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AGENDA

Committee	GLAMORGAN ARCHIVES JOINT COMMITTEE
Date and Time of Meeting	FRIDAY, 13 MARCH 2020, 2.00 PM
Venue	GLAMORGAN ARCHIVES - CLOS PARC MORGANNWG, LECKWITH, CARDIFF
Membership	Councillor John (Chairperson) Councillors Burnett, Colbran, Cowan, Cunnah, George, Henshaw, Higgs, Jarvie, B Jones, K Jones, R Lewis, W Lewis, Robson, Smith, Turner and K Thomas CVO, JP

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 3 - 6)*

To approve as a correct record the minutes of the previous meeting.

4 Report for the Period - 1 December 2019 - 29 February 2020 *(Pages 7 - 38)*

5 Annual Plan 2019-2020 *(Pages 39 - 46)*

6 Dates of next meetings

22 May 2020 – 2pm
11 September 2020 – 2pm
11 December 2020 – 2pm

Davina Fiore

Director Governance & Legal Services

Date: Monday, 9 March 2020

Contact: Andrea Redmond, 02920 872434, a.redmond@cardiff.co.uk

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GLAMORGAN ARCHIVES JOINT COMMITTEE

18 DECEMBER 2019

Present: Councillor John(Chairperson)
Councillors Cowan, Cunnah, George, Henshaw, Jarvie, R Lewis,
W Lewis and Robson

18 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Nicole Burnett and Keith Jones.

19 : DECLARATIONS OF INTEREST

None received.

20 : MINUTES

The minutes of the meeting held on 13 September 2019 were agreed as a correct record and signed by the Chairperson.

21 : GLAMORGAN ARCHIVES - ANNUAL PLAN 2020-21

RESOLVED: to note the report.

22 : REPORT FOR THE PERIOD SEPTEMBER - 30 NOVEMBER 2019

The Archivist advised the Joint Committee that Laura Cotton had been appointed as the new Archivist; she wished to thank the members on the Appointment Panel and Dr Snook for advising on the technical process.

Members were provided with an update on the work, visits and achievements of the service for the period 1 September 2019 – 30 November 2019; the Dashboard of Objectives, Appendices listing notable accessions, information on collections and the interesting enquiries.

In Summary, the Archivist explained that it had been another busy quarter which has seen staff respond with the usual dedication to demands for access and attendance at national and community events. It has been particularly gratifying to receive international acknowledgement for our work in community engagement and the volunteer programme, both of which are central to Glamorgan Archives' service delivery strategy. The renewed academic interest in the origins of Donetsk suggests that the Hughesovka Research Archive will easily survive the departure of its creator. The successes of Welsh industry will also be more accessible to researchers through new catalogues such as the NCB material now uploaded to the Archives Hub. Staff have worked hard to ensure continued success in attracting grant funding to improve both conservation and cataloguing, opening the Collection to more users. The service is not only weathering the contraction of public services but continuing to experiment with innovative access programmes and opportunities for income generation.

The Chairperson invited questions and comments from Members;

Members referred to New Burdens monies and asked if it was received late as the work was completed last year. The Archivist explained that it comes from the Department of Justice to the National Archives they then disperse the monies as calculated on deposits. The Archivist further explained that she had known they had a lot of work in but wasn't sure of what the payment would be. The Department of Justice paid late and the National Archives were very apologetic that the money came late in the year. It is the largest payment that the Archives had received as it was the biggest amount of material taken in in a year. It was noted that the money doesn't have to be spent on the current financial year or paid back, but that a report has to be produced detailing what the money was spent on.

RESOLVED: To note the report.

23 : GLAMORGAN ARCHIVES BUDGET REPORT 2020-21

Members were advised that this report provided the projected full year revenue outturn for the 2019/20 financial year. It also detailed the proposed revenue budget for 2020/21. Officers outlined the key points of information from the report and provided the following summary of information:

For the current year, the net cost of the provision of the Glamorgan Archives Service is projected to be £601,945 against the approved budget of £654,000. This includes the drawdown from Reserves of £50,000 however, representing an overall underspend of £52,055. If the drawdown is not needed, there will be a surplus of circa £2,000 to be added to the Reserve.

There will be no change in Local Authority contributions budgeted for in 2020/21. Use of the General Reserve to drawdown £50,000 will fund the budget gap as well as an additional income savings target.

Budgeted use of the Reserve is proposed to be £50,000 in 2020/21 and £25,000 in 2021/22, after which further savings will need to be identified or additional contributions from member Local Authorities will be necessary.

The Chairperson invited questions and comments from Members as below:

In relation to the high and disputed water costs for the Archives, Members considered that public records should be checked to see if the House of Sport publish their water bills, and to explore if Highways would be able to read the Archives water meter which is situated in Sloper Road.

Members referred to the presentation of some of the information in the report i.e. when an area is overspent but then you see it is accounted for elsewhere in the report. Officers stated that this would be changed going forward so that it read more like an Income and Expenditure report, and the offset would be clear.

