

**CITY & COUNTY OF CARDIFF  
DINAS A SIR CAERDYDD**

**COMMITTEE SUMMONS**

**You are summoned to attend a meeting of the Glamorgan Archives Joint Committee to be held at Records Office - Ffordd Morgannwg on Friday, 13 March 2015 at 2.00pm to transact the business set out in the agenda below.**

**AGENDA**

Item

**1 Apologies for Absence**

To receive apologies for absence.

**2 Declarations of Interest**

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

**3 Minutes (Pages 1 - 8)**

To approve as a correct record the minutes of the meetings held on 12 December 2014 and 9 January 2015.

**4 Report on the Period 1 December 2014 - 28 February 2015 - report of the Glamorgan Archivist. (Pages 9 - 46)**

**5 Evaluation of the 2014/2015 Annual Plan (Pages 47 - 56)**

**6 Annual Plan 2015/2016 (Pages 57 - 66)**

**7 Date of next meeting**

The next meeting is scheduled to take place on 26 June 2015 at 2.00pm

**Glamorgan Archivist  
7 March 2015**

**Contact: Andrea Redmond Tel: 029 2087 2434 Email: [a.redmond@cardiff.gov.uk](mailto:a.redmond@cardiff.gov.uk)**

This page is intentionally left blank

## Agenda Item 3

These minutes are draft and will be finalised following the reconvened meeting and will be subject to approval as an accurate record at the next full meeting of the Glamorgan Archives Committee

### GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives, Clos Parc Morgannwg on 12 December 2014 at 2.00 pm.

Present:

Members            Councillor John, Vale of Glamorgan Council (Chair)  
Representing:    Councillor Cowan, Cardiff Council  
                      Councillor Davies, Caerphilly Council  
                      Councillor Higgs, Caerphilly Council  
                      Councillor Lomax, Cardiff Council  
                      Councillor Parry, Cardiff Council  
                      Councillor Robson, Cardiff Council  
                      Councillor Ward, Rhondda Cynon Taff Council  
                      Mr M McLaggan

Officers in         Susan Edwards, Glamorgan Archivist,  
Attendance:       Robert Green, Financial Services, Cardiff County Council  
                      Richard Grigg, Legal Services, Cardiff County Council  
                      Joanne Jones, Caerphilly County Council  
                      Charlotte Hodgson, Deputy Glamorgan Archivist  
                      Rhian Phillips, Senior Archivist  
                      Mandy Farnham, Committee and Members Services

#### 17 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J David (Rhondda Cynon Taff Council) and Councillor H Thomas (Cardiff Council)

#### 18 : DECLARATIONS OF INTEREST

The Chairman reminded Members of their responsibility under Article 16 of the Members' Code of Conduct to declare any interest, and to complete Personal Interest forms, at the commencement of the item of business.

There were no declarations received

#### 19 : MINUTES

RESOLVED – That the minutes of the meeting held on 26 September 2014 were approved as a correct record and signed by the Chairperson.

20 : REPORT ON THE PERIOD 1 SEPTEMBER 2014 - 30 NOVEMBER 2014 -  
REPORT OF THE GLAMORGAN ARCHIVIST

The Committee was provided with the report updating the work and achievements of the service for the period 1 September 2014 to 30 November 2014 by Susan Edwards, Glamorgan Archivist.

The Chair congratulated the Glamorgan Archivist and the team for their hard work, and in particular the work undertaken in respect of the accreditation application. He further congratulated the outstanding contribution of the volunteers.

Members also expressed their congratulations on the hard work of the team, and their support for the film shown at the commencement of the meeting and another session for Elite Supported Employment Agency when the Glamorgan Archivist was filmed as a long-term supportive employer explaining the mutual advantages of working with agencies to employ people with disabilities.

The Glamorgan Archivist advised the Committee that as Glamorgan Archives had been awarded full accreditation there is no longer an inspection process however, in Years 2 – 3 a further assessment was carried out. Members felt that the award of full accreditation should be a formal presentation.

Members queried the support being provided in respect of any IT issues, they were advised that access to the Cloud had been requested however, that application is still pending.

Members confirmed that whilst they were aware of the work undertaken by the volunteers they wished to ensure that all those involved were aware that they felt that volunteers should not replace staff.

RESOLVED: That the contents of the report be noted and endorsed.

21 : BUDGET MONITORING 2014/2015 AND 2015/2016 BUDGET  
PROPOSALS - REPORT OF THE TREASURER TO THE GLAMORGAN  
ARCHIVES JOINT COMMITTEE

Members were provided with the projected full year revenue outturn for the 2014/2015 and also the details of the proposed revenue budget for 2015/2016.

A number of points were outlined to the committee including:

- Summary of the projected outturn 2014/2015 (as 31<sup>st</sup> October 2014)

	Budget £	Actual to date £	Projected outturn £	Variance £
<b>Expenditure</b>				
Employees	538,570	340,589	512,407	(26,163)
Premises	204,900	284,797	347,520	142,620
Transport	6,550	2,314	2,776	(3,774)
Supplies & Services	42,020	34,927	63,158	21,138
Support Services	37,700	31,397	57,769	20,069
<b>GROSS EXPENDITURE</b>	<b>829,740</b>	<b>694,024</b>	<b>983,630</b>	<b>153,890</b>
Income	(48,050)	(24,177)	(86,833)	(38,783)
Contribution from reserves	(100,000)	0	(130,000)	(30,000)
<b>NET EXPENDITURE</b>	<b>681,690</b>	<b>669,847</b>	<b>766,797</b>	<b>85,107</b>

Members were informed that it is anticipated there would be a net overspend of on £142,620 on premises costs:

- Increased National Non Domestic Rates of £119,140 for the Glamorgan Archives Building.
- Search room alterations and essential repairs and maintenance of £55,425 of which £30,000 would be funded from the earmarked reserve.
- The above additional costs would be partly offset by savings on gas, electricity and premises insurance.

Overall an overspend of £21,138 was projected on supplies and services. Additional costs would be incurred on:

- Conservation materials for grant funded projects.
- External audit charges in line with the increased charge in 2013-2014.
- A rates charge for the new fibre optic network line.
- Hardware purchases including a Promethean Mobile system and Safeword tokens required for all laptops.
- Catering charges which will be recovered as additional income from the sale of food.
- A new photocopier lease.

The projected outturn for the majority of central support costs are predicted to be in line with the actual charges for 2013/2014. Further costs are expected from Internal Audit and Welsh translation services.

### **PROPOSED BUDGET FOR FINANCIAL YEAR 2015/2016**

The 2015/16 budget was being proposed at a time of severe reductions to Local Authority budgets. With this in mind, it was requested, by the lead authority, that Glamorgan Archives considers a 4.5% net reduction in budget for 2015/16. However, due to the aforementioned significant growth pressures relating, predominantly, to

the increased cost of non-domestic rates, three options had been considered to arrive at a proposed net revenue budget for 2015/2016.

**Option A - Growth of £50,000 on the net 2014/2015 budget representing a net budget increase of 7.3%.**

**Option B - A standstill budget. No net change from the 2014/2015 budget.**

**Option C - A saving of £34,995 on the net 2014/2015 budget representing a net budget reduction of 5.1%.**

It was noted that the report provided information as to what impact Options A, B & C would have on employee resource at Cardiff Archives.

Staff were asked to leave before any discussion took place in relation to this item.

The Committee was advised that the request to consider a 4.5% budget reduction, contained in paragraph 12 of the report, was communicated to the other authorities however the Lead Authority's finance representative was not privy to any responses.

Members expressed concern about recommending any one of the draft budget proposals for 2015/2016 until such times as their constituent authorities had had the opportunity of considering the recommendations.

RESOLVED:

- (i) To defer the making of any recommendations in respect of the draft budget proposals; and
- (ii) A special meeting to be arranged for 2.00 pm Friday 9 January 2014

22 : SEASONS GREETINGS

The Chairperson thanked all those present for their contribution. In closing the meeting the Chairperson wished everyone Seasons Greetings.

*(The meeting closed at 4.15 pm)*

These minutes are draft and will be subject to approval as an accurate record at the next full meeting of the Glamorgan Archives Committee

## GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Meeting of the Reconvened Glamorgan Archives Joint Committee held at Glamorgan Archives, Clos Parc Morgannwg on 09 January 2015 at 2.00 pm.

Present:

Members Representing: Councillor John, Vale of Glamorgan County Borough Council (Chair)  
Councillor Cowan, City of Cardiff Council  
Councillor Higgs, Caerphilly County Borough Council  
Councillor Lomax, City of Cardiff Council  
Councillor Robson, City of Cardiff Council  
Councillor Huw Thomas, City of Cardiff Council  
Councillor M Griffiths Rhondda Cynon Taff County Borough Council  
Councillor Ward, Rhondda Cynon Taff County Borough Council  
Mr M McLaggan

Officers in Attendance: Susan Edwards, Glamorgan Archivist,  
Marie Rosenthal, County Clerk & Monitoring Officer, City of Cardiff Council,  
Robert Green, Financial Services, Cardiff County Council  
Richard Grigg, Legal Services, Cardiff County Council  
Joanne Jones, Corporate Information Governance Manager Caerphilly County Borough Council  
Gill Nurton; Democratic Services, City of Cardiff Council

### 23 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Ray Davies (Caerphilly County Borough Council); Councillor J David (Rhondda Cynon Taff County Borough Council) and Councillor Jackie Parry (City of Cardiff Council)

### 24 : WELCOME

The Chairman welcomed Councillor Huw Thomas to his first meeting of the Committee. A welcome was also extended to County Clerk and Monitoring Officer, Marie Rosenthal.

The Chairman advised that this was the reconvened meeting from 12 December, 2014 which had deferred its decision on Item 5 – 2014/2015 Budget Monitoring and 2015/16 Budget Proposals.

### 24 : DECLARATIONS OF INTEREST

The Chairman reminded Members of their responsibility under Article 16 of the Members' Code of Conduct to declare any interest, and to complete Personal Interest forms, at the commencement of the item of business.

Susan Edwards, the Glamorgan Archivist declared a personal and prejudicial interest in accordance with the Officer Code of Conduct with regards to Item 5 - 2014/2015 Budget Monitoring and 2015/16 Budget Proposals deferred at the last meeting. Susan Edwards withdrew from the meeting during the discussion in relation to 2015/16 Budget Proposals Option C.

## 25 : BUDGET MONITORING 2014/2015 & 2015/2016 BUDGET PROPOSALS

*(Susan Edwards withdrew from the meeting during the discussion in relation to 2015/16 Budget Proposals Option C)*

The 2015/16 budget is being proposed at a time of severe reductions to Local Authority budgets, and following the discussions at the last meeting each of the constituent Local Authorities had been requested to consider the budget options for 2015/ 16 and report back to this reconvened meeting.

