Team help to keep spending on track as staff develop their ability to access the live electronic budget. An initial meeting with audit staff was held to set the parameters and agree dates for the annual audit of accounts.

The Management Team carried out a service review prioritising tasks on the annual plan.

Weekly publication reports are now being taken from the till in Taf to help keep track of publication inventory.

*Maximise benefit from income opportunities*

There have been problems with the box making machine, some mechanical, some technical. The compressor failed and also needed to be drained when refitted but is now working again. Upgraded software had to be installed on the new computer. Because the computer is not networked the remote support from the software company could not be used which caused some issues. These have been resolved and clients informed. Catherine Morgan, Preservation Assistant, has worked hard liaising between the suppliers and the authority's IT staff to achieve this positive outcome and her efforts are appreciated. Nevertheless, the issues have impacted planned income generation which was partly dependant on boxmaking.

A meeting was arranged with the sales representative from KLUG Conservation, recently located in the UK. The company offers a broader range of materials than current suppliers including board which could enable the production of larger boxes. Quotes have been received and samples delivered which will be tested now that the Kasemake is fully operational.

A late 19<sup>th</sup> Century large family bible was brought in for conservation. Loose pages were repaired and reattached, the loose front board reattached and the degraded spine replaced with new. The customer was very pleased with the end product which may result in further orders.

Estimates have been provided for storage costs to Powys and Carmarthenshire Record Offices. Carmarthenshire was also provided with estimates for assistance with the cleaning and packaging for a large section of its collection.

Grants have been awarded by the Archives and Records Wales Small Grant scheme to fund the Conservator's attendance at the Archives and Records Association Annual Conference, and for cleaning a series of vehicle licence records, part of the Chris Taylor Transport Collection. The records have great potential research

value, but need to be cleaned and sorted before they can be processed.

Glamorgan is a partner in a national (UK) project to digitise school admission registers dating up until 1914. The registers were collected in April. Once digitisation and indexing is complete entries will be added to the FindMyPast website where they will be available as part of the pay per view site, adding to the income stream for the Office. Parish registers for Wales are already available.

The full day hire cost of the Rhondda function room has increased from £90 to £100. New prices have also been fixed for the hire of the Rhymney meeting room and Garw office space. The intention is to promote the hire of these spaces as meeting and interview rooms for hire. The room hire page of the Glamorgan Archives website will be redesigned with this in mind.

Last financial year the Training Centre of the City of Cardiff Council proposed a block booking of the Rhondda function room in 2014-15. This was approved and has proceeded this quarter. It has been agreed that if the Training Centre wishes to cancel any booked slots they will not receive a refund. In exchange they have been given a 10% discount on room hire. Cancelled dates will obviously affect refreshment and catering income.

To mark the 75<sup>th</sup> Anniversary of Glamorgan Archives and the 25<sup>th</sup> anniversary of the South Wales Coal Miners Strike a new publication has been put on general sale. Two maps showing the South Wales Coalfield have been chosen, they are reproductions of publications previously sold by the archive. They are being sold at £6 each or £10 for the pair.

A new interactive whiteboard has been purchased for use by room hire groups to continue to provide the best possible service to room hire groups. The existing whiteboard will be moved into Llynfi for use by schools and community groups.

The cost of paid research has been increased to £30 an hour for individuals and local authorities and to £60 an hour for commercial organisations. This represents a true reflection of the full staff costs involved including administrative costs of processing enquiries.

### *Promote partnerships*

Glamorgan Archives has been assigned to Democratic Services within Cardiff's structure under the County Clerk and Monitoring Officer. It was a pleasure to welcome Marie Rosenthal for a tour of the premises and a discussion of the services provided.

The Deputy Glamorgan Archivist attended a 'Come Outside' event in Tylorstown. This initiative seeks to inspire and motivate people from Community First Clusters to enjoy the outdoors and natural environment.

Following the success of a previous workshop Llandaff Church in Wales Diocese organised another training day on the role of Glamorgan Archives in caring for parish records. Forty parish officers attended, toured the facilities, saw records previously deposited and were introduced to the benefits of working with the Office. Comments from delegates include:

*I'd like to thank you and everyone involved for a wonderful evening yesterday; the presentation was outstanding - well done. I can now strongly recommend to our PCC that St Denys Lisvane should be prepared to transfer all of our records to the Glamorgan Archive for safe keeping.*

*Thank you very much for organising the evening at "the Archives". I did not know about the fact that all these records are available and on our doorstep. I will be visiting again.*

The Senior Archivist continues to attend meetings of the Cardiff World War I Steering Group. The group is in the process of submitting an application to the HLF for funding to co-ordinate commemorative events planned by cultural and heritage organisations across the city.

### *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.

Cohort 4 trainees are continuing their placements at Bargoed Library (Caerphilly), Barry Library (Vale of Glamorgan), Cwmbran Library (Torfaen) and Monmouth

Library. James Williams (originally Cohort 3) is continuing his traineeship at Glamorgan Archives and primarily supports the Access Team. The trainees also benefit from additional training and have attended courses on the following topics:

- Mobile technologies and apps
- Careers in Heritage
- Community Engagement in Rural Heritage
- Copyright course
- Museum Security
- Making a difference: libraries and their communities (CILIP Cymru Conference )

Cohort 3 trainees completed their year-long traineeship on 7 April and Tom M, James H and Jonathan were presented with their certificates at the CILIP Cymru conference in Cardiff on 15 May. Jennifer Stewart, Head of HLF Wales and Nigel Clubb, HLF Wales Trustee attended the event and presented the certificates. Feedback from their supervisors has been extremely positive: *'Jonathan has been a great asset and quickly became part of the team at Swansea Central Library'* Karen Gibbins, Principal Librarian; James *'distinguished himself in digitisation work...with speed and to a high standard'* Tony Hopkins, Gwent Archivist; *'Tom has been an absolute asset to the Cardiff Story. He has supported us in a myriad of ways...'* Lucie Connors, Community Curator. Jonathan is currently providing supply cover for Swansea Central Library and Tom has started a new role at the Treforest Campus Library of the University of South Wales. James wants to work in the sector and continues to look for a job.

Emma Stagg, CLOCH Project Manager, attended the Cultural Heritage Steering Group organised by the sector skills council Creative and Cultural Skills. The Steering Group developed detailed units and a range of qualifications at Level 4 and 5 and a Level 5 Apprenticeship to enable progression within the cultural heritage sector. The Glamorgan Archivist also provided feedback on the draft units and a letter of support. The units and qualifications have been submitted for accreditation.

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

The Glamorgan Archivist attended a meeting of ARCW at which a number of national initiatives were discussed, including the marketing campaign.



### *National*

The Glamorgan Archivist attended the launch at the National Waterfront Museum in Swansea of *Culture and Poverty: harnessing the power of the arts, culture and heritage to promote social justice in Wales*, a report by Baroness Kay Andrews for Welsh Government. Glamorgan was a consultee and contributed case studies and illustrations to the report. At the launch a short film of a school project at the Archives was shown.

The Glamorgan Archivist attended a workshop on the future development of Cadw and its management. She contributed to an event at the Temple of Peace arranged by the Institute of Welsh Affairs for the HLF called *Working together better: how can the heritage and cultural sectors make a real difference for the people and communities of Wales*. She attended the AGM of the Association of Chief Archivists in Local Government at which members shared their experience of transferring governance from local authorities into trusts of various kinds. She attended the launch of the Jewish Way of Life exhibition in the Senedd.

Glamorgan Archives hosted a consultation meeting for south Wales on the National Library of Wales' proposed Conservation and Digital Service Project for which NLW is seeking Heritage Lottery funding. Senior staff have commented on the proposals and suggested a number of changes.

The Women's Archive of Wales' current HLF project, *Voices from the factory floor* has been supported with project staff using the Archives to interview women workers and a room being provided for project management meetings.