Members asked when the Local Authorities contribution were last increased. The Archivist explained that there has been no increase in contributions and the same

level has been retained for the last three years; even with the increase in NNDR they have managed not to have to increase LA contributions. If this was going to be necessary in the future it would only be a small percentage increase.

Members considered it was a good position to be in as there was not a draw down on reserves. Officers agreed and stated that the New Burdens funding has allowed this.

Members considered that with grant funding being unpredictable, conversations with regards to LA contributions should be happening now, in order that LA's can build this into their budgets. Officers stated that LA finance officers have been sent reports and these conversations would be pursued in the New Year.

RESOLVED: to

- Note the projected full year position for the 2019/20 financial year as presented in paragraphs 2 to 20 of this report.
- Recommend the draft budget proposals for 2020/21 be accepted, as presented in paragraphs 21 to 42 of this report.
- Recommend that officers progress work with local authority representatives to develop a sustainable approach to the medium term budget challenges.

24 : DATE OF NEXT MEETING

Joint Committee Members discussed the change in deadline date in relation to the Statement of Accounts to 31 May 2020. As a result of this discussion it was agreed to bring forward the June meeting date by 2 weeks.

The revised schedule of forthcoming meetings was agreed:

13 March 2020 – 2pm
22 May 2020 – 2pm
11 September 2020 – 2pm
11 December 2020 – 2pm

The meeting terminated at 12.30 pm

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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
18 December 2019**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
REPORT FOR THE PERIOD 1 December 2019 - 29 February 2020	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1 December 2019 to 29 February 2020.

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.

Members are asked to note the content of this report.

3. ISSUES

A. MANAGEMENT OF RESOURCES

1. Staff

Maintain establishment

The recruitment process for the post of Glamorgan Archivist has been completed and an appointment made. Laura Cotton, currently Director of the Centre for Buckinghamshire Studies, will take up the post on 1 April.

Project Archivist Katie Finn began work on the Time and Tide project on 9 December. Her ongoing work is reported below.

Cultural Ambition Trainee Lloyd Purnell came to the end of his placement, and completed his traineeship, in December.

Corporate Trainee Rasheed Khan was appointed in December and joined in early-February.

Continue skill sharing volunteer programme

During the quarter 55 volunteers have contributed 1,461 hours to the work of the Office. Of these, 29 came from Cardiff, 9 from the Vale of Glamorgan, 5 from Bridgend, 1 from Rhondda Cynon Taf, 1 from Caerphilly, and 1 from outside the area served.

Four volunteers, originally introduced through supported employment agencies, have contributed 127 hours of the total above. 5 Conservation Sciences MSc student volunteers from Cardiff University have contributed 171 hours of the total above.

For individuals considering a career in archives, one-off, 30 hour placements can be arranged to give a taste of the range of jobs available. During the quarter three of these were provided. These work placements are included in the volunteer hours above.

Matthew Reynolds has started volunteering, following a recommendation from a Support Planner at Cardiff Council who works closely with Quest Supported Employment Agency. Matthew is typing up the contents lists for each of the South Wales Coal Annuals (1903-1932) for inclusion on the catalogue. The Annual was produced each year to bring together information on wages, prices, exports, freights, pitwood, wagons, railways, docks and general statistics relating to the coal fields in one place.

Hannah Price, Resources Archivist, met staff of Elite Supported Employment Agency to discuss the possibility of arranging further placements at the Archives through a new employment scheme.

A major volunteer project has been completed during the quarter. The Petty Sessions depositions have been listed thanks to the combined efforts of 11 volunteers over a period of two and a half years. The descriptions of 6,757 depositions have now been added to CALM and can be searched on the online catalogue. The depositions provide written accounts of what happened in cases brought to the lower courts as described in the words of the victim and the accused. The circumstantial details are of great human interest and offer a unique insight into society in the past. A very popular project, the same volunteers are now keen to contribute to the listing of depositions created by the Court of Quarter Sessions.

Volunteers are continuing to work on long term projects including indexing vehicle licensing files, Cardiff Crew Agreements, Merthyr Tydfil Poor Law admission registers, Cardiff Union lists of paupers, Stanley Travers photographs, records of the Cardiff Exhibition 1896, building plans for Gelligaer Urban District Council and digitising photographs of the South Wales Police.

Conservation volunteers, including Arts Society members and Cardiff University Conservation course students, are continuing their work on the National Coal Board collection, and police news cutting volumes.

The work and contribution of volunteers was celebrated at the usual Christmas tea party, and volunteers were included in an event to mark the retirement of the Glamorgan Archivist.

Continuing Professional Development

Development reviews for staff are current and up to date. All staff undertake on-line training as required by Cardiff Council.

Two members of staff attend a Welsh language class provided by Cardiff Council. They are now at Iefel Uwch; the class is held at the Archives. A third staff member has had to drop out of the course for the time being as a result of increased personal commitments.