The Financial Services Officer took the Committee through the three proposed options and provided clarification on the financial detail of the proposals

Option A - Growth of £50,000 on the net 2014/2015 budget representing a net budget increase of 7.3%.

Option B - A standstill budget. No net change from the 2014/2015 budget.

Option C - A saving of £34,995 on the net 2014/2015 budget representing a net budget reduction of 5.1%.

It was noted that each options would have on employee resource impact on the service

Each option proposed the use of reserves. As at 31 March 2014 the balance of general reserve was £509,246. The current year intended contribution from reserve was £100,000. If the current arrangement to draw down £100,000 per year was extended to 2015/16 this would result in a fall in the reserves balance of £224,139 if options B or C are accepted and if Option A was accepted £274, 139. This did not take into account Voluntary Severance costs associated with each of the proposals.

The Chairman invited Local Authority representatives to comment on the three options and report on their constituent Authorities preferred option. It was unanimously Agreed that Option C was not feasible.

*(Ms. Susan Edwards Glamorgan Archivist returned to the meeting).*

The Chairman requested an updated on the on the matter of rate relief on National Non Domestic Rates (NNDR) for the Glamorgan Archives building currently at £120,000 per annum - the impact of which was a net overspend on premises costs off set by some utility and insurance savings. The Glamorgan Archivist had formally written to the Welsh Government; sought a new rates assessment from Valuation Agency Wales which had resulted in a small rate reduction in the rateable value, the rebate for which would be returned this year and would result in a reduction of £4,500 on NNDR next year. The Archivist had also sought advice on eligibility for



Discretionary Rate Relief and confirmed that the Archives building was not eligible for discretionary relief.

In response to a Members query, the Archivist advised that the issues around alternative viable options on the status of the Archives were complicated not least because it was owned by 6 constituent authorities however progress would be made at looking at alternative delivery options.

Members had concerns about the depletion of the reserves and no contingency but recognised that the Archivist was looking at driving through efficiencies where possible. The only other option was to ask partner authorities for increased contributions.

Members of each of the authorities spoke on the Options A and B and there was unanimous agreement. Members felt it had been important to defer this matter to ensure that each authority could consider the options. It was recommended that in future any Budget Proposal report come to the Committee at an earlier stage.

The Committee wished to thank all staff for the important contribution they make to the service and its customers.

RESOLVED – That

- (1) the projected full year position for the 2014/15 Out-turn position be noted;
- (2) Option B the standstill budget as proposed be unanimously approved;
- (3) the Glamorgan Archivist consider options for an alternative delivery model and update and involve the Committee as appropriate.

*(Meeting closed at 15.15pm)*

This page is intentionally left blank

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

THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
13 March 2015

REPORT OF:

THE GLAMORGAN ARCHIVIST

AGENDA ITEM NO
REPORT FOR THE PERIOD 1 December 2014 – 28 February 2015

## PURPOSE OF REPORT

This report describes the work of Glamorgan Archives (GA) for the period 1 December 2014 – 28 February 2015

## 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

### MANAGEMENT OF RESOURCES

#### **Staff: establishment**

##### *Maintain appropriate levels of staff*

Following Cardiff Council (CCC) procedures an appointment has been made to the vacant post of Administrative Assistant. Jenny Jones, previously Senior Records Officer, has accepted the post. The Relief Records Assistant continues to provide part-time searchroom cover.

An externally funded post has been sourced through Elite employment agency and Shaw Trust using DWP Bridging the Gap funding. Former CLOCH trainee and GA volunteer, Andrew Booth, started in January on a 6 month, part-time position as Records Assistant. He is currently working on a variety of tasks including writing blog posts, digitisation and checking metadata.

##### *Review establishment*

The Senior Records Officer post was offered as part of the reduced staff package to offset budget increases from nndr (business rates). After January's extraordinary meeting of the GAJC voluntary severance

documentation for 2 other long-serving members of staff was finalised in fulfilment of the agreed budget decision. Michael Wilcox, Archivist, and Charlotte Hodgson, Deputy Glamorgan Archivist will vacate their posts at the end of the current financial year and not be replaced. The business plan for the new year (see separate report) takes account of staff reductions and capacity.

Kate Morgan, one of the part-time Preservation Assistants, is currently on maternity leave. Some of her duties are being covered by the Records Assistants who are receiving appropriate training.

#### *Develop skill sharing programme*

The Glamorgan Archivist assisted a student from Cardiff University's School of History Archaeology and Religion (SHARE) conservation course in a "twining" module.

The Glamorgan Archivist and the Senior Archivist met Pauline O'Hare from Careers Wales to discuss potential collaboration in offering work placements for teachers.

During the quarter 46 volunteers and work experience placements contributed 1822 hours to the work of the Office. Of these 24 came from Cardiff, 9 from the Vale of Glamorgan, six from Bridgend, five from Rhondda Cynon Taf, one from Caerphilly and one from outside the area served. In addition 13 tours have been provided to prospective volunteers and work experience placements and two references were supplied for former volunteers.

Volunteering in Conservation continues to develop. Students from Cardiff University's SHARE conservation courses have assisted with a number of projects and contributed to publicity by blogging about their work. The Tuesday NADFAS group have completed the cleaning and repackaging of the British Steel collection.

Margret Brooks, trainee conservator at Pembroke Record Office, spent a day working with the Conservation Team. She was among the delegates on a CyMAL funded course on recognising and treating mould. Called 'Breaking the Mould' the course was hosted at the Archives. It was oversubscribed and will be rerun, again at Glamorgan, in the spring.

The value of the volunteer programme for supported employment placement has been reaffirmed. On the completion of his ten week placement organised through Quest Supported Employment Agency, Evan will continue attending two half days each week. His support worker says that his confidence and self-worth has very clearly increased since he started; he told her that he feels 'an overwhelming sense of achievement'.

A teacher from Ysgol Maes Dyfan, Penarth approached seeking work experience for an 18 year old with Asperger's Syndrome on the recommendation of both Quest and Elite. The pupil in question has visited with his teacher to discuss projects and tour the building. The Archives'

supportive and friendly working environment was cited by both agencies. A typical quote came from an Elite support worker exploring a placement for a friend's son 'I know that the environment within the Archives is very conducive to someone who has Autism'.

ACT Training, an agency providing work based accredited ICT training in Cardiff, has placed a further student on the programme. A generic role description for work experience placements has been compiled for external agencies such as these. Volunteer work placement projects progress the transfer of hard copy indexes onto the electronic catalogue as they tend to involve large scale data entry.

Employment references have been provided for a current volunteer, and for a former CLOCH trainee Tom May, who is now a Learning Resources Assistant at the University of South Wales. A UCAS reference was provided for a work experience placement from 2014.

A former work experience student was advised on employment opportunities five years after her placement. Sian initially undertook a placement as an undergraduate in 2010, returning during her holidays from the postgraduate Archive Administration course at Aberystwyth University.

Volunteers have completed an electronic index to male patients at the Glamorgan Asylum, 1864-1955 (DHGL/12/1). After checking this will be added to the Canfod in line with Data Protection. An index for female patients 1865-1902 was compiled by Jean Jones, on behalf of the Glamorgan Family History Society many years ago. Jean is completing the years up to 1955 then this too will be added to Canfod. Volunteers are currently indexing admission and discharge registers for the Glamorgan County Asylum at Vernon House Asylum, (1845-1897), part of the Quarter Sessions records.

Volunteers have compiled an electronic index to Cardiff Police photographic and fingerprint registers (DCONC/3/2) and commenced a new project to index the Cardiff Poor Law Union lists of paupers which date from 1853 to 1912 (UC/45).

Cynefin is a Heritage Lottery funded project to digitise the tithe maps which cover 95% of Wales and to transcribe their accompanying apportionments. Project staff based at the National Library of Wales visited the Archives to provide an introduction to volunteers on the use of the online database for the transcription project. Nine of the volunteers have signed up and drop in sessions will be held at the Archives to provide transcription and technical support.

To ensure a positive experience for volunteers one-to-one feedback sessions are being held to review and improve the programme and its delivery. Comments will be reviewed and necessary actions implemented. A coffee morning was held in December as an opportunity for volunteers to meet each other and to thank them for their contribution to the service. In the business year 2014/15 volunteers recorded 7,547 hours at Glamorgan Archives.

### **Staff: development**

#### *Ensure all staff access appropriate training*

Personal Development Reviews for the end of year have been timetabled for all staff.

The Senior Archivist has progressed on the Cardiff Managers Programme, attending two training sessions and submitting required assignments. She attended the Cardiff Managers' Forum where Paul Orders, Chief Executive, discussed with participants on the programme the Council's forward plan and proposed employee charter. She also attended a Cardiff training session on Lean Management and Continuous Improvement.

The Senior Archivist represents the Office on CCC's Welsh Language Co-ordinators Group and feeds back on developments following the introduction of the new Welsh Language Standards. Four members of staff continue to attend weekly Welsh classes. Three have signed up to take the Mynediad level examination through Cardiff University in June.

Louise Hunt, Archivist, attended a training session on Virtual Support organised by Cardiff Libraries in Co-operation (CLIC), exploring the various software programmes available, and currently in use in many library services in Cardiff, which facilitate online discussion and enquiry services between staff and customers. There is a potential application for such technology in a project currently under development with Caerphilly County Borough Council (CBC) Heritage Group.

Hannah Price, Archivist, attended a seminar organised by Harwell Document Restoration Services Emergency Planning: The Bigger Picture. Services which had experienced emergencies provided feedback and advice to other Harwell members.

#### *Continue training in building systems and procedures*

The newly appointed Administrative Assistant has received training in financial and procurement systems and processes.

Staff working in the search room have received top up training in visitor registration and the use of the electronic till.

The former Senior Records Assistant cascaded her knowledge of indexes available to assist with family history queries to the Access Team to ensure continuity in service provision following her transfer to the Resources Team.

#### *Maintain commitment to good health and safety practices*

Defects checks of the building are carried out weekly and urgent matters progressed.

Following concerns relating to the delivery of crates of cleaned documents from Harwell adjustments have been made to minimise heavy lifting undertaken by staff.

The emergency evacuation plan has been updated taking account of the new room, Llynfi and the reduction of staff in the search room.

One Occupational Health referral has been made.

## **Budget**

### *Manage to best advantage*

Regular meetings of the Resources Team address issues arising with the budget and monthly monitoring ensures compliance. Maintenance contracts and suppliers are scrutinised for best value. Particularly costly invoices from CCC's Facilities Management section (FM) have been challenged.