The Senior Archivist continues to attend meetings of the Archives Wales Marketing Group.

### *Local groups*

The Glamorgan Archivist met the curator at the Winding House in New Tredegar to discuss proposals for partnership working and subsequently attended a local history forum at the museum for Caerphilly CBC.

She attended the final meeting of the Glamorgan County History Trust which was hosted at the Archives.

She attended Bad Copy, a Museums at Night event at the Cardiff Story Museum and a meeting of the Cardiff and Vale of Glamorgan LGBT Forum.

The Glamorgan Archivist and the Senior Archivist met a representative of No Fit State Circus to discuss their proposed project to gather together the Circus' archive. Advice and guidance was offered. Archive material identified by the project will be deposited here.

Members of Rhondda Remembers, the group co-ordinating First World War commemoration events for the Rhondda area, visited the Archives in March to discuss how the Archives could contribute to their plans. Resources produced by volunteers which relate to the Rhondda area were shared with the group and the Senior Archivist will attend their future meetings.

The Senior Archivist attended the Committee of the South Wales Record Society and the Council of the Glamorgan History Society which both met at the Archives.

Heather Mountjoy, Archivist, attended the Merthyr Tydfil Heritage Forum meeting in March. It was a useful opportunity to find out what work was being carried out in the local community and to offer our services for future events.

Hannah Price, Archivist, attended an event organised by Cardiff University to celebrate links with the Erasmus programme. 24 international guests from 7 countries gave short presentations providing a fascinating insight into the working lives of information professionals elsewhere in the European Union.

Volunteers from the Cowbridge Local History Society digitisation group visited to discuss the digitisation of photographs and resulting copyright implications.

#### *Potential partnerships*

An expression of interest for a project relating to sporting records and artefacts was successfully submitted to the Heritage Lottery Fund under the Collecting Cultures stream. Glamorgan Archives is lead partner in a consortium bid which was fully submitted during the quarter. Partners are the Cardiff Story Museum, Pontypridd Museum, the Winding House and CC4 Museum of Welsh Cricket. The project, called 'Our Sporting Heritage/*Chwaraeon Ein Hatgofion*' will enable the purchase of sporting heritage artefacts and archives,

and use new acquisitions to promote the partner organisations through a series of community engagement events. Decisions on this strand of funding will be announced at the end of September.

A letter of support has been sent to the Temple of Peace for its grant application to the HLF for a project using the centenary of WW1 as inspiration to explore the contribution of Wales to world peace.

The Glamorgan Archivist and the Senior Archivist attended a meeting with staff from Chwarae Teg to discuss their plans for commemorating the First World War, with a particular focus on the impact of the conflict on the lives of women.

The Senior Archivist met representatives from Living Taff, a group researching and promoting the story of the River Taff. They are seeking funding to progress their project and potential co-operation was discussed.

The Senior Archivist discussed with Richard Shepherd, Cardiff City FC Club Historian, the club archive and a potential collaboration focusing on the role of the players in the First World War. She was given a tour of the Stadium and, in return, Richard Shepherd visited for a tour of the Archives. Advice on the future preservation of the club's archive material has been offered.

### **3. Building and systems**

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

The Glamorgan Archivist attended a meeting on the proposed extension of wi-fi to Cardiff's public buildings. The Archives has been added to the list of those where an extension to the existing provision is required. Meanwhile, additional data sockets have been made live including one in each strongroom. Staff will now be able to enter data directly and work live while supervising contractors. It is hoped that the CALM database will be less subject to freezing if cataloguing staff are working from wired computers.

Emergency lighting in the repository block has been replaced. Lights in the circulation spaces are being replaced with LED versions. The roosting spikes on the roof have been refixed with stronger adhesive.

Staff uniforms are now available and are being worn by Access Team staff.

### *Review electronic filing system*

Staff continue to maintain filing systems and to pilot procedures. A template has been produced for the Administrative filing and plans prepared for transferring files.

### *Archive accreditation*

The Glamorgan Archivist attended an Archives Accreditation panel at the National Archives as an observer. She attended the presentation to the Richard Burton Archive at Swansea University of the first accreditation award in Wales by the Minister of Culture, John Griffiths.

## **B. THE COLLECTION**

### **1. Conservation**

#### *Finalise policies, strategies and procedures*

To meet requirements of the Archives Accreditation the Preservation policy and strategy will be revised. In preparation similar documents from other archive offices have been examined.

#### *Manage repositories environment and storage issues*

While the air conditioning in the repositories has been switched off the environmental conditions have continued to be monitored through the building management system (bms). The system was briefly reconnected in response to the atmospheric pollution experienced in April. At around the same time staff observed that the bms was not connecting to the plant and have been taking environmental readings manually while the problem is investigated. Rising temperatures have been noted in some rooms but conditions remain relatively stable.

The project to replace all loose hangers on the Ordnance Survey maps has continued with a further four plan chests completed. So far the contents of 7 plan chests have been repaired out of a total of 28.

The mobile shelving unit which has been broken since January has been repaired by the original installers.

#### *Implement conservation and preservation plans*

The box check will be completed by establishment staff. This data will inform a prioritised plan for both conservation and cataloguing work.

The school admission registers being sent for digitisation were surveyed in advance. Most of the 206 volumes needed attention to ensure they were sufficiently robust for handling. This work was carried out to the collection deadline by all members of conservation staff, with the help of 3 of the CLOCH trainees and 2 volunteer conservation students. Advice was given to Suffolk Record Office on the project and on the Kasemake machine. Suffolk were assisted with information on a proposed new archive building at the end of 2013.

Work has started on the 'Curtain Up' project. The nine volumes of playbills have been dis-bound and each playbill separated into a single sheet. The dis-binding process has been painstaking with the adhesive having to be removed from the spine of each volume before the sewing could be undone and the text block pulled. The playbills will now be catalogued before the next stage of conservation can take place.

Surveys were carried out on the tithe maps, apportionments and the crew agreements to ensure their suitability for the NADFAS volunteer programme.

## **2. Cataloguing**

*Review current policies, strategies and procedures*

A review of the Collection identified sporting records as a gap in deposits. The HLF application described above is intended to address this.

Following the decision to alter the way in which receipts for items that are temporarily borrowed back by the depositor are filed, historic paperwork has been sorted, the depositor reference has been identified and it is now ready for filing. Procedure guidelines have been updated to ensure the new system is followed.

The list of serials received into the Archives' library has been reviewed and recommendations will be made concerning items that are no longer issued or are available on-line.

*Cardiff Library Local Studies collection*

The Glamorgan Archivist contributed to a survey of the collection undertaken by an external consultant. She has offered to house the manuscript collection until cleaning and packaging can be completed and item level cataloguing achieved. Both would need to be grant funded and CyMAL has offered support in obtaining this.

She has offered to take elements of the local studies collection such as electoral registers and trade directories which would complete gaps in resources at the Archives to ensure the availability of a complete set on one site. A response from Cardiff Library is awaited. Meanwhile she has met a number of local societies and individuals with an interest in the collection in an attempt to allay their concerns about its future.

*Refine, populate and maintain CALM database*

During the past quarter receipts were issued for 69% of deposits within the target time of 10 working days. While this figure does not reflect an improvement on the last quarter there has been a significant improvement in the processing rate during the month of May, with 95% of accessions being completed within 10 working days.

More than 2,500 accession entries in the CALM database were lacking a catalogue reference. By working through the database and matching entries with the catalogue this figure has been reduced to fewer than 800 which represent uncatalogued items or items which cannot yet be identified with entries in the catalogue. To put this figure into context there are, at time of writing, a total of over 235,000 entries on the database. At the same time some of the uncatalogued accessions have been assigned catalogue numbers and attached to outline Collection Level Descriptions. This work will help greatly for establishing a cataloguing priority score for each collection.