As a result of the appeal against the rateable value a reduction of £10,000 has been awarded. The overpayment in the current financial year has been refunded. A letter querying the increase was sent, on behalf of the Archives, from the office of Jane Hutt, Minister for Finance, to Edwina Hart, Minister for Economy, Science and Transport. The response from Mrs Hart's office recommended appeals to the Valuation Office, Valuation Tribunal and to Cardiff Council for hardship and discretionary relief. All have been attempted; the appeal result is reported above. The advice from Cardiff is that the service is ineligible.

The Glamorgan Archivist arranged a meeting with the Director of CyMAL and representatives of Gwent Archives to discuss shared problems arising from increased nndr costs and potential solutions including extended partnerships.

### *Maximise benefit from income opportunities*

The external client for space in the repository block has discussed additional requirements needed to maintain access to the material.

Conservation shop pages have been added to the website advertising services, materials available to purchase, and rental of both studio and repository space.

The grant application to the National Manuscripts Conservation Trust has been successful. The money will support the conservation of the Fonmon Estate Evans Mouse maps of 1622. One grant application to the Archives and Records Council Wales (ARCW) Small Grant Scheme was successful; one was considered ineligible and further information requested for the remaining two. Appeals are on-going. The grant awarded will enable the sorting and listing of Chris Taylor's papers.

Discussions have been held with two private conservators and with the Royal Mint for the provision of specialist packaging materials and studio rental.

Cardiff University's Special Collections and Archives (SCOLAR) requested insurance estimates for conservation costs of volumes damaged in building works.

Offers have been made to accommodate staff and material from both CCC's local studies library and the Cardiff Story Museum.

#### *Promote partnerships*

The Glamorgan Archivist attends and contributes to meetings of CCC's Senior Management Forum and the Monthly Management Team of the County Clerk and Monitoring Officer.

#### *Conserving Local Communities Heritage: CLOCH*

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

Following an approved tender process, Arad Research was appointed to carry out an evaluation of the project, a requirement of the HLF grant funding. Evidence gathering has included face-to-face interviews with the Steering Group, placement partners and the trainees and an online survey was circulated to all staff at partner institutions, including Glamorgan Archives. The report is expected at the beginning of March.

The CLOCH Steering Group met twice to feedback on the evaluation process and to discuss legacy projects including the use of a projected underspend on the grant. The proposal for the underspend would engage currently unemployed former trainees to digitise and conserve negatives from the National Coal Board photographic collection held at the Archives. The images are a conservation priority (see below) and since the collection relates to the south Wales Coalfield and therefore to the area covered by CLOCH Steering Group members it would be an appropriate extension which would add to trainees' skill development and employability. A broader project working with coalfield communities would then be developed around the heritage images involving libraries, museums and archives across the region.

Creative and Cultural Skills have approached Glamorgan Archives to be a partner in their application to the HLF for a project to offer work-based training in craft skills in heritage. Alongside the National Trust, CADW and the National Museum of Wales Glamorgan Archives will represent the archives sector. GA's involvement will focus on paper conservation, and builds on the training provided through the CLOCH project.

#### *National*

The Glamorgan Archivist attended the Institute of Welsh Affairs debate, *Where next for Welsh public service reform* at which Leighton Andrews, Minister for Public Services spoke with a panel including Lee Waters, IWA Director, Cllr. Phil Bale, and Laura McAllister, Chair of Sport Wales.

She represented archive services at Cymru'n Cofio/Wales Remembers, the national First World War (WW1) commemoration project, at a lessons learned



partnership meeting which included IWA, national sectoral bodies and local community groups.

She attended the launch event of the Esmee Fairburn funded “Natural Images” project, *Historic Photography Uncovered* at the National Museum in Cardiff.

The project officer for the Women’s Archive Wales visited to discuss the end of the *Voices from the factory floor* oral history project and the deposit of some records obtained as a result.

The Deputy Glamorgan Archivist and Conservator attended the December meeting of Conservation Matters in Wales where the theme was maintaining conservation services in the heritage sector. Mrs Hodgson spoke on the role of conservation in generating income. The meeting was attended by over 60 delegates from across Wales, an excellent opportunity to network and exchange best practice.

Llandaff Diocesan office staff sought guidance on records management. Staff responded to an on-line questionnaire about the Office’s collection of seals, public access and public awareness of its holdings. Advice was also provided to colleagues at Hertfordshire Archives and Local Studies about commercial conservation services. Flintshire’s County Archivist discussed the operation of joint services with the Glamorgan Archivist. Carmarthenshire Archives staff and management sought advice on an on-going project.

The Senior Archivist continues to represent the Office on the Public Services Quality Group (PSQG) Visitor Survey working group. Plans are in place to develop a survey appropriate for those attending archives as part of a group visit, which will be of particular relevance to Glamorgan Archives due to the high level of group visits.

Hannah Price, Archivist, attended the Annual General Meeting and Day School of Llafur: The Welsh People’s History Society. The theme for the day was Memory, Representation and History, which was especially relevant in light of current commemorations of the WW1 and the anniversary of the Miners’ Strike of 1984/5.

The partnership with the Parliamentary Archives continues with plans for commemorations this year of the 800th anniversary of Magna Carta and the 750th anniversary of the De Montfort Parliament. Contact has been made with staff at Merthyr College and Welsh Baccalaureate students will participate in project activities during the summer of 2015.

Sarah Paul, CyMAL’s Collections Advisor, spent a week on work placement shadowing the Conservators. She learned about paper repair and to use the wall board as well as finding out more about parchment and archive conservation in general. She was particularly interested in the role of volunteers in conservation.

### *Local*

Staff have attended two meetings of the Cardiff and Vale LGBT Forum this quarter, where plans were made for LGBT History Month events and activities.

Grangetown Local History Society will be holding their monthly meetings at the Archives until the completion of refurbishment work at Grangetown Library. Members meet on the first Friday of every month, with the first meeting at the Archives held on 2nd January. Despite the timing and the new location, over 20 members attended, to the relief of the Society's Committee. The Society's cabinets of photographs and research material have also been temporarily re-located from the Library and are being stored in Ogmore. Staff have also provided members with advice on a proposed publication charting the area's history from earliest times to the present day.

The Senior Archivist attended a meeting of Caerphilly CBC Heritage Group to develop proposals for a collaborative digital heritage conference.

No Fit State Circus has been successful in gaining Heritage Lottery Funding for a project to collect together their archive spanning their 30 year history. The Glamorgan Archivist was on the interview panel for the project. Project staff met the Glamorgan Archivist and the Senior Archivist to discuss their plans in more detail. The Conservator has provided advice and guidance on handling and packaging the material collected which will be deposited on completion of the project.

### *Potential partnerships*

The Archives is a partner in a planned HLF application from Creative and Cultural Skills Wales, the sector skills council which includes museums and conservation.

A letter of support was written for the South East Biodiversity Records Centre's (SEWBReC) application to the HLF. If successful the collection they propose to work on will be deposited at the Archives.

A letter of support, and advice and guidance have been provided to Volunteer Community Service (VCS) Cardiff for an application to the HLF for a project on the history of volunteering in Cardiff. If successful, Glamorgan Archives will be a partner and the project will draw on records from the Collection.

Initial discussions have been held with a representative from the University of South Wales' Representing Butetown: Caribbean Elders project, which will capture the histories and experiences of the Caribbean community in Cardiff.

## **Building and systems**

### *Maintain and develop building and systems*

Meetings with contractors have taken place to review progress on correcting faults with equipment. A major advance has been the repair of the chiller, although work is outstanding on the boilers and underfloor heating systems, together with re-setting controls on the building management system.

The maintenance contract for the fire alarm and protection system has been awarded following CCC procurement guidelines. Contracting had been delayed during the discussions with CCC's FM section. A recurrent fault caused by ageing batteries has been resolved and maintenance visits resumed.

The fire evacuation procedure has been revised to take account of changes to staffing levels from April. A personal emergency evacuation plan has also been completed for a volunteer who is a wheelchair user.

The House of Sport has submitted a planning application for a further extension. The Archives used the on-line system to comment on the existing parking and vehicular access issues which are likely to be exacerbated during the build. The House of Sport has provided parking and directs users to the facility but not all comply.

At the end of February the wi-fi network in the building was changed to the new CCC system for both staff and public computers. Staff have experienced some difficulties in connecting to and accessing drives but solutions have been found by IT staff for most issues.

Problems have arisen with wireless Public Access PCs in the searchroom as they were directed to look for the old Cardiff FreeZone Wi Fi; IT staff hope to rectify the problem by directing the PCs to look for the BT Hub wireless network. The public printer may cause more of a problem as it sits on a different network; again IT are working on trying to attach the printer to one of the Public Access PCs.

#### *Review electronic filing system*

The administration folder has been reorganised.

#### *Archive accreditation*

Plans are in place for the Deputy Minister for Culture Sport and Tourism, Ken Skates, to present the Archives Accreditation award at the Archives in March.

## **THE COLLECTION**

### **Conservation**

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

Record series and individual documents identified for the volunteer programme will be assessed by the Conservation Team before being issued.

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

The final boxes from the Cardiff Library Manuscripts Collection transferred for cleaning and packaging through the CyMAL grant, have been returned to Central Library.

Storage management reports have been prepared on partially processed accessions, unsuitably shelved items and collections to be weeded. A plan is in place to prioritise work to maximise space by rectifying these issues.

Environmental conditions in all strongrooms have remained stable without the use of the air-conditioning system.

Pest management continues to control harmless insects trapped in the buffer zones with no penetration of the strong rooms.

#### *Implement conservation and preservation plans*

Links between the Archives and staff and students of Cardiff University's School of History Religion and Archaeology (SHARE) were invaluable in preparations for work on the Fonmon estate maps. The Conservator escorted a sample document to SHARE's laboratory where advanced, non-interventive, spectrographic techniques were used to test the pigments which were suspected to contain arsenic. Copper, lead, iron, calcium and mercury were confirmed but no arsenic. The information will inform the conservation project.

Conservation of the Theatre Royal playbills has been completed and digitisation has begun.

Negatives from the National Coal Board's photographic collection have been identified as a conservation priority. Degrading cellulose nitrate and cellulose acetate negatives have been removed from the Collection, vacuum-packed and frozen to retard further decay and to prevent health risks. The cellulose nitrate negatives are highly flammable producing toxic gases which are difficult to extinguish. Decomposition produces toxic nitrogen oxides which are skin, eye, and respiratory irritants. Full personal protective equipment, including filter masks, is worn while working on the negatives. A plan to rescue the images is being progressed.