The descriptions of nearly 30,000 building plans for the Cardiff area, previously available on the 'Cardiff the Building of a Capital' website, have been added to the CALM database. This work had been planned for the future but was made a higher priority due to the website being unavailable. It now means that the public can search these descriptions alongside the other entries in our catalogue rather than having to search two separate databases.

A catalogue detailing crew lists and log books held for Cardiff registered ships has been added to the CALM database. Compiled in hard copy by volunteers during the 1980s these were largely retyped by volunteer Graham Cooksey. The 14,540 entries also record the owner and master of each ship.

### *Implement cataloguing strategies and plans*

Louise Hunt, Archivist, attended a workshop at Cardiff University hosted by the Wellcome Trust about available grant funding. The Trust provide grants to assist research in the medical humanities and social sciences including funding for cataloguing, conservation and digitisation projects which will improve the research resources available. As the workshop has shown the potential of the Trust, work is taking place to match collections held by Glamorgan Archives to the funding criteria.

Two members of the Women's Archive of Wales have continued sorting the records of the Cardiff Women's Centre. The majority of the collection has now been assessed, duplicates removed and it is expected that sorting of the remainder will be completed shortly.

### *Implement deposit strategies and plans*

Archivists have made 10 visits during this quarter to view and assess material.

The Deputy Glamorgan Archivist made two visits to view records for deposit. The first was held by Cowbridge Local History Society and consisted of a collection of scrapbooks compiled by the Tilley family. The owner was pleased to deposit them as they were an addition to the collection previously lodged here by her father. An additional result of this meeting was a training session for members of the Society interested in digitising their own papers.

The second collection, which will also be deposited, follows a meeting with staff of the South East Wales Biodiversity Records Centre (SEWBRc). They hold the records of Dr Mary Gillham, an archive of material she assembled on the ecology of South East Wales. The deposit of the archive will represent the first stage in a partnership with SEWBRc, who intend to extract the data and publicise the collection.

Two visits were made to assess and collect material from the family of the late Christopher Taylor, a local motor historian who had made numerous deposits of transport related material over the years. Several large series of records were selected as suitable for deposit and most of these have now been received. Further material may be donated once family members have had the opportunity to sort through it. Further details of these deposits can be found in appendix I.

The records of Cooke and Arkwright, chartered surveyors, were inspected at their store at Bridgend. The firm worked for many large landed estates such as Dunraven, Court Colman and Llanbradach, and these were represented in quantity in the material seen together with records of several smaller estates. Discussions can now begin concerning the possible deposit of these records before the store closes in the autumn.

Louise Hunt and Jenny Jones made a visit to Cardiff Prison to assess the records held there. A large amount of material was collected as a deposit (see appendix I for details) and further items have since been selected and are due to be deposited in June.

David Corominas, the ECTARC placement, assisted 2 archivists in assessing potential deposits, firstly to Mary Traynor, a local artist who sketches and paints buildings prior to their demolition. She intends sorting the collection before depositing it with Glamorgan Archives.

He was also involved in the visit to Vale of Glamorgan Planning Department to survey a significant collection of records held in the basement at the Barry Docks Office. The building regulation files span a period of approximately 1977-2006 and an additional visit will be required to establish a strategy for selection.

A request was received from the Welsh Centre for International Affairs to survey records held at the Temple of Peace, Cathays Park, Cardiff in connection with the proposed project 'Wales for Peace'. There was a substantial quantity of material relating to the Temple and various peace-related organisations based there over the years such as the United Nations Organisation and the Council for Education in World Citizenship but most of it was printed or else concerned national organisations, thus falling outside the collection policy. The National Library of Wales has been alerted to the collection and contact facilitated between the two institutions.

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

Louise Hunt has continued to work on material for the Digital Preservation Consortium for Wales including completing work with Sarah Phillips of Cardiff University developing advice on Trusted Digital Repository criteria.



The consortium has so far been considering the use of the digital preservation software Archivematica, but now plan to run a three month trial of an alternative package called Preservica. A two day training course for this package is planned to take place in Aberystwyth in June or July. Preservica has the ability to synchronise with the cataloguing software CALM and Louise has attended a webinar on this topic so it will be interesting to try the software out. Following the trial both Preservica and Archivematica can be assessed to establish the best way forward.

Louise has also attended a webinar about cloud storage for digital preservation which will be an option to consider once digital material for long term preservation begins to be accepted on a more regular basis.

## **C. ACCESS**

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

#### *Monitor service and implement improvements*

Work has been undertaken to divide the searchroom with a partition wall, creating a new room at the far end, to be named Llynfi. The contractors were provided with plans and details of paint colours to ensure a complete match with existing walls. The public access computer bench was divided and new blinds have been installed. The searchroom was closed for a week while the building and painting was carried out. Access to original documents was provided by appointment to those unable to rearrange visits. Due to the popularity of Rhondda as a training venue, additional space was required to accommodate visits by community groups and schools. The availability of Llynfi will ensure the continued provision of an extensive community engagement programme while maintaining income generation levels through hiring Rhondda.

#### *Continue programme of events for users*

The Cardiff-Nantes Exchange Group visited in April as part of planned programme of events. The group of 40 included 23 people from Nantes, who were particularly interested to see the French documents on display. These included comments on a Channel tunnel proposed in 1882, letters from Napoleon's sister Pauline Borghesi and programmes for matches between Cardiff RFC and Nantes at Cardiff Arms Park.

Tours and introductions to services have been provided for Gwauncelyn WI (10 members), Cathays Youth and Community Centre (8), the Tonyrefail (12), and Gartholwg (17) branches of the University of the Third Age and family history students from the Vale of Glamorgan, led by tutor Julie Daniel, who has worked in partnership with the Archives for many years. All were shown documents relating to their specific area of interest.

The free monthly tours continue to be offered on the afternoon of the third Wednesday of every month. This quarter 4 people attended while 12 people have taken advantage of the one-to-one 'Ask The Experts!' family history sessions, offered twice weekly.

#### *Develop educational services*

Two Year 6 classes from Lakeside Primary in Cardiff visited in March, comprising 60 pupils and 6 teachers. During the morning sessions pupils were given a tour of the office, completing a quiz as they went. In the afternoon they attended a workshop on 'Shopping Past and Present' which featured documents ranging from 18th century household accounts to 20<sup>th</sup> century trade directories listing shops in their local area.

Grangetown Primary School brought 60 Year 5 pupils with five members of staff for a workshop on The Rich and Poor in Victorian Times, following a similar template.

The Humanities Club from Barry Comprehensive carried out research for the project they will be submitting to the Welsh Heritage Schools Initiative. This year they are investigating the lives of former pupils who appear on the school war memorial having served and died in the First World War. They consulted service records and census returns using online resources available via Ancestry and Find My Past, along with papers of the brother of one of the men who died.

Educational partnerships with Cardiff University have continued with visits from staff and students of the Welsh School of Architecture. The building was opened on a Saturday to accommodate a group of students Exploring the Past students from 'Learn', the University's Lifelong Learning department visited the Archives on a Saturday morning in April. The students commented that the visit would be useful for their own research and for various local history projects in which they were involved. Dr Richard Marsden, Exploring the Past Co-ordinator, provided feedback on the event:

*The tour on Saturday went really well. The students found it absolutely fascinating as did I, and the feedback was overwhelmingly positive. I'd like to make this an annual event for Exploring the Past students, if that's Ok with you. Please pass on our warmest thanks to Hannah - she was absolutely brilliant!*

The Senior Archivist met David Wyatt of Cardiff University and one of his students, Dan Jewson, who has received a CUROP grant from the University to fund his research over the summer into the impact of the First World War on various areas of Cardiff. The majority of the work will take place at Glamorgan Archives. The results will inform future collaborative work between Glamorgan Archives and Cardiff University with schools in these areas of the City.