#### **Cataloguing**

##### *Review current policies, strategies and procedures*

The format for the paperwork used as an initial receipt when material is deposited has been revised. It now includes more fields to help prompt questions which should be asked at the time of deposit, such as the provenance of the records and guidance for appraisal. The form also includes questions which are especially relevant to digital records such as whether the records have been encrypted or are password protected.

##### *Refine, populate and maintain CALM database*

A sentence has been added to the CALM catalogue to clarify procedures on access to school records which are subject to Data Protection legislation. This reads 'prior to consultation this document must be checked by staff as it may contain sensitive personal information. Please allow time for this.'

New accessions continue to be added to the database and where possible catalogued. 74 deposits have been received during this quarter; a full breakdown can be found in Appendix I. This is a much higher number of deposits than were received during the same period last year so there has been less opportunity to catch up on backlogs and sometimes a delay in sending a receipt has occurred. Receipts were issued for 74% of the

accessions received during this quarter within the target time of 10 working days.

Louise Hunt, Archivist, attended a CALM user group meeting at Birmingham in February. The focus of the meeting was hearing news of potential developments as the Axiell, the company who own CALM, have recently acquired other rival companies. It had been proposed that a new product would be developed using the 'best bits' from the existing systems, and that this would eventually replace CALM. This plan has now been shelved. Instead, Axiell will continue to develop and support CALM along with the other packages it owns.

#### *Implement cataloguing strategies and plans*

In preparation for providing Welsh language catalogue entries a list has been compiled of 92 collections which include items in Welsh. At present virtually all catalogues are in English only, regardless of the language of the documents. Each collection has been examined and the quantity of Welsh material it contains has been estimated. The content of the catalogues is also being checked to ensure that they conform with ISAD(G) at collection and item level before they are translated.

Three 'collection days' have been held during the quarter, when all available archivists have assisted the Collections Team in sorting large series of records. Afon Taf school records (2014/223), Axis Historical Society, Barry records (D802) and the D L Davies collection (D1208) have, as a result, been sorted and listed.

When time does not allow for itemised cataloguing at the time of receipt, collections are scored and added to the list of tasks to complete. Since the cataloguing priority scoring system has been introduced nearly 300 collections have been assessed, 60 of which have been scored as needing further cataloguing work. This could be because the existing catalogue is not up to standard or because there are portions which have not been listed at item level.

#### *Implement deposit strategies and plans*

The Deputy Glamorgan Archivist attended a meeting of the Welsh Women's Archive (WAW). Destinations have been identified for the artefacts stored at the Archives until more appropriate accommodation could be arranged. An additional deposit was made by Avril Rolph, founder member, active in a number of other women's groups.

Two members of staff visited Ceri Stennett to assess the records of his father, the comedian, actor and musician, Stan Stennett, who died in 2013. The collection is substantial, including photographs, scrapbooks, posters and programmes relating to Stan Stennett's career from the 1940s until his death and will give an insight into the entertainment industry, not only in south Wales, but at national and international level.

Stephenson and Alexander closed at the end of 2014, with the main partner joining Gerald Eve. As a result, a large deposit of material was transferred at the start of the year as the offices were cleared out. This is now being sorted by Keith Edwards, long term volunteer at Glamorgan Archives and our main link with the company.

Hopkin John Solicitors is another company which has merged and are clearing out their offices. Records of a former company based in the buildings have been deposited and on their visit to collect staff were shown a strongroom containing over 100 boxes of deeds which may be deposited in the future.

The National Federation of Women's Institutes is celebrating its centenary this year. A large amount of material relating to various branches was collected from offices in the regional office.

Records were also collected from Pontypridd Library, Bridgend Magistrates Court and Pontypridd Registry Office.

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

Louise Hunt, Archivist, continues to work with the ARCW Digital Preservation Group. Testing of the Preservica system reported in the last quarter was extended for a further 3 months, allowing for further interrogation of the system. Notes have been recorded into a spreadsheet which can be fed back to the rest of the ARCW consortium so that the system can be assessed. Sue Thomas, archivist at The Richard Burton Archives, met Louise to have a refresher session on the software as she continued to test the system.

The other solution which is being tested has now been set up. Relevant software has been installed and problems with firewall settings have been cleared so that a similar testing programme to that carried out with Preservica can be progressed. This will allow for a direct comparison between the two options.

Louise has continued to update her knowledge of digital preservation issues by attending a number of webinars hosted by the Archives and Records Association in collaboration with Preservica.

A survey of digital records held at Glamorgan Archives has been progressed during this quarter. All items which might have previously been stored on a disc in a box are being copied to one folder on the server so that they are ready to be ingested into a digital preservation system once a solution has been chosen. Items which are hard to access have been flagged and for further examination.

## ACCESS

### 1. On-site use

#### *Monitor service and implement improvements*

Reduced opening hours, with the searchroom opening at 10am instead of 9am, have been confirmed and advertised to the public.

Twice weekly Ask the Experts family history sessions continue to be popular with 15 people helped during the quarter. In a new development, a volunteer from the Glamorgan Family History Society has offered to run the Thursday afternoon sessions on-site. Income generated remains within the service, and this welcome assistance ensures the continuation of the service despite reduced staff numbers.

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

Visits for tours and an introduction to the service and its resources have been provided for family history students from Penarth and a group of volunteer Vale Ambassadors from the Vale of Glamorgan.

#### *Education*

The Senior Archivist attended the Welsh Government 'Schools Challenge Cymru' (SCC) event at the Cardiff City Stadium in January on behalf of ARCW to promote the offer archive services can make to schools within the programme. Arising out of the Culture and Poverty report to Welsh Government, SCC encourages secondary schools to embrace learning opportunities outside the classroom. The majority of the participating schools lie within the Office's funding authorities. Arrangements are now underway for a meeting with the educational advisors assigned to schools taking part.

Following the event, Heather Mountjoy, Archivist, again represented the Welsh archive services at a forum drawn from heritage organisations including the National Museum, CADW, the Welsh Museums Federation and the National Library of Wales. The aim of the forum is to develop a co-ordinated offer from the culture and heritage sector for schools participating in the SCC programme.

The Senior Archivist met Sandra Elson, History Subject Expert at the Welsh Assembly Government, to discuss the grants for First World War commemoration activities allocated by WAG to secondary schools. WAG will encourage the schools to use this funding in projects which include work with Glamorgan Archives.

Fewer schools visited this quarter which includes the Christmas period. Two Year 6 classes from Ysgol Gymraeg Coed y Gof in Fairwater, Cardiff, studying the Second World War spent half their day at the Archives, and another on a teacher-led walking tour of Canton looking at remaining evidence of the War.

Also welcomed were Fitzalan High School Archaeology Club, currently investigating the First World War, and Year 10 pupils from Barry Comprehensive. Their entry to the Welsh Heritage Schools Initiative awards

is on the theme of witchcraft and wizardry. On their visit they saw documents and published material about William Jenkin, the wizard of Cadoxton and were given a tour of the Archives.

Following the successful Kids in Museums Taking Over Day, the Senior Archivist has provided advice to colleagues at Huddersfield University Archives and Dudley Archives who are considering taking part in the initiative this year.

#### *Events programme*

The Welsh Government exhibition on Taxation in Wales, which opened at the Archives in November, was extended until the end of the WAG consultation period on proposals for devolved taxation proposals, finishing on 15 December.

February is Lesbian Gay Bisexual and Transgender (LGBT) History Month, and to mark the occasion LGBT historian Norena Shopland gave a talk entitled 'Putting the LGBT Back Into History' at the Archives. A display of relevant documents from the Collection accompanied the talk, which was well attended and drew considerable attention on social media and within the press and television media.

## **2. External events**

### *Contribute to heritage events programmes across our local authorities*

Staff attended the launch event for the Art Shell Cardiff Waterways project, held at the Cardiff Story museum. The project researches Cardiff's changing waterscape, and participants have already visited the searchroom to consult relevant records, including several maps and plans. The launch event was very well-attended and several new contacts were made.

The Glamorgan Archivist represented the Office at the Cardiff Story's LGBT History Month event celebrating 30 years of Pride in Cardiff.

### *Identify and respond to major anniversaries and celebrations*

A project officer has been appointed to the Cardiff Remembers First World War centenary project. The Senior Archivist was involved in the recruitment process.

The Senior Archivist continues to work with members of Rhondda Remembers on commemorative events planned for the summer. This quarter she attended discussions held with officers and members from Rhondda Cynon Taff County Borough Council.

## **3. Remote access**

### *Monitor service and implement improvements*

The majority of enquiries received remotely continue to be responded to within the 10 working day target. Feedback received this quarter includes the comment, 'Thank you so much, I am absolutely thrilled to get this information. Keep up the good work'. The quantity of enquiries received seems to be reducing. Minor changes to how post is recorded will be a factor as will the



move into administration of the Senior Records Officer whose previous experience enables more informed response to telephone enquiries, as will the development of information, including the catalogue, provided on-line.

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

An application for funding has been submitted on behalf of ARCW for an archivist post to progress plans for adding on-line catalogues from Welsh archives to the Archives Hub. The Hub currently serves higher education in the main. The proposal is an extension of the Archives Network Wales catalogue, currently held on the Archives Wales website. The post would be hosted by and based at Glamorgan.

*Publicise service*

The success of Rhian Phillips, Senior Archivist, in promoting and publicising the Archives and its services has been acknowledged with the Marketer of the Year award for archives in Wales. Rhian will receive her award from the Deputy Minister when he visits in March.

Glamorgan Archives' 2014 Christmas card was taken from the Arthur McTaggart Short collection (DMCT) and reproduced a card sent in 1920.

Collaboration with Media Wales on First World War centenary commemorations continues. This quarter, articles have been published in the South Wales Echo and on Wales Online concerning Christmas at the Front, patients suffering the effects of War at the Glamorgan Asylum, the matron of the Prince of Wales Hospital in Cardiff, school log books, conjuror Charles Oswald, and the Roath Road Roamer church magazine.

Press coverage was also received online and in print, through various media outlets, for the award of Archives Accreditation to the service, the receipt of grant funding from the National Manuscripts Conservation Trust (NMCT) for the Of Mouse and Manors project, and LGBT History Month.

A film crew from the BBC's Welsh language nightly news programme Newyddion visited to record a piece on the NMCT project. They interviewed the Senior Archivist whilst viewing the maps in the Studio, and also filmed a short section in the searchroom. Newyddion returned for a piece on LGBT History Month, following up an informal discussion at their previous visit. The Senior Archivist was interviewed with relevant documents from the Collection. Norena Shopland and Berwyn Rowlands, Director of the Iris Prize Festival and former Chief Executive of Sgrin Cymru, were also interviewed.

LGBT History Month was also featured on Made in Cardiff. Documents from the Collection were filmed and Norena Shopland interviewed.