25 undergraduate Photojournalism students and staff from the University of South Wales visited the Archives for a tour and also to view visual material relating to Penarth, the focus for their current project work.

## **2. External events**

*Contribute to heritage events programmes across our local authorities*

The Glamorgan Archivist represented the Office at the Bridgend Heritage day in Bryngarw House where the theme was WW1. The event was very popular and was an excellent opportunity to engage both with local people and with groups in the County Borough. The local newspaper carried a double spread report later in the week.

The Deputy Glamorgan Archivist attended the opening of the Bonvilston History Exhibition, an HLF community project, installed in St Mary's, the parish church. The exhibition used documents from the Collection and the event featured in the local newspaper, the *Cowbridge Gem*.

Laura Russell, Archivist, represented the Office at the Gelligaer Historical Society conference held at Llancaiach Fawr. The event was well attended with interesting talks on a wide range of topics. It is a useful event for meeting with the local history community and for offering our services to support their interests and projects.

*Identify and respond to major anniversaries and celebrations*

Volunteer work has continued on sources for the First World War. The volunteers have worked hard to finish several large series, including council minutes, Cardiff Borough police newscutting books and patient case notes for the Glamorgan Asylum. Another rich source was the Roath Road Roamer (ref. DAWES6), the newsletter of Roath Road Wesleyan Methodist Church, which gave news of local men and women serving at the front with printed photographs and extracts from their letters. The volume has been indexed and research work carried out on some of the men and women featured in the volume.

The volunteer produced First World War content will be used to shift the focus of the 75<sup>th</sup> anniversary blog to the centenary commemorations. The project will be called *Summoned From the Hillside*, a line taken from Cardiff-born Ivor Novello's song *Keep the Home Fires Burning* which was one of the most famous songs of the first world war.

### **3. Remote access**

*Monitor service and implement improvements*

1380 remote enquiries were received this quarter, with the vast majority receiving a response within the 10 day deadline.

The results of the PSQG Distance Enquiries survey undertaken during the autumn of 2013 were published this quarter. 98% of respondents rated the service provided by Glamorgan Archives as *good* or *very good*. The target for the next survey is to improve on the current 73% *very good* score.

The Senior Archivist attended the Enhancing Education Through Mobile Technology event organised by CEMAS, the Centre of Excellence in Mobile Applications and Services based at the University of South Wales. The event highlighted the use of apps and mobile devices such as i-pads in delivering education, in particular in a history and heritage context. As a result of attending this event, staff were invited to the launch of 'Iron', a mobile app game which is based in the Merthyr Tydfil of the 1850s. The first level of the game was launched, and with further levels planned there should be an opportunity to contribute to the historical context.

The Senior Archivist attended a meeting of the People's Collection Wales Learning Advisory Group, which

involved testing and providing feedback on the Learning section of the website.

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

Work continues with the Archives Hub, a website funded by JISC aiming to aggregate catalogues from repositories across the UK. Sample catalogues have been sent in two different formats so that they can work out the best way to transform the data into their database.

*Publicise service*

The Annual Report was circulated by email during the quarter and is played on the front hall television.

To mark the 30<sup>th</sup> anniversary of the miners' strike of 1984, the Document of the Month for March highlighted the role played by women's support groups during the strike. This provided a different perspective on the strike to that usually portrayed in the media. The feature was included on S4C's nightly magazine programme *Heno* as part of their anniversary segment. The Senior Archivist was interviewed for *Dei Tomos*' Radio Cymru programme regarding the piece. It was also printed in the *South Wales Echo*.

As part of the celebrations of Glamorgan Archives' 75<sup>th</sup> anniversary the Document of the Month for April provided a resume of the five Glamorgan Archivists who have been in post since 1939. In May, our two new publications, maps of the south Wales coalfield, were featured. They were first published by the archives in 2000, and have been reprinted to coincide with the 75<sup>th</sup> anniversary and the 30<sup>th</sup> anniversary of the miners' strike.

The Saturday editions of the *South Wales Echo* continue to feature items from the Archives providing useful publicity.

A recently published 'Support Insole Court' leaflet carries a photograph of Insole Court house taken from the Collection, and an acknowledgement is made to Glamorgan Archives.

A new local history publication, *Llantwit Major: Aspects of its History*, volume 13, prints extracts from the Marcross and St Donat's school log book held at Glamorgan Archives, appropriately acknowledged. A number of articles in the current edition of *Morgannwg*, the Journal

of Glamorgan History, rely in part on research at the Archives.

A film showing the interior of the strongrooms was offered to the Black Dance Archive project for an educational event. Photographs from the Greenham Common collections were used at a conference on feminism and ecology hosted by the Biblioteque Publique D'Information in the Centre Pompidou, Paris, and filmed for the institution's website.

Glamorgan Archives social media channels continue to prove popular. The 75<sup>th</sup> anniversary blog is updated weekly with a note on the 75<sup>th</sup> accession received each year since 1939; the Office has 1553 followers on Twitter. Social media posts this quarter have featured a suffragist image for International Women's Day; programmes from Ely Racecourse to co-incide with the Grand National; plans of the Taff Rowing Club boathouse for the Boat Race; plans of Penarth Pier to congratulate them on winning Pier of the Year; and a series of photographs detailing the progress of the work to divide the searchroom. Social media channels are also used to publicise activities and highlight new accessions.

## **SUMMARY**

In another busy quarter staff at all levels are thanked for their commitment to the service and to its values. User feedback continues to be positive. The focus on particular authorities has been successful; a noticeable increase in both group visits and deposits can be evidenced from Bridgend and Merthyr Tydfil, the initial areas. This year's concentration on the Vale of Glamorgan and Caerphilly has begun well with the development of promising new partnerships. Volunteer and externally funded placements have enabled the continuation of added value projects to enhance the Collection and make it more accessible.

## **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 2014-2015 monitoring and will be met from within the 2014-2015 revenue budget supplemented if necessary from the General Reserve.

**Susan Edwards  
Glamorgan Archivist  
8 June 2014**

**Local Government Act 1972**

**As amended by the**

**Local Government (Access to Information) Act 1985**

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item** : WORK OF THE ARCHIVES  
1 March– 31 May 2014

**Background Papers**

CALM database.

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



## Appendix I

<b>Howell's School, Llandaff, Records</b>			
<b>Accession No:</b>	2014/36	<b>Reference No:</b>	D131
Hywelian Guild magazine, 2014 Date of records: 2014			
<b>City United Reformed Church, Cardiff, Records</b>			
<b>Accession No:</b>	2014/37, 61, 79, 104	<b>Reference No:</b>	D957/1/22
The City 'Link', Mar- Jun 2014 Date of records: 2014			
<b>University College of South Wales and Monmouthshire Collection</b>			
<b>Accession No:</b>	2014/38	<b>Reference No:</b>	D1063
'Cap and Gown' magazine of the University College of South Wales and Monmouthshire (some signed by W T Blake, president of the Students' Representative Council); programme for the opening of the new buildings, Cathays Park, 1909 Date of records: 1906-1912			
<b>Zoar Independent Chapel, Merthyr Tydfil, Records</b>			
<b>Accession No:</b>	2014/39	<b>Reference No:</b>	D266
Financial records, 1841-1945; minutes, 1897-1980; annual reports, 1868-2006; correspondence, c1903-2010; records of the Sunday school, 1902-1926; legal documents, 1808-2011; papers relating to the sale of the buildings, 2000s; records collected together for compiling a history of the chapel. Date of records: 19-20 centuries			
<b>Vale of Glamorgan Borough Council Records</b>			
<b>Accession No:</b>	2014/40	<b>Reference No:</b>	DCVG
Local plan filing; plans of Dyffryn House and gardens Date of records: C20			
<b>Barry UDC Records</b>			
<b>Accession No:</b>	2014/41, 46	<b>Reference No:</b>	BB
Building Regulation plans, Local Board of Health plans, building plans and research documents of the Conservation Department. Date of records: C19-20			
<b>Penarth Town Council Records</b>			
<b>Accession No:</b>	2014/42	<b>Reference No:</b>	P46
Agendas, minutes and reports; signed minutes Date of records: 2010-2013			