An item for BBC's The One Show was filmed in the searchroom during January. Regular researcher Cat Whiteaway recorded a piece revealing how she had undertaken research to reunite long lost relatives.

A Cardiff University journalism student interviewed a member of staff about the Miners' Strike of 1984/5. She was particularly interested in the work of the women's support groups.

The December edition of the Glamorgan Family History Society Journal featured an article on the autograph book of Sister Emily Connell, who was based at the 3rd Western General Hospital in Howard Gardens during the First World War. The article was written by volunteer Tony Peters.

Document of the Month features on the website have been Christmas lists from the papers of Sybil Rolley of Fairwater (D790), showing family purchases over the festive period from 1951 to 1965, and sketchbooks and drawings of Mary Traynor, a Cardiff based artist of buildings under threat of demolition. The February Document of the Month was an update on the photographs from the Turner collection about which an appeal for information had been publicised in October last year. The response was immediate and considerable! With so many suggestions a general round up was more appropriate. The feature was once again published in Media Wales outlets with thanks to the public for their contributions.

Social media continues to thrive. February saw the 2000 mark passed with Twitter followers while Facebook has 457 likes. Themes this quarter have included accessions received during 2014, the 75th anniversary of the introduction of rationing in 1940, the Women's Institutes' centenary year and Student Volunteering Week.

The First World War centenary continues to be commemorated through blog posts, the majority of which are now contributed by volunteers.

## **SUMMARY**

The many successes of the quarter have been overshadowed by budget discussions and the realignment of resources necessary to meet increased costs without increased expenditure. Individual staff members have seen their contributions rewarded and teams continue to meet targets.

## **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 position and will be met from within the revenue budget, supplemented by the earmarked reserve and, where necessary, the General Reserve.

**Susan Edwards  
Glamorgan Archivist  
2 March 2015**

**Local Government Act 1972**

**As amended by the**

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

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item** : WORK OF THE ARCHIVES  
1 September– 30 November 2014

**Background Papers**

CALM database.

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

## Appendix I

<b>City United Reformed Church, Cardiff, Records</b>			
<b>Accession No:</b>	2014/224, 2015/16, 2015/47	<b>Reference No:</b>	D957/1/29-31
'City Link' church magazines Date of records: Dec 2014-Mar 2015			

<b>Caerphilly County Borough Council Records</b>			
<b>Accession No:</b>	2014/225	<b>Reference No:</b>	CCA/C/RE/19
Registers of Electors, 2014-2015 Date of records: 2014			

<b>Edwards, Harrap, Ward, Llewellyn, Geldard, Griffiths and Walker Family Papers</b>			
<b>Accession No:</b>	2014/226	<b>Reference No:</b>	D407/2-3, 5
Additions to C E and A M Edwards (née Llewellyn). Personal papers; C E Edwards professional papers; M L Edwards Professional papers Date of records: 19th-20th century			

<b>Flat Holm Society Records</b>			
<b>Accession No:</b>	2014/227	<b>Reference No:</b>	D1200
Society minutes, correspondence and photographs Date of records: 20th century			

<b>Cardiff Naturalists Society Records</b>			
<b>Accession No:</b>	2014/228	<b>Reference No:</b>	DCNS
Correspondence, papers and newscuttings relating to opposition to the Taff Barrage and later the Cardiff Bay Barrage. Date of records: 1985-1993			

<b>The United Reformed Church National Synod of Wales Records</b>			
<b>Accession No:</b>	2014/229	<b>Reference No:</b>	D782/U/5
Financial records, property records, architects' drawings. Papers relating to Mount Zion Congregational Chapel, Troedyrhiw, Merthyr Tydfil; Windsor Road, United Reformed Church, Barry; Ebenezer and Bethesda Churches, Llantwit Major; English Congregational Church, Pontypridd; Penuel Congregational Church, Ynishir; Wesley Methodist Church, Porthcawl; St Helens Memorial English Congregational Church, Swansea; mortgage of freehold of Greenmeadow Farm, near Pontypridd; Congregational Church, Ely; Bethania Congregational Church, Merthyr Cynog; Cardiff and District Congregational Board (Incorporated) balance sheet; Wood Street Congregational Church, centenary booklet; Trebanog English Congregational Church; Bethel United Reformed Church, Llanishen; Saintwell United Reformed Church, Ely; Windsor Place Presbyterian Church, Cardiff; South Wales English Congregational Union; South Wales Congregational Trust; English Congregational Church, Pontycymmer; Induction Service of Revd John Lloyd Humphreys Date of records: 19th-20th century			

<b>Thane Family of Cardiff Papers</b>			
<b>Accession No:</b>	2014/230	<b>Reference No:</b>	D1205
Photograph album and photographs relating to the Thane family of Cardiff, including photographs of the garage and shop, P Thane Ltd, later M J Thane Ltd, Caerphilly Road, Cardiff Date of records: 20th century			

<b>Cardiff Borough Surveyor and Planning Records</b>			
<b>Accession No:</b>	2014/231	<b>Reference No:</b>	BC/S
City of Cardiff. Town and Country Planning Act 1947 Development Plan. Written Analysis and report of the survey Date of records: Feb 1953			

<b>Hobbs Family of Cardiff Papers</b>			
<b>Accession No:</b>	2014/232	<b>Reference No:</b>	D1207
Papers and photographs of Arthur Cornelius Hobbs relating to his service in the First World War, including details of rations, diet, equipment; papers of Marion R Leaves (granddaughter of Arthur Hobbs). Date of records: 1916-1961			

<b>Hamadryad Seamen's Hospital, Cardiff, Records</b>			
<b>Accession No:</b>	2014/233	<b>Reference No:</b>	D1204
Patients deposits book, 1903-1952 Date of records: 1903-1952			

<b>Cardiff Borough Records</b>			
<b>Accession No:</b>	2014/234	<b>Reference No:</b>	D1206
Conveyance, Duke Street, 1882; Licensing Offences, 1908; Annual Report of Chief Inspector Weights and Measures, 1909; Instructions re Closing Orders Nora Street, 1911; Correspondence, 1911; Notice of Annual Licensing Meeting, 1912; Reports of the Public Analyst, 1912; Yearbook of Alderman William Williams, 1929; Cardiff Police Court depositions, 1904-1911; Roath Local Board of Health, Report, 1872 Date of records: 1872-1929			

<b>Michael Statham of Cardiff, Collection</b>			
<b>Accession No:</b>	2014/235	<b>Reference No:</b>	D1056/2
Plans of Ogof y Ci cave, near Vaynor. Date of records: 1971-1972			

<b>The Estate of Captain William Williams of Pontypridd, Records</b>			
<b>Accession No:</b>	2014/236	<b>Reference No:</b>	D1201
Copy letter books, 1904-1920 Date of records: 1904-1920			

<b>Rhondda Cynon Taf County Borough Council Records</b>			
<b>Accession No:</b>	2014/237	<b>Reference No:</b>	CRCT/C/1/185-193
Council and Committee meeting papers Date of records: 2013			

<b>Cardiff County Council Records</b>			
<b>Accession No:</b>	2014/238	<b>Reference No:</b>	CC/C
Council and Committee meeting papers Date of records: 2014			

<b>Lansdowne Primary School, Cardiff, Records</b>			
<b>Accession No:</b>	2014/240	<b>Reference No:</b>	EC15
Log books, Infants, 1898-1925, Boys, 1898-1949; punishment books, Infants, 1898-1952, Juniors, 1966-1970; student note books, 1907-1908 Date of records: 1898-1970			

<b>Clive Stanley-Williams, of Aberdare, Photographic Collection</b>			
<b>Accession No:</b>	2014/241	<b>Reference No:</b>	D996/8
Photographs showing the development of the Ynys fields area of Aberdare [digital versions only]. Date of records: 2014			

<b>Empire Games, Cardiff, Wine Tariff</b>			
<b>Accession No:</b>	2014/242	<b>Reference No:</b>	D1202
A wine list produced by the British Transport Catering Services in connection with the Empire Games held in Cardiff 18-26 July 1958 Date of records: Jul 1958			

<b>Llancarfan Society Records</b>			
<b>Accession No:</b>	2014/243	<b>Reference No:</b>	DLNS
Newsletter 160 Date of records: Dec 2014			

<b>Western Co-operative Convalescent Fund Records</b>			
<b>Accession No:</b>	2014/244	<b>Reference No:</b>	D1203
Signed minutes book, 1941-1948; Seabank Hotel menu card, 1982 Date of records: 1941-1982			

<b>Women's Archive of Wales/Archif Menywod Cymru Records</b>			
<b>Accession No:</b>	2015/1	<b>Reference No:</b>	DWAW/8/8
Newsletter Date of records: Dec 2014			

<b>Wellings Family of Pontlottyn Photographic Collection</b>			
<b>Accession No:</b>	2015/2	<b>Reference No:</b>	D337
Photographs of Pontlottyn comprising a printed booklet including original images with captions and disk with text; photographic negatives, c1955; slides of images pre 1958; photographic negatives of Aberbargoed; Wellings Family photographs and papers, 20th century			
Date of records: 19th-20th century			

<b>Stephenson and Alexander Estate Agents Records</b>			
<b>Accession No:</b>	2015/3	<b>Reference No:</b>	DSA
Client files and other records			
Date of records: 19th-20th century			

<b>Charity Commission Records</b>			
<b>Accession No:</b>	2015/4	<b>Reference No:</b>	D818
English Baptist Chapel, Maesteg, declaration of trust, 1863; Bethania Chapel House, lease of property, trust deed, conveyance, 1892-1922; 26-27 The Parade, Cardiff, declaration of trust, 1921; Ferndale, Pithead Baths Scheme, trust deed, 1945			
Date of records: 1863-1945			

<b>Penarth and Llandough Parish Records</b>			
<b>Accession No:</b>	2015/5	<b>Reference No:</b>	P46CW
The Link Parish Magazines 2014, Weekly Bulletin 2014, photographs of church 20th century			
Date of records: 2014			

<b>Garw Valley Community Council Records</b>			
<b>Accession No:</b>	2015/6	<b>Reference No:</b>	P248



Minutes 2003 - 2011 (2004 - 2005 not deposited), records of the regional development plan projects including the Llynfi Environmental Action Forum (LEAF) 2007 - 2011, records of footpaths and rights of way 2008 - 2011, annual financial statements 1992 - 2005, annual returns 2001 - 2010 and account books 1995 - 2008.