<b>Alun Jones of Cardiff, Postcard Collection</b>			
<b>Accession No:</b>	2014/43	<b>Reference No:</b>	D1064
Postcards of Llandough-juxta Penarth and Sully			
Date of records: Aug 1930			

<b>Dinas Powys Women's Institute Records</b>			
<b>Accession No:</b>	2014/44	<b>Reference No:</b>	DXNO2
Record of meetings, 2000-2013; committee minutes, 2009-2013; attendance registers, 2005-2009; financial statements, 2001-2002, 2006-2009; account books, 2002-2009; subscription receipt books, 2002-2009; Home and Country general receipt book, 2002-2006.			
Date of records: 2002-2013			

<b>Clive Stanley-Williams, of Aberdare, Photographic Collection</b>			
<b>Accession No:</b>	2014/45	<b>Reference No:</b>	D996/7
Photographs showing the construction of the new community school and leisure centre on Aberdare's Ynys leisure fields [digital versions only].			
Date of records: Apr-Dec 2014			

<b>Graham Cooksey of Dinas Powys, Collection</b>			
<b>Accession No:</b>	2014/47	<b>Reference No:</b>	D435
Log book of 1st Radyr Scouts troop camp, Luxembourg (Aug 1971); letter distributed to 'Friends of Radyr Scouts' to mark the 25th anniversary of the opening of the Scout Hall, Radyr (Mar 1995); Radyr Chain newsletter (1994-1995); postcards of Barry (1910-1941).			
Date of records: 1910-1995			

<b>T Cynfrig Jones of Pontyrhyl, Records</b>			
<b>Accession No:</b>	2014/48	<b>Reference No:</b>	D1065
Illuminated address presented to T C Jones' widow on his death (1920); newspaper cutting reporting T C Jones' election to Chair of the Board of Guardians (Apr 1907); studio photograph of T C Jones (c1913); campaign notice of T C Jones for election to Chair of the Bettws Board of Guardians (Apr 1913); photograph of T C Jones standing outside a terraced house, note on reverse reads 'Preswylfa', Pontyrhyl (1914); photograph of family group, T C Jones seated centre front (c1914); death certificate for T C Jones (Jun 1919); hymn sheet for the funeral of T Cynfrig Jones (2 Jun 1919); Welsh Arts Council Annual Report for the year ending 31 Mar 1974, includes a photograph of the illuminated address due to its inclusion in an exhibition held by the Arts Council (1974).			
Date of records: 1907-1974			

<b>Leonard Watkins of Ely, Papers</b>			
<b>Accession No:</b>	2014/49	<b>Reference No:</b>	D1066
Photographs of 51st Cardiff (West) Scout group, volume detailing the history of 51st Cardiff (West) Scout Group, 1932-1955, booklet detailing the Scout Districts of South Glamorgan, printed photograph of St Mary's Street, copy of book on Ely memoirs.			

Date of records: 1947-2014			
<b>Christopher Taylor of Cardiff Collection</b>			
<b>Accession No:</b>	2014/51, 69	<b>Reference No:</b>	D732
Glamorgan Hackney carriages licences register, 1953-1968; license registration books (log books) and associated papers, 1920s-1930s; Transport records including United Transport, Glamorgan Vehicle Registrations, Railways files			
Date of records: 1920s-1968			

<b>Alfred Orton Gery, Cowbridge Grammar School, Papers</b>			
<b>Accession No:</b>	2014/52	<b>Reference No:</b>	D1068
Correspondence of Alfred Orton Gery and family			
Date of records: 1866-1980			

<b>Tilley Family of Cowbridge Papers</b>			
<b>Accession No:</b>	2014/53	<b>Reference No:</b>	DX666/3/1-6
Ring binders containing papers relating to official duties as Mayor and councillor on Cowbridge Town Council including letters, programmes, invites, posters etc			
Date of records: 1878-1987			

<b>Hilary Thomas of Cowbridge Collection</b>			
<b>Accession No:</b>	2014/54	<b>Reference No:</b>	DXKB
Photographs and research notes relating to Ystrad Fawr; Dyffryn House, Aberdare; Whitchurch and Archie Cochrane.			
Date of records: c1980s-c2000s			

<b>M S Lovelock Railway Records Collection</b>			
<b>Accession No:</b>	2014/55	<b>Reference No:</b>	D145/19-21
Class photographs from Queen's Road Girls and Infants School, Merthyr Tydfil, 1929; train register for Walnut Tree Junction, Oct 1995-Nov 1995			
Date of records: 1929-1995			

<b>South Wales Police Authority Records</b>			
<b>Accession No:</b>	2014/56	<b>Reference No:</b>	DSWPA
Nationality cards/alien registration cards for the Cardiff area			
Date of records: c1960s-1990s			

<b>P O Davies of Mountain Ash Papers</b>			
<b>Accession No:</b>	2014/57	<b>Reference No:</b>	D1069
Slides showing Deep Duffryn Colliery, Mountain Ash.			
Date of records: c1990			

<b>Penarth Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2014/58	<b>Reference No:</b>	P46CW
Schedule of burial and cremation, 1999-2014			
Date of records: 1999-2014			

<b>Grangetown Community Concern Records</b>			
<b>Accession No:</b>	2014/59	<b>Reference No:</b>	D1070
Papers of the group including financial, minutes and project files. Date of records: Late 1970s-c2007			

<b>Caerphilly County Borough Council Records</b>			
<b>Accession No:</b>	2014/60	<b>Reference No:</b>	CCA/C/RE/18
Register of Electors, 2014 Date of records: 2014			

<b>Stephenson and Alexander Estate Agents of Cardiff Records</b>			
<b>Accession No:</b>	2014/62, 65	<b>Reference No:</b>	DSA/53/12-26
Photographs of the 90th birthday celebrations of Daniel Smith, former accountant, taken at 5 High Street, 1998; Copies of photographs displayed at 5 High Street and copies of images held by David Davies, former Partner; Sale posters, 1810-1858; Sheet of advertisements, c1935; Liverpool & London & Globe Insurance Company Calendar, 1898; Obituary for David Thomas Alexander from Western Mail, 1921; Extract from Western Mail, regarding 150th anniversary of Stephenson and Alexander, 1976 Date of records: 20th century			

<b>Cardiff Borough Engineer and Surveyor Records</b>			
<b>Accession No:</b>	2014/63	<b>Reference No:</b>	BC/S/38
Building plans of Cardiff Technical Institute Date of records: 1912			

<b>Civil Service Bowling Association (Wales) Records</b>			
<b>Accession No:</b>	2014/64	<b>Reference No:</b>	D1073
Annual General Meeting Minutes, 1976-2013; Committee Minutes, 1977-2001; Council Meeting Minutes, 2002-2013; List of Champions and Runners-up, 1979-2004; Players in Representative matches, 2003-2006 Date of records: 1976-2013			

<b>Cardiff Prison Records</b>			
<b>Accession No:</b>	2014/66	<b>Reference No:</b>	DHMP
Nominal Registers, 1921-1964; Registers of Officers, 1920s-1960s; Registers of Temporary Officers, 1935-1968; Record of Mental Cases, 1953-1963; Governor's Orders, 1963-1973; Medical Reception Register, 1962-1963; Chaplain's Journals, 1973-1984; Adjudication Board and Board of Visitors Minutes Book, 1977-1979; Board of Visitors Minutes, 1984-1986; Prison Commission Manual - Establishment and Pay (Governor's Copy with amendments), 1956-1963; Register of Offenders Under Punishment, 2000; Remand Centre Chief Officer's Daily Report, 1967-1968; Staff Consultative Committee Minutes, 1949-1969; Visiting Committee Minute Books, 1914-34; Visiting Committee Minutes and Observations, 1984-1985 Date of records: 20th century			