Date of records: 1990-2014

#### **Women's Archive of Wales/Archif Menywod Cymru: Frances E Francis nee Fish Collection**

<b>Accession No:</b>	2015/7	<b>Reference No:</b>	DWAW55
----------------------	--------	----------------------	--------

School report, 1960; pay packets and pay slips, 1960-1967; staff sales order from J R Freeman & Son Ltd, 1960s

Date of records: 1960s

#### **Cardiff Labour Party Records**

<b>Accession No:</b>	2015/8	<b>Reference No:</b>	DLPCW
----------------------	--------	----------------------	-------

Cardiff West Constituency Labour Party Records 1988-2007, Canton Branch Labour Party Records 1983-1997 and 1999-2004,

Date of records: 1988-2007

#### **Bridgend Magistrates Court Records**

<b>Accession No:</b>	2015/9	<b>Reference No:</b>	PSNEW
----------------------	--------	----------------------	-------

Register of Clubs, 1962-2003; Register of Bookmakers Permits and Betting Office Licences, 1967-1997; Register of Premises Licensed under the Gaming Act, 1968, 1981-1987; Register of Grants of Occasional Permission, 1983-2001; Register of Licenses, 1962-2005

Date of records: 1962-2005

#### **Miskin Regeneration Trust Records**

<b>Accession No:</b>	2015/10	<b>Reference No:</b>	D1034
----------------------	---------	----------------------	-------

Payments book, final record (on CD), letters of thanks from Miskin Primary

School

Date of records: Feb 2000-May 2014

### **D L Davies of Aberdare Papers**

<b>Accession No:</b>	2015/11	<b>Reference No:</b>	D1208
----------------------	---------	----------------------	-------

Research notes and records relating to nonconformity, society and politics in Aberdare and Merthyr Tydfil and papers relating to the Mormon church in Wales

Date of records: c1850s-2010

### **Vale of Glamorgan Constituency Labour Party Records**

<b>Accession No:</b>	2015/12	<b>Reference No:</b>	D1210
----------------------	---------	----------------------	-------

Minutes of general management and executive committees, selection papers, correspondence

Date of records: 1970s-2000s

### **Women's Archive of Wales/Archif Menywod Cymru Records: Records of projects on the history of the Women's Liberation Movement**

<b>Accession No:</b>	2015/13	<b>Reference No:</b>	DWAW56
----------------------	---------	----------------------	--------

Records of South Wales Feminist History and Archive Project (University of Glamorgan); WLM Project in UK (Women's Library/London Metropolitan University); Sisterhood and After: an oral history of the WLM (British Library/Women's Library/University of Sussex)

Date of records: 1996-2012

### **J Jane James Collection**

<b>Accession No:</b>	2015/14	<b>Reference No:</b>	D1209
----------------------	---------	----------------------	-------

Receipt from Evans and Short, Printers, Publishers, Bookbinders and General Stationers, Tonypany. Receipt from George Oliver Footwear Ltd [Cardiff branch]

Date of records: 1871 - 20th century

<b>Glamorgan Federation of Women's Institutes Records</b>			
<b>Accession No:</b>	2015/15	<b>Reference No:</b>	DXNO
Minutes, reports, scrapbooks of individual branches			
Date of records: 20th century			

<b>Llandow Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2015/17	<b>Reference No:</b>	P93CW
Minutes of vestry meetings, 1917-1927; statement of accounts, 1934-1951; postcard of the Chapel at Ty Teilo, Llandow, 1990s			
Date of records: 20th century			

<b>Gwaelod-y-Garth Women's Institute Records</b>			
<b>Accession No:</b>	2015/18	<b>Reference No:</b>	DXNO49
Minutes of Gwaelod-y-Garth Women's Institute and Committee			
Date of records: 1950-2012			

<b>Cowbridge Amateur Dramatic Society Records</b>			
<b>Accession No:</b>	2015/19, 30	<b>Reference No:</b>	D1211
Society programmes, posters, newsletters, newscuttings, stage designs and photographs			
Date of records: 20 <sup>th</sup> century			

<b>Llanedeyrn High School Records</b>			
<b>Accession No:</b>	2015/20	<b>Reference No:</b>	D1099
Photographs of staff, pupils and school activities; framed certificates; papers relating to awards ceremonies; open day programmes and other printed material.			
Date of records: 20 <sup>th</sup> century			

<b>Glamorgan County Council Records: Social Services Department</b>			
<b>Accession No:</b>	2015/21	<b>Reference No:</b>	GD/S
Adoption files			
Date of records: c1950s-1970s			

<b>Gwyneth Richards of Caerphilly Papers</b>			
<b>Accession No:</b>	2015/22	<b>Reference No:</b>	D878
Barry Training College essays;photographs; 'A history of the sailing barque Melbourne'			
Date of records: 1924-1978			

<b>Mrs Muriel Bettina (Betty) Davies of Cardiff Papers</b>			
<b>Accession No:</b>	2015/24	<b>Reference No:</b>	D1215
Papers relating to Mrs Davies' time at Cardiff High School and Cardiff High School Old Girls' Association papers.			
Date of records: 1930s-2000s			

<b>Gilgal Baptist Church, Porthcawl, Records</b>			
<b>Accession No:</b>	2015/25	<b>Reference No:</b>	D626
Church magazines			
Date of records: 1993-2004			

<b>Barry Constituency Labour Party Records</b>			
<b>Accession No:</b>	2015/26	<b>Reference No:</b>	D1212
Minute book, correspondence, notes on prominent members			
Date of records: 1977-1983			

<b>Rowland Pittard Railway Collection</b>			
---	--	--	--

<b>Accession No:</b>	2015/27	<b>Reference No:</b>	D1221
Records of the Taff Vale Railway [1880-1900], Barry Railway [1880-1950] and Brecon and Merthyr Railway [1880-1900]. Correspondence of the Tondu locomotive shed master 1956			
Date of records: 1880-1965			

<b>John James of Pontypridd Plaid Cymru Papers</b>			
<b>Accession No:</b>	2015/28	<b>Reference No:</b>	D1213
Plaid Cymru papers – John James (Pontypridd area), branch Treasurer			
Date of records: 1973-1977			

<b>Mrs Anne Mahoney Theatre Programmes Collection</b>			
<b>Accession No:</b>	2015/29	<b>Reference No:</b>	D1222
Programmes for local amateur dramatic productions, including Cardiff Municipal Operatic Society, Splott and District Operatic Society and Llandaff Musical Society			
Date of records: 1983-2001			

<b>English Congregational Church, Ogmore Vale, Records</b>			
<b>Accession No:</b>	2015/31	<b>Reference No:</b>	D1214
Deeds			
Date of records: 1896-1966			

<b>Llantwit Major Parish Records</b>			
<b>Accession No:</b>	2015/32	<b>Reference No:</b>	P21CW
Banns registers, 1989-2003, service register, 2002-2009, Church council minutes, 1984-1997, PCC minutes, 1983-1994, annual reports, 1979-1992, file relating to West Church development scheme, 1988-1993			
Date of records: 1979-2009			

**Ann Botham, Glamorgan, Papers**

<b>Accession No:</b>	2015/33	<b>Reference No:</b>	D1216
----------------------	---------	----------------------	-------

Letter from Ann Botham to the Camarthenshire and Glamorgan Friends meeting

Date of records: 1799

**Cousins, Botsford and Leonard, Solicitors, Records**

<b>Accession No:</b>	2015/34	<b>Reference No:</b>	D1224
----------------------	---------	----------------------	-------

Ledgers and cash journals, personal papers of Sir Harry Cousins, 3 packets of deeds, papers relating to properties in Adam Street, Cardiff

Date of records: c1895-1940s

**Cardiff Archaeological Society Records**

<b>Accession No:</b>	2015/35	<b>Reference No:</b>	D717
----------------------	---------	----------------------	------

Committee meeting minutes, 1967-1964, report on ringwork at Llantrithyd, 1977

Date of records: 1967-1977

**Porth United Reformed Church Records**

<b>Accession No:</b>	2015/36	<b>Reference No:</b>	D1220
----------------------	---------	----------------------	-------

Duplicate marriage registers

Date of records: 1963-2013

**Noddfa Welsh Baptist Chapel, Ynysybwl, Records**

<b>Accession No:</b>	2015/37	<b>Reference No:</b>	D1219
----------------------	---------	----------------------	-------

Duplicate marriage registers

Date of records: 1931-2003

<b>Mountain Ash Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2015/38	<b>Reference No:</b>	P195CW
Duplicate marriage registers for St Illtyd's Church, Cefnpenner			
Date of records: 1986-2013			

<b>Peniel Congregational Chapel, Llanharry, Records</b>			
<b>Accession No:</b>	2015/39	<b>Reference No:</b>	D1218
Duplicate marriage registers			
Date of records: 1938-1988			

<b>Kingdom Hall, Aberdare, Records</b>			
<b>Accession No:</b>	2015/40	<b>Reference No:</b>	D1217
Duplicate marriage registers			
Date of records: 1982-2013			

<b>Cardiff City Council Records</b>			
<b>Accession No:</b>	2015/41	<b>Reference No:</b>	CC
Papers of Trevor Gough, head of Culture, Leisure and Parks			
Date of records: 2002-2009			

<b>Llantrisant and District Local History Society Records</b>			
<b>Accession No:</b>	2015/42	<b>Reference No:</b>	D134
Meisgyn and Glynrhondda Local History Research, Volume VIII no 2			
Date of records: 2 Jul 2014			

<b>Miskin Lower Petty Sessional Division Records/Pontypridd Magistrate's Court Records</b>			
<b>Accession No:</b>	2015/44, 46	<b>Reference No:</b>	PSMLO

Court registers

Date of records: 1960s-1980s

### Circle Cinemas Records

<b>Accession No:</b>	2015/45	<b>Reference No:</b>	D1183
----------------------	---------	----------------------	-------

Title deeds and documents relating to the Theatre Royal, Barry

Date of records: 1910-1985

### Eglwysbrewis Ecclesiastical Parish Records

<b>Accession No:</b>	2015/48	<b>Reference No:</b>	P9CW
----------------------	---------	----------------------	------

Baptism register, 1813-1990; marriage register, 1781-1808, burial register, 1814-2000

Date of records: 1781-2000

### Glamorgan Deeds Collection

<b>Accession No:</b>	2015/49	<b>Reference No:</b>	D1223
----------------------	---------	----------------------	-------

Collection of deeds relating to properties and individuals in Glamorgan

Date of records: 1852-1918

### Howell's School, Llandaff, Records

<b>Accession No:</b>	2015/50	<b>Reference No:</b>	D131
----------------------	---------	----------------------	------

Hywelian guild magazine, 2015

Date of records: 2015

### St Athan Ecclesiastical Parish Records

<b>Accession No:</b>	2015/51	<b>Reference No:</b>	P7CW
----------------------	---------	----------------------	------

Register of services, 1951-1966; register of burials, 1940-2014

Date of records: 1940-2014



<b>Wick Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2015/52	<b>Reference No:</b>	P102CW
Register of services, 1982-2001, confirmation register for Marcross with Monknash and Wick, 1962-1989			
Date of records: 1962-2001			

### **Accrual rate**

<b>Quarter</b>	<b>Number of accessions</b>	<b>Accessions in cubic metres (approx)</b>	<b>Number of standard shelves (approx)</b>
March-May 2014	67	5.156	43
June-August 2014	55	2.684	22
September-November 2014	52	4.431	37
November 2014-February 2015	70	9.122	76
<b>Totals</b>	<b>244</b>	<b>21.393</b>	<b>178</b>
<b>Comparison with 2013/14</b>	290	34.827	289

### **Notable accessions**

#### **Hobbs Family of Cardiff Papers (D1207)**

The papers of Arthur Cornelius Hobbs which cover his career in the First World War have been donated, adding to the collection of wartime material during this centenary period. Arthur Hobbs was born in Devon, but spent much of his life in Cardiff. He joined the army in 1916 and was twice mentioned in despatches. The records include details of his army service as well as items which show daily life for serving soldiers, including details of rations, diet and equipment.

#### **Glamorgan Federation of Women's Institutes, Records (DXNO)**

A large collection of records from various branches of the Women's Institute in the Glamorgan Federation area have been deposited. The records include minutes, accounts and scrapbooks of branches, including Lisvane, Radyr and Morganstown, Llanharry, Pendoylan, St Athan, St Fagans and Garth, as well as material from the Glamorgan Federation itself. Also received was a separate deposit of records direct from Gwaelod-y-Garth Women's Institute, including minute books from its establishment in 1950 (DXNO49). The deposits are timely as the Women's Institute is celebrating its centenary in 2015 and there is great focus on the history of the organisation.

#### **Stephenson & Alexander, Auctioneers and Chartered Surveyors, Records (DSA)**

Stephenson and Alexander, the long established firm of auctioneers and chartered surveyors, ceased trading at the end of 2014 prompting the deposit of over a hundred boxes of records, including client files, to add to the already comprehensive collection of material held for the business.

**The Estate of Captain William Williams of Pontypridd, Records (D1201)**

A collection of four letter books detailing the financial interests of the Estate of Captain Williams was deposited by Pontypridd Library. Captain William Williams, Justice of the Peace, was born in Pontypridd 1833. He was a brewer and local landowner with extensive property interests. He lived with his wife Laura Ann Williams at Danygraig House, Taff Street, Pontypridd. Two years after his death in 1904 Danygraig House was sold by his Estate to the Young Men's Christian Association (YMCA). The letter books were compiled shortly after Captain Williams' death with the bulk of the correspondence written by Joseph Sprague, a Pontypridd solicitor and accountant. The letters cover an unbroken span of sixteen years and provide a valuable insight into local affairs.

**Western Co-operative Convalescent Fund Records (D1203)**

Records of the Fund were donated by the son of the former Secretary. The aim of the Fund was to restore to health co-operative employees and their families to enable them to continue working by providing accommodation in approved convalescent homes. Many successful applicants to the Fund convalesced at the Rest, Porthcawl. The donation includes minutes of meetings held in Cardiff during the 1940s and detail applications to the Fund, many of which were made during the Second World War.

**Cowbridge Amateur Dramatic Society Records (D1211)**

Cowbridge Amateur Dramatic Society was formed in 1947 and has produced numerous performances since. It aims to put on three main productions a year from a variety of genres including comedy, farce and classic plays. The records received include programmes and photographs of a majority of the productions as well as administrative records.

## Appendix II

	<b>Number of Visits TOTAL (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
Dec 13 - Feb 2014	1680	(771)	47	2345
Mar - May 2014	1646	(946 )	43	2998
June - Aug 2014	2188	(1250)	55	3247
Sep – Nov 2014	2693	(1618)	75	2849
Dec 2014 – Feb 2015	1898	(1143)	60	2345

	<b>Remote Enquiries</b>	<b>Website Hits</b>
Dec 13 - Feb 2014	1261	11019
Mar - May 2014	1380	11101
June - Aug 2014	1262	11272
Sep – Nov 2014	1065	12376
Dec 2014 – Feb 2015	789	10206

### Interesting Enquiries

Several academics have visited the searchroom again this quarter. Students have used sources ranging from maps and plans, local authority minutes and reports, commercial and estate papers, and poor law union records to research dissertations on themes as diverse as the social change brought by the railways in Barry, the development of Penarth Docks from 1880s to the present, Hendrefoilan House in Swansea, and early 20<sup>th</sup> century care of the poor in Wales.

Police records have been used to research the anti-apartheid protests during the South African rugby tour of Britain in 1969/70 and mid-20th century arrests and prosecutions for homosexuality in Wales.

They, together with records of Cardiff Prison and the Glamorgan Asylum, have been used by an author researching Swansea's female prisoners during the 19<sup>th</sup> century.

Another author was directed to the minutes of Pontypridd Urban District Council for information on the history of transport in the town.

An artist undertaking research on Ely Hospital was provided with access to the hospital records and items within local authority collections. This formed part of his work with a former resident of Ely Hospital to produce a graphic novel based on their life.

A researcher from the British Deaf History Society exploring the history and development of Whitchurch Nursery School for the Deaf was provided with relevant information from the records of Glamorgan County Council Education Department.

Family history remains a popular research subject. One family historian wrote seeking information on her grandfather's arrest for the theft of whisky during the First World War. She was provided with a copy of his entry from the Cardiff Constabulary fingerprint and photographic registers.

A former evacuee to the Cynon Valley area during the Second World War was directed to school records for the area during the period as part of his search for the family who hosted him.

Made in Cardiff TV were provided with information on two specific areas of interest: folk band The Hennesseys and the flooding of Canton in 1979. They hope to make further use of the Archives for future items.

An artist working on an installation in Donetsk who had visited to use and copy photographs from the Hughesovka Research Archive requested permission for a colleague in Lvov to use the material in a further exhibition on the Donbass.

### Appendix III

<b><i>Local and Family History Groups</i></b>	
Ask the Experts! family history sessions	15
Public tours (Jan, Feb)	5
Grangetown Local History Society x2	38
Vale of Glamorgan Family History Class	17
Vale Ambassadors	9
<b><i>Professional Organisations</i></b>	
Glamorgan Archives Joint Committee x 2	30
Women's Archive Wales	10
CLOCH Steering Group x3	13
Cynefin Training	11
CyMAL: Breaking the Mould	17
<b><i>Events</i></b>	
Putting LGBT Back Into History	15
<b><i>Filming</i></b>	
BBC Newyddion x2	6
BBC The One Show	2
Made in Cardiff	2
<b><i>Education</i></b>	
Ysgol Gymraeg Coed y Gof x2	46
Fitzalan High School Archaeology Club	10
Barry Comprehensive	14
<b><i>Individuals Meeting Staff</i></b>	<b>63</b>
<b>Tours for prospective volunteers</b>	<b>13</b>
<b><i>Room Hire</i></b>	
Cardiff Council Training/Workshop x 42	789
Diverse Cymru Training/Workshop x 2	18

## Appendix IV

<b>Cleaning and Packaging</b>		
Paper and parchment	6 boxes containing 306 Crew Agreements. 38 double standard boxes of other material.	Cleaned and repackaged
Photographs	2 standard boxes.	Encapsulated
D561	British Steel Records. 335 folders.	Cleaned and repackaged
M/D/C/10/107-133	Mid Rhondda Access Scheme. 27 files.	Cleaned and repackaged
D31	Cardiff, Barry and Penarth Docks Plans. 86 plans.	Encapsulated.
D1093	Mary Traynor of Cardiff Collection. 36 drawings.	Encapsulated.
149 bespoke boxes made		
<b>Relocated and Barcoded</b>		
1232 Items relocated and barcoded		
<b>Bench work</b>		
D452/1-9	Theatre Royal, Cardiff. 57 playbills.	Repaired and backed if required.
DBJ/Box 48	Blandy-Jenkins of Llanharan Estate. 1 document.	Washed, alkalisied and repaired.
DNCB/79	National Coal Board. Photographic negatives. 65 boxes.	Vacuum packed and frozen.
DMW	Mathew Family Collection. 9 documents and maps.	Washed, alkalisied and repaired.
D155/20	Ackland-Allen and Giles Family Papers. 1 album.	Loose pages reattached onto cloth guards, loose photographs encapsulated into archival polyester.

DX744/1	Autograph book of Emily Connell. 1 volume.	Pages repaired and volume rebound
DAB/26/16-27-21	Solomon Andrews and Son Records. 1 bundle of letters.	Cleaned and tears repaired
D19/41, 42	Bruce Family of Monkash. Correspondence Aug 1914 – April 1915. 1 bundle.	Cleaned and tears repaired
DCR/F/76	Letters from Mervyn Crawshay to his parents. 2 bundles.	Cleaned and tears repaired
DCR/F/75	Letters to Owen Crawshay during World War I. 1 bundle.	Cleaned and tears repaired
DX666	Tilley Family of Cowbridge Papers. 1 box.	Cleaned, repackaged and repaired
D501	Dwyer Family Of Victoria, Australia, Papers. 1 album.	Post-it notes removed, photographs put into archival polyester and re-mounted in album.
<b>External Work</b>		
Record Office	240 crates unpacked	Shelved
Private Individual	1 volume	Faded cloth re-coloured
Private Individual	1 volume	Text block reattached into case.

This page is intentionally left blank



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

**COMMITTEE**

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
13 March 2015**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

PART 1	AGENDA ITEM NO
<b>Annual Plan 2014-2015</b>	

**1. PURPOSE OF REPORT**

This report updates members on the achievement of targets set out in the Annual Plan for 2014-2015.

**2. BACKGROUND**

Progress towards targets in the annual plan is reported to each meeting of the Joint Committee. This is an end of year report on success in achieving planned targets.

**3. PROGRESS AT 28 FEBRUARY 2015**

Progress has been made in all key objectives. All posts in detriment following the job evaluation exercise have been upgraded on appeal with one exception. That post has been deleted. Staff reductions necessary to meet increased budget demands from business rates have been agreed and voluntary severance applications approved. Income generation has increased and is planned to complement service delivery. An agreement has been reached with Cardiff Council's Facilities Management that Glamorgan Archives is not subject to their service arrangements. Access targets have been met successfully and new approaches to publicity continue to develop. All staff contribute appropriately to their targets.

**4. 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.

## **5. FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report. The activities identified in the report have been funded from within the approved 2014-15 revenue budget, supplemented where necessary by the General Reserve with an earmarked reserve used to divide the ground floor public room.