<b>Eglwysilan Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2014/67	<b>Reference No:</b>	P1CW
Parish magazines 1898-1902, 1944-1949; conveyance of site of school (copy), 1867			
Date of records: 1867-1949			

<b>Garwyn Young of Cardiff Papers</b>			
<b>Accession No:</b>	2014/68	<b>Reference No:</b>	D1051
Photographs of Cardiff and the surrounding area; Waverley and Balmoral promotional brochure, 2000			
Date of records: 1980s-2013			

<b>Photographic Records of E Turner &amp; Sons Limited, Builders and Contractors, Cardiff</b>			
<b>Accession No:</b>	2014/70	<b>Reference No:</b>	D1079
Photographs, 1890s-1980s; Artists' impressions, 1907-1960s; The Practical Decorator and Ornamentist, Part 3, 1890s			
Date of records: 1890s-1980s			

<b>Bethel Baptist Church, Barry Records</b>			
<b>Accession No:</b>	2014/71	<b>Reference No:</b>	DBAP52
Church magazines, photographs and a history of the church.			
Date of records: 1938-2005			

<b>Calfaria Baptist Church, Cadoxton Records</b>			
<b>Accession No:</b>	2014/72	<b>Reference No:</b>	D1074
Copy photographs.			
Date of records: 1914-1960s			

<b>Hope Baptist Church, Cadoxton Records</b>			
<b>Accession No:</b>	2014/73	<b>Reference No:</b>	D1044
Photograph of a children's choir and photocopy of a bookplate in a gift presented to a Sunday School teacher.			
Date of records: c1914			

<b>Weston Hill Baptist Church, Barry Records</b>			
<b>Accession No:</b>	2014/74	<b>Reference No:</b>	D1075
Church records and photographs.			
Date of records: 1904-1961			

<b>Barry Free Churches Council Records</b>			
<b>Accession No:</b>	2014/75	<b>Reference No:</b>	D1076
Photograph of Council.			
Date of records: c1945			

<b>Barry Baptist Churches Singing Festival Records</b>			
<b>Accession No:</b>	2014/76	<b>Reference No:</b>	D1077
Programmes			

Date of records: 1964-1971			
<b>Mount Zion English Baptist Church, Pyle Records</b>			
<b>Accession No:</b>	2014/77	<b>Reference No:</b>	D1078
History of the church.			
Date of records: 1974			

<b>Association of Teachers in Colleges and Departments of Education, South Wales Branch, Records</b>			
<b>Accession No:</b>	2014/78	<b>Reference No:</b>	D1081
Signed minutes 1947-1975			
Date of records: 1947-1975			

<b>Llandaff Society Records</b>			
<b>Accession No:</b>	2014/80	<b>Reference No:</b>	DLDS/1
Newsletter 128			
Date of records: 2014			

<b>Manley Hopkins, Son and Cookes, Average Adjusters, Cardiff, Records</b>			
<b>Accession No:</b>	2014/81	<b>Reference No:</b>	D827/8
Copy adjustment of general average for S.S. Madras City, T.R. Tippett, Master.			
Date of records: Apr 1929			

<b>Borough of Cardiff Town Clerk Records</b>			
<b>Accession No:</b>	2014/84	<b>Reference No:</b>	BC
Posters, notices, byelaws, newscuttings, invoices, menus, correspondence (including letter from Adelina Patti's Secretary, informing Mayor of Cardiff of her decision not to sing at concert in Cardiff 1900) and notices relating to fundraising events, including Indian famine, 1877, Penygraig Explosion Relief Fund, 1880, distress in Ireland, 1880.			
Date of records: 19th-20th Century			

<b>Matthew Williams of Cardiff Collection</b>			
<b>Accession No:</b>	2014/86	<b>Reference No:</b>	D1080
Photographs and correspondence relating to Penyfael Church, Bridgend, 1900s; Photograph of Lord Woolton's visit to Cardiff, 1943; Photograph of Ministry of Food showing Miss Thomas of Cardiff Food Advice Centre, 1945; Photograph of Cardiff Rural District Council members, 1930s; Photographs of Melrose Court, Cardiff, 1930s			
Date of records: 1900s-1945			

<b>Sir Herbert Henry Merrett, High Sheriff of Glamorgan, Papers</b>			
<b>Accession No:</b>	2014/87, 95, 106	<b>Reference No:</b>	D1082
Appointment of Herbert Henry Merrett as Sheriff of Glamorgan, 1934; Press cuttings, 1934-1936; Photographs of Herbert Henry Merrett, c1939-1950; Correspondence between Herbert Henry Merrett and Lord Beaverbrook regarding a donation for a Spitfire aircraft, 1940; Newspaper cuttings regarding the donation towards the cost of a Spitfire, 1940; Photographs of Winston Churchill's visit to Ninian Park, Cardiff, 1950; Records regarding the			

offer of a Knighthood to Herbert Henry Merrett, 1950; Newscuttings regarding the death of Sir Herbert Henry Merrett, 1959; Memorial Service of Sir Herbert Henry Merrett, 1959; Extract from the 'PD Review', 1959; Brief history of the Merrett and Higgins family members, 1950s; Photographs of Spitfire aircraft named after the son of Sir Herbert Henry Merrett; Letter from Field Marshall Montgomery to Herbert Henry Merrett, 1953; photograph of Field Marshall Montgomery and Herbert Henry Merrett, 1953; photographs of Herbert Henry Merrett, 1919-1953; sale particulars of Cwrt-yr-Ala, 1985; photographs and correspondence relating to the Merrett Trophies  
Date of records: 20th century

#### **Nantymoel Primary School Records**

<b>Accession No:</b>	2014/88	<b>Reference No:</b>	EM39/12-19
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Infants and Junior School Admission Registers

Date of records: 1917-1990

#### **Cooke and Arkwright, Surveyors, Bridgend, records**

<b>Accession No:</b>	2014/89	<b>Reference No:</b>	DCAR
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Estate plans, including Dunraven, Dyffryn and Plymouth estates

Date of records: 19-20 century

#### **Wyndham Junior and Infants School Records**

<b>Accession No:</b>	2014/90	<b>Reference No:</b>	EM/58/5
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Junior Mixed and Infants Admission Register

Date of records: 1933-1947

#### **Ogmore Vale WWII Fire Prevention Records**

<b>Accession No:</b>	2014/91	<b>Reference No:</b>	D1083
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Register of persons registered for fire prevention duties

Date of records: 1941-1943

#### **Saron Chapel Nantymoel Records**

<b>Accession No:</b>	2014/92	<b>Reference No:</b>	D1084
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A list of names of those men from the congregation who served in WWII

Date of records: c1945

#### **Wyndham School Photographic Collection**

<b>Accession No:</b>	2014/93	<b>Reference No:</b>	D1085
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Photographs of events at Wyndham Primary School or involving pupils from the school

Date of records: c1970-1980

#### **Grangetown Local History Society, Cardiff, Records**

<b>Accession No:</b>	2014/96	<b>Reference No:</b>	D1026
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Newsletter number 7

Date of records: May 2014

<b>Women's Archive of Wales/Archif Menywod Cymru, Records</b>			
<b>Accession No:</b>	2014/97	<b>Reference No:</b>	DWAW8
Records including correspondence, conference information, roadshow project papers and newsletters			
Date of records: 2007-2014			

<b>Institution of Civil Engineers Wales Cymru, Records</b>			
<b>Accession No:</b>	2014/98	<b>Reference No:</b>	D1086/1/-6
Photographs of floods in Canton, Cardiff, 1979, showing Cowbridge Road, Sophia Gardens, Cathedral Road and St David's Hospital			
Date of records: Dec 1979			

<b>Boys Club of Wales Collection</b>			
<b>Accession No:</b>	2014/99	<b>Reference No:</b>	D1087
Photograph of three boys who represented the Boys Club of Wales at Rugby in 1978-1979			
Date of records: 1978			

<b>Masons Printers Nantymoel Collection</b>			
<b>Accession No:</b>	2014/100	<b>Reference No:</b>	D1088
Posters created by Mason Printers of Nantymoel			
Date of records: 1969 - [1970s]			

<b>Merthyr Tydfil County Borough Council Records</b>			
<b>Accession No:</b>	2014/101	<b>Reference No:</b>	CMT/C/2/103-112
Deed wallets			
Date of records: 20th century			

<b>Roberts Family of Nantymoel Papers</b>			
<b>Accession No:</b>	2014/102	<b>Reference No:</b>	D1089
Papers of Hugh David Roberts, his father John Aelfryn Roberts, his wife Elizabeth Kinsey and their daughter Elizabeth Carmen Kinsey Roberts			
Date of records: 19th century			

<b>W Hill and Sons, Dinas Powis, Records</b>			
<b>Accession No:</b>	2014/103	<b>Reference No:</b>	D1090
Sales invoice for W Hill and Sons, Dinas Powis, transport contractors, furniture removers and storers, issued to Mrs Mordecaie			
Date of records: 7 Oct 1944			

<b>Friends of Llandaff Cathedral Records</b>			
<b>Accession No:</b>	2014/105	<b>Reference No:</b>	D127
Annual Report, 2013-2014			
Date of records: 2014			



<b>Tongwynlais Primary School, Records</b>			
<b>Accession No:</b>	2014/107	<b>Reference No:</b>	ESE/59
Admissions register, 1936-1973; group photographs of schoolchildren, 1920s-1930s			
Date of records: 20th century			

### **Notable accessions**

#### **Civil Service Bowling Association (Wales) Records**

The Civil Service Bowling Association [CSBA] was formed by Civil Service Sports Council members at an inaugural meeting held on 4<sup>th</sup> September 1922. Membership is open to present and former members of the Civil Service and its 30-40 members play both indoors and outdoors in the South Wales area. The deposit includes minutes, a list of Champions and Runners-up and Players in Representative matches.

#### **Cardiff Prison Records**

A significant additional deposit was received that includes Registers of Officers, Chaplain's Journals, minutes and registers of prisoners. Although most of the records are currently under restricted access in accordance with the Data Protection Act, they will prove to be a valuable source in the future for genealogists and social historians.

#### **Photographic Records of E.Turner & Sons Limited, Builders and Contractors, Cardiff**

In 1885 Ephraim Turner and his two sons James Turner and WH Turner began to trade together as E Turner & Sons Limited. Ephraim Turner retired in 1896 and during 1912 the business was formed into a private limited company and became known as E Turner & Sons Limited, Cardiff. The Registered Offices of the Company were situated at Penarth Road, Cardiff. The site included the Blacksmiths, Engineers, Plumbers, Electrical and Wheelwright Shops, stores for materials, and the Joinery Works with its timber seasoning kilns. The Company's Masonry Works were situated at Ninian Park Road. Turners was responsible for the construction of a series of notable buildings in the Cathays Park area of Cardiff including City Hall, the Law Courts, the former Glamorgan County Hall and the Technical College, later re-named the Bute Building. Other buildings in Cardiff included Cardiff Royal Infirmary, General Post Office, The Cardiff Exchange, Central Free Library and National Provincial Bank. Over 100 photographs of buildings in south Wales were received.

#### **Sir Herbert Henry Merrett, High Sheriff of Glamorgan, Papers**

Herbert Henry Merrett was born in Cardiff on 18 December 1886. At the age of 13 he began work as an office boy in Cardiff Docks with Cory Brothers Company Limited, ship owners and coal merchants. He remained for ten years, leaving in 1910 to take a series of senior posts in the coal industry. Apart from his commercial interests he was attracted to sports and was

chairman and became president of the board of directors of Cardiff City Football Club and president of Glamorgan County Cricket Club. In 1934 he became High Sheriff of Glamorgan and was knighted in the Birthday Honours List of 1950. He married Marion Higgins in 1911 and had three children, two daughters and a son Norman, who was killed on active service with the Royal Air Force. Soon after the death of his son he helped secure funds for the war effort. The deposit includes a record of the appointment of Herbert Henry Merrett as Sheriff of Glamorgan, press cuttings, photographs and correspondence between Herbert Henry Merrett and Lord Beaverbrook regarding a donation for a Spitfire aircraft.

### **Tilley Family of Cowbridge Papers**

The Tilley family owned several businesses in Cowbridge and played a significant role in the civic life of the town. David Tilley senior (born 1855) served on the Borough Council for many years and was Mayor of Cowbridge three times in the late 19<sup>th</sup> and early 20<sup>th</sup> century. He was also responsible for food control and rationing during the First World War. His second wife, Gwenllian, carried on his civic duties, serving twice as Mayor herself. Their son David Tilley junior followed in their footsteps by also becoming Mayor of Cowbridge. The records deposited comprise scrapbooks compiled by the family containing correspondence, programmes, invitations, newscuttings and other papers relating to events attended in their roles.

### **Robert Family of Nantymoel Papers**

Hugh David Roberts was educated at Nantymoel Primary School and from there he was accepted at the Pupil Teacher's Training Centre in Tondy, where he studied from the age of twelve. On completion of his course he went to Aberystwyth University to study for the Board of Education Teacher's Certificate between 1905 and 1909. He later gained a position at Nantymoel Primary School. He was rejected for military service during the First World War on medical grounds. He gained a teaching qualification from the Royal Academy and a music degree from Cardiff University College. These qualifications enabled him to take up a position as a music and geography teacher at Ogmere Valley Secondary School where he stayed until his retirement in 1949. The collection comprises the papers of Hugh David Roberts, his father John Aelfryn Roberts, his wife Elizabeth Kinsey and their daughter Elizabeth Carmen Kinsey Roberts.

### **T. Cynffryg Jones of Pontyrhyl, Records**

Thomas Cynffryg Jones attended Neath Abbey British Schools and later Glyn-Neath British School. After qualifying as a teacher from University College, Cardiff he joined Pontyrhyl Council School, becoming headmaster. He became President of the Glamorgan Federation of Teachers in 1907 and was also Vice-President of the Glamorgan County Association of Teachers. Thomas Jones was Deacon and Choirmaster at Tylagwyn Chapel, Pontyrhyl and Secretary of the committee which held the first Eisteddfod in Bridgend during 1897. Under his bardic title of 'Cynffryg' he wrote numerous musical

compositions. In 1905 he became member of the Ogmere and Garw Council for the Bettws and Pontyrhyl ward. During World War One he acted as Chairman of the Naval and Military War Pensions Committee and worked on behalf of voluntary societies assisting the families of sailors and soldiers. He was also Chairman of the military tribunal. The collection, consisting of material in English and Welsh, includes photographs of Thomas Jones and family, newspaper cuttings reporting T C Jones' election to Chair of the Board of Guardians and an illuminated address presented to his widow.

### **Christopher Taylor of Cardiff Collection**

Christopher Taylor was an historian and writer who had an extensive interest in motor transport. Over the years Mr Taylor made numerous deposits of transport related records. Sadly he recently passed away and Glamorgan Archives have received additional records from his family including a Glamorgan Hackney carriages licences register, records of United Transport, vehicle registration files and research files on railway companies.