## **6. SUMMARY**

The plan is an essential tool in identifying and redeploying available resources while continuing to prioritise targets under each area of the service. As in previous years, targets have tended to fail through circumstances outside internal control as staff contribute to regular monitoring of the plan and are aware of and have agreed their targets.

## **7. RECOMMENDATION**

Members are asked to note the progress made towards key objectives in the plan.

**Susan Edwards  
Glamorgan Archivist  
2 March 2015**



## **GLAMORGAN ARCHIVES**

**Serving the authorities of Bridgend, Caerphilly, Cardiff, Merthyr Tydfil,  
Rhondda Cynon Taff and the Vale of Glamorgan**

### **Statement of Purpose**

Glamorgan Archives collects preserves and makes accessible documents relating to the geographical area it serves, as detailed in its collecting policy, and maintains the corporate memory of its constituent authorities.

### **Aims**

- A. To ensure effective management of resources**
- B. To enhance the Collection**
- C. To promote access to the Collection**

### **Key Objectives 2010-2015**

The annual plan for the next four years will consolidate and further develop levels of service, evaluate current standards and procedures and determine and implement necessary improvements, and ensure that all members of staff and volunteers are fully competent to contribute to a successful outcome.

## Annual Plan March 2014 – February 2015

Objective	Remarks
<b>A. Resources</b>	<b>SE</b>
<b>A1. Staff establishment</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Maintain appropriate levels of staff</li> <li>ii. Review establishment</li> <li>iii. Develop skill sharing programme</li> </ul>	<p>Appointments have been made to Relief Records Assistant posts established to replace Cardiff Works staff for out of hours opening and grant funded projects; a vacated post has been filled internally.</p> <p>Posts in detriment have been reviewed and upgraded or deleted. Posts have been deleted to contribute to required budget saving.</p> <p>Take up has increased and developed. Staff have added to their qualifications for delivering the programme.</p>
<b>A2. Staff development</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Ensure all staff access appropriate CPD</li> <li>ii. Continue training in building systems and procedures</li> <li>iii. Maintain training in CCC systems and procedures</li> <li>iv. Maintain commitment to good health and safety practices</li> </ul>	<p>PDRs and identified training have been completed; appropriate training on building and CCC systems maintained. Staff are trained in H &amp; S issues; building defects regularly checked; risk assessments undertaken.</p>

<b>A3. Budget</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Manage to best advantage</li> <li>ii. Maximise benefit from income opportunities</li> <li>iii. Promote partnerships</li> </ul>	<p>Increase in nndr has adversely impacted the budget which will be overspent this year. Income generation opportunities are being actively explored. Partnerships are improving service delivery with minimum demand on resources.</p>
<b>A4. Building and systems</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Maintain and develop building and systems</li> <li>ii. Review electronic filing system</li> <li>iii. Apply for archive accreditation</li> </ul>	<p>Targets partly met although not completed and will be continued in the next plan. Maintenance contracts have been reviewed and renewed. Archive accreditation has been achieved.</p>

<b>B. The Collection</b>	<b>CAH</b>
<b>B1. Conservation</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Finalise policies, strategies and procedures</li> <li>ii. Manage environment of repositories and storage issues</li> <li>iii. Implement conservation and preservation plans</li> </ul>	<p>Policies and procedures have been approved by GAJC and plans implemented. Repositories control has been delayed by contracting issues, now largely resolved. This task will be continued in future plans.</p>
<b>B2. Cataloguing</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Continue to review current policies, strategies and procedures</li> <li>ii. Refine, populate and maintain CALM database</li> <li>iii. Implement cataloguing strategies and plans</li> <li>iv. Implement deposit strategies and plans</li> <li>v. Continue to plan for the management of born-digital records</li> </ul>	<p>Policies have been approved by GAJC and plans implemented. Targets have been largely achieved and those not completed will continued on the next plan; those reliant on grant funding which has not been awarded will be reviewed. Involvement with ARCW's DiPres project continues with increasing training opportunities for staff.</p>

<b>C. Access</b>	<b>RP</b>
<b>C1. On-site use</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Monitor service and implement improvements</li> <li>ii. Continue programme of events for users</li> <li>iii. Develop educational services</li> </ul>	<p>Targets have been achieved. Service standards have been maintained; on-site events have been popular and successful; public facilities have been improved and further improvements planned; educational services have been expanded with Kids in Museums and Open Doors events again particularly successful.</p>
<b>C2. External events</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Contribute to heritage events programmes across our local authorities</li> <li>ii. Identify and respond to major anniversaries and celebrations</li> </ul>	<p>Targets have been achieved. Staff attended heritage events in all contributing authority areas and partnerships have been continued and developed within authorities. Volunteer contribution to preparations for WW1 centenary commemorations has been invaluable.</p>

<b>C3. Remote access</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"><li>i. Monitor service and implement improvements</li><li>ii. Contribute to collaborative projects for on-line access to finding aids</li><li>iii. Publicise service</li></ul>	<p>Targets have been achieved. Enquiries service receives very positive feedback. The Office will host a grant funded post intended to progress collaborative on-line access to finding aids.</p> <p>Social media has been developed into an interactive marketing tool and excellent relationships with local media continue to bear fruit. The Senior Archivist was awarded Marketer of the Year Archives.</p>



**LOCAL GOVERNMENT ACT 1972**

**As amended by the**

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

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**13 March 2015**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item:**

Annual Plan update 2014-15

**Background Papers:**

Freestanding Item

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

This page is intentionally left blank

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

**COMMITTEE**

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
13 MARCH 2015**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

PART 1	AGENDA ITEM NO
<b>GLAMORGAN ARCHIVES Annual Plan 2015-16</b>	

**1. PURPOSE OF REPORT**

This report seeks members' approval for the annual plan appended hereto.

**2. RECOMMENDATION**

Members are asked to endorse the plan.

**3. BACKGROUND**

During the current financial year, progress has been made against all targets in the current annual plan and a full report is presented to this meeting.

The four year strategy agreed in 2011/12 has been completed and reviewed in the light of budget constraints. The strategy appended is anticipated to cover the next 3 financial years. Planned evaluations are proposals only; detailed evaluation will be identified for the bullet points to which staff work under each task. The objectives for the period are attached followed by the detailed plan for the current year. The plan has been drawn up with full staff consultation and targets will be monitored through the year.

The loss of 3 profession staff posts in the last two years will impact on service standards. Procedures and processes have been developed and staff appropriately trained to maximise efficiency and focus effort but there will be shortfalls. The annual plan has been drawn up with this in mind.

**LEGAL IMPLICATIONS**

There are no legal implications arising from this report.

## **FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report. The activities identified in the report are to be funded from within the approved 2015-16 revenue budget, supplemented if necessary by the General Reserve.

**Susan Edwards  
Glamorgan Archivist  
27 February 2015**

**LOCAL GOVERNMENT ACT 1972**

**As amended by the**

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

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**13 March 2015**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item:**

Annual Plan 2015– 16

**Background Papers:**

Freestanding Item

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



## GLAMORGAN ARCHIVES

**Serving the authorities of Bridgend, Caerphilly, Cardiff, Merthyr Tydfil,  
Rhondda Cynon Taff and the Vale of Glamorgan**

### **Statement of Purpose**

Glamorgan Archives collects preserves and makes accessible documents relating to the geographical area it serves, as detailed in its collecting policy, and maintains the corporate memory of its constituent authorities.

#### **Key Objectives**

- The Collection is secure and accessible
- Skill sharing is developed internally and with our stakeholders
- Partnership working is fully embedded
- Barriers to access are addressed and overcome
- Income generation is maximised

#### **Outcomes**

The communities served by Glamorgan Archives will be:

- Better informed of their past and more aware of present opportunities
- More skilled and better prepared for the workplace

The Collection will be:

- Better protected
- Better described
- More easily accessible

### **Aims**

**A. To ensure effective management of resources**

**B. To develop and secure the Collection**

**C. To enable access to the Collection**

## Annual Plan April 2015 – March 2016

Objective	Evaluation planned
<b>A. Resources - SE</b>	
<b>A1. Staff</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Maintain establishment</li> <li>ii. Continue skill sharing programme</li> <li>iii. Ensure all staff access appropriate CPD</li> <li>iv. Maintain commitment to good health &amp; safety practices</li> </ul>	<ul style="list-style-type: none"> <li>i. Cover provided for gaps</li> <li>ii. Improved feedback for participants</li> <li>iii. Compliance with PPDR</li> <li>iv. No major incidents</li> </ul>
<b>A2. Budget</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Manage to best advantage</li> <li>ii. Maximise benefit from income generation</li> <li>iii. Promote partnerships</li> </ul>	<ul style="list-style-type: none"> <li>i. Budget achieved</li> <li>ii. Income targets exceeded</li> <li>iii. Existing partnerships evaluated</li> </ul>

<b>A3. Buildings and systems</b>	
<b>Tasks</b>  i. Maintain building ii. Ensure compliance with appropriate legislation/local authority systems and procedures	  i. Appropriate maintenance continued ii. Compliance achieved

<b>A4. Governance</b>	
<b>Tasks</b>  i. Review options for alternative governance	  i. Report completed



<b>B: The Collection – SE/RP</b>	
<b>B1. Conservation SE</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Manage repositories' environment and storage issues</li> <li>ii. Implement conservation and preservation plans</li> </ul>	<ul style="list-style-type: none"> <li>i. Environment stable</li> <li>ii. Targets met</li> </ul>

<b>B2. Cataloguing RP</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Implement cataloguing strategies and plans</li> <li>ii. Implement Collection development plans</li> <li>iii. Plan for management of born digital records</li> </ul>	<ul style="list-style-type: none"> <li>i. Targets met</li> <li>ii. Targets met</li> <li>iii. ARCW targets met</li> </ul>

<b>C. Access - RP</b>	
<b>C1. On-site use</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Monitor service and implement improvements</li> <li>ii. Continue programme of user events</li> <li>iii. Respond to requests for educational access</li> </ul>	<ul style="list-style-type: none"> <li>i. Positive feedback</li> <li>ii. Developed and advertised</li> <li>iii. Requests met</li> </ul>
<b>C2. External events</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Contribute to heritage events</li> <li>ii. Identify and respond to major anniversaries</li> </ul>	<ul style="list-style-type: none"> <li>i. Targets met</li> <li>ii. Programme planned and completed</li> </ul>

<b>C3. Remote access</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Monitor service and implement improvements</li> <li>ii. Maintain profile through on-line publicity</li> </ul>	<ul style="list-style-type: none"> <li>i. Positive feedback</li> <li>ii. Programme delivered</li> </ul>

This page is intentionally left blank