The largest series of records received was a set of vehicle files which would have originally been kept by the local registration office. The survival of such detailed vehicle files is quite unusual with most local authorities having vehicle licensing registers only, containing very little detail, or index cards which typically contain more information than the registers. At Glamorgan Archives only licensing registers are held, many of which are previous deposits from Chris Taylor. This series of vehicle files, therefore, would provide a great deal of information not currently available. As they arrived in poor condition funding has been granted for preservation work to be carried out before additional sorting and possible selection is carried out.

### **Institution of Civil Engineers Wales Cymru, Records**

Six photographs of flooding in Canton, Cardiff in 1979 have been deposited by the Institution of Civil Engineers Wales Cymru. They are of particular interest as they show flooding at St David's Hospital and Cathedral Road. It has always been believed that several large collections of records from the hospital and from the Cathedral Road Synagogue were lost to water damage at this time, having been stored in basements, so it is interesting to receive photographic evidence of the extent of the floods.

## Appendix II

	<b>Number of Visits (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
	<b>TOTAL</b>			
Mar - May 2013	1755	(805)	37	3383
June - Aug 2013	1334	(667)	42	2526
Sep - Nov 2013	1826	(1156)	60	2997
Dec 13 - Feb 2014	1680	(771)	47	2345
Mar - May 2014	1646	(946)	43	2998

	<b>Remote Enquiries</b>	<b>Website Hits</b>
Mar - May 2013	1183	11811
June - Aug 2013	1369	10589
Sep - Nov 2013	1463	11697
Dec 13 - Feb 2014	1261	11019
Mar - May 2014	1380	11101

### Interesting Enquiries

Several unusual family history queries have been received during the quarter. These include a researcher from Australia who made contact regarding her grandfather, who was admitted to, and died in, Glamorgan Asylum, and her grandmother, Emily, who regularly walked from Ferndale in the Rhondda Fach valley over to Penrhiwceiber in the Cynon valley during the years 1910 to 1914. This walk is now one of the Royal Geographical Societies noted walks.

The great-grandson of William J. Price, former Chief Constable of Cardiff City Police, was searching for information on his ancestor. The police personnel file provided the date of his birth, dates of joining the force, his promotion to Chief Constable, retirement and death.

Another interesting family history enquiry came from a gentleman researching his father's teaching career in Cardiff from the 1920s to the 1950s. He consulted log books for the schools in which his father taught, along with Education Committee minutes which noted his appointments to various posts. This work was being undertaken in preparation for the publication of his father's First World War diary, which recorded his experiences as a prisoner of war in Germany.

With the centenary of the First World War fast approaching, several enquiries have been received on this subject. The village of Aberthin near Cowbridge will be holding an exhibition on the War during August, and one of the organisers visited to carry out research.

Residents of Llantrisant are hoping to have a war memorial erected in the town. They are researching a number of local soldiers, and visited the searchroom to discover details of one particular serviceman in order to ascertain if he had been born the town. The servicemen's father had been an officer in the Glamorgan Constabulary, and his personnel records helped to establish where the family were living prior to the War.

A member of the Crawshay family researched his family's involvement in the First World War. He consulted a number of photographs along with the war diary of Mervyn Crawshay.

A number of academic researchers have been assisted with their work. Their subjects include Glamorgan Asylum, and the Greenham Common Peace Camp.

A PhD student investigating corporate manslaughter consulted records relating to the Tynewydd pit disaster of 1877 and other related cases concerning the Cory Bros, using an account of the disaster from the Illustrated London News and various items from the Cory records.

A professor researching reactions to music consulted the papers of the Thompson family of Cardiff and the Frank Lewis diaries.

An architect tracing the post-war development of Mount Stuart Square and Louisa Street in Butetown, Cardiff was directed to Ordnance Survey maps of the area and photographs from the Idris Bowen Papers.

A documentary film maker researching Chinese-American actress Anna May Wong, who appeared in the 1933 film 'Tiger Bay', visited the searchroom following an initial email enquiry to use the reference library, newscuttings of an article on mission work in Tiger Bay, Cardiff, and a cutting from The Western Mail relating to the publication, '*The Burning Ashes of Time: From Steamer Point to Tiger Bay*'.

Information has been provided to the media company Wales and Co. on domestic servants in Wales for a forthcoming programme presented by Huw

Edwards. Letters and photographs from the Lottie May Swanbury Papers will be featured in the programme.

An author of children's historical fiction, based in South Carolina was researching background for two characters in his current book who attend the Monastery School at Llantwit Major. He was supplied with details of an 1893 book held in the Office library, '*Llantwit Major: A Fifth Century University*' which he was able to source from his local university.

A researcher from the Netherlands requested assistance in exploring the history of the Morgan family and Thomas family of Wenvoe Castle. Charles Morgan married a Dutch woman and was subsequently knighted and made a Colonel in the Netherlands. His daughter Anna married into the Morgans of Ruperra Castle and the Thomas family of Wenvoe Castle. Several items from the Kemeys Tynte and Thomas Family of Wenvoe Castle Records were suggested which he hopes to visit to consult.

Staff from the Local and Family History Centre in Bridgend made a request for information regarding the Ely Children's Homes during the early-20<sup>th</sup> century. They were directed to Canfod for details of holdings, and also invited to visit the Archives.

The manager of the Grand Pavilion, Porthcawl, researched the history of the Pavilion, which opened in 1932. He was initially looking for newspapers, but was directed to the minutes of Porthcawl Urban District Council as a useful source.

## Appendix III

<b><i>Local and Family History Groups</i></b>	
Ask the Experts! family history sessions	12
Family history student class	14
Cardiff-Nantes Exchange Group	40
Gwauncelyn WI	10
Tonyrefail U3A	12
Gartholwg U3A	17
Cathays Youth and Community Centre	8
<b><i>Professional Organisations</i></b>	
Women's Archive Wales: Project Board Meeting	9
Glamorgan Archives Joint Committee	15
Conservation and Digital Service Project	9
Glamorgan History Society Council	15
South Wales Record Society Committee	11
Llandaff Diocese Training Day	37
Glamorgan County History Trust	6
CLOCH Assessors meeting	2
<b><i>Events</i></b>	
<b><i>Education</i></b>	
Lakeside Primary x 2	66
Grangetown Primary x 2	65
Barry Comprehensive	9
Cardiff University Research Staff and Students	3
Cardiff University LEARN Exploring the Past students	6
University of South Wales BA Photojournalism students	25
<b><i>Individuals Meeting Staff</i></b>	81
<b><i>Public Tours</i></b>	4
Tours for prospective volunteers	9
<b><i>Room Hire</i></b>	
Cardiff Council Training/Workshop x 17	298
Wales Council for Voluntary Action x 4	37
Diverse Cymru training x 7	76
CyMAL training x 1	50

## Appendix IV

<b>Cleaning and Packaging</b>		
Boxes of paper and Parchment	Volumes	Maps
77 standard 3 double standard		31
<b>Relocated and Barcoded</b>		
161 Items relocated	165 Items barcoded	
<b>Bench work</b>		
D452	9 volumes of playbills for Theatre Royal, Cardiff	Dis-bound
E	102 School Admission Registers	Repaired and prepared for digitisation
DCONC/3/2/2	1 volume, Police Fingerprint and Photographic register	Hollow re-attached, back re-glued and lined, text block cleaned and tears repaired
OS Maps	105 maps	Hangers re-attached.
DSWPA/UNL/185,186,188	South Wales Police Authority. 3 boxes of negatives	Vacuum packed and moved to the freezers in Isolation
DBNC/79/49,48,25	3 boxes of negatives	Vacuum packed and moved to the freezers in Isolation
<b>External Work</b>		
Cardiff Library	214 volumes	Cleaned
Cardiff Library	4699 papers	Cleaned and repackaged
Private Individual	1 bible	Text block repaired, spine re-backed
Friends of Insole Court	1 photograph	Flattened, repaired and repackaged