Hannah Price, Archivist, has completed the Digital Preservation Training Programme, the third member of staff to do so. The programme is designed to provide the skills, knowledge and confidence necessary to devise an appropriate response to the challenges that digital preservation present.

Maintain commitment to good health and safety practices

In compliance with Directorate instructions, the building is examined quarterly by senior staff and a report submitted on defects. Fire alarm call points are tested weekly. Planned preventative maintenance is carried out regularly by approved contractors.

A Health and Safety Audit, carried out as part of an audit of Cardiff Council's Legal and Governance Directorate, has highlighted a number of procedural issues in relation to the Council's systems which are being addressed. The Glamorgan Archivist attends Cardiff Council's Operational management Safeguarding forum.

A referral to Occupational Health has been made for one member of staff.

Lydia Stirling, Conservator, attended an Institute of Conservation (ICON) training day on Health and Safety for Conservators held at Bristol Museum. Costs were met by a workforce development grant from Archive and Records Council Wales (ARCW).

Budget

Manage to best advantage

Regular meetings with the Resources Team address issues arising with the budget. Building issues are monitored to align repairs with planned preventative maintenance visits to avoid additional call out charges.

Maximise benefit from income generation

Donations continue to be received from depositors following the addition of a note on costs to the accessioning documentation.

External orders for conservation work, cleaning and custom made boxes continue to be received. It is currently possible to manage these without impacting service needs although demand is growing and may be more difficult to balance in the future. The Conservator is providing conservation advice to a local archive. Private conservators are hiring space in the Studio. Conservation staff are currently managing 3 external commissions: repairing a large estate plan for West Glamorgan Archives, rebinding registers for Pontypridd Registrar, and a National Manuscripts Conservation Trust (NMCT) project for the Royal Welsh College of Music and Drama.

Fees and charges for research and copying services have been reviewed and recommendations for revisions can be found in *Appendix V*

Promote partnerships and networks

National

The Glamorgan Archivist attended a meeting of ARCW, the launch of RCAHM(W) U-Boat exhibition at the Pierhead Building, and a conference at the Senedd to celebrate LGBT History Month.

Representing (ARCW) she attended the Learned Society of Wales' Wales Studies Research Showcase, the final meeting of the World War 1 Centenary Programme Board, the Architectural Archives Advisory Panel, and Project Management Group meetings of the Women's Archive Wales' National Lottery Heritage Fund project, Setting the Record Straight, which is recording the personal experiences of women Assembly Members and encouraging them to deposit their papers.

Following a meeting with the lead on that project, the Glamorgan Archivist and Senior Archivist met with one of the project officers and a representative of the Welsh political Archive at the National Library of Wales to discuss issues around the types of records suitable for permanent preservation, the timing of deposits, and the most appropriate destination for records.

The Senior Archivist and Records Assistant David Hail met with a representative from Cadw interested in learning more about our digitisation processes and procedures. He also viewed the equipment from Ancestry currently in place in reprographics.

The Senior Archivist continues her membership of the ARA Visitor Survey Group and attended the January meeting held at London Metropolitan Archives.

Following the successful funding application for the Glamorgan's Blood project, the Senior Archivist provided advice to staff at the Modern Records Centre, University of Warwick on their proposed application to the Wellcome Trust based around their NUM records.

Glamorgan Archives hosted the annual Conservation Matters in Wales conference. Assistant Conservator Michael Hodgson attended and provided tours of the building during the lunch break. The Glamorgan Archivist was presented with a retirement gift in thanks for her work in supporting and promoting conservation to the archive domain during her career.

Advice on rolled map shelving and general building design has been provided to Bath Record Office and to the Bedford Estates.

Visits

The Archives welcomed the South Wales Police and Crime Commissioner, Alun Michael, who was shown around the building, looked at Constabulary records and met staff and volunteers. He was particularly interested in the listing project for Cardiff Bay Development and may have material to add to the collection.

Two archivists from Italy's Veneto region were given a tour of the building and discussed community engagement and volunteer opportunities with the Glamorgan Archivist.

Local

The Glamorgan Archivist attended the civic lighting Chanukah ceremony, held this year at Insole Court, a meeting of the Merthyr Tydfil Heritage Forum and their Heritage and Regeneration Conference. With the Senior Archivist she attended the launch of 'A Little Gay History of Wales' by Dr Daryl Leeworthy. Much of the research for the book was undertaken at the Archives.

Glamorgan Archives continues to contribute to the Cardiff Fusion programme, and to support the Lottery funded project of the Heritage and Cultural Exchange with staff attending both steering and reference group meetings.

The Senior Archivist and Time and Tide Project Archivist, Katie Finn, attended a workshop arranged by Cardiff University's Cultural Participation Research Network to consider the impact of cultural activity on the communities in Butetown, Grangetown and Riverside in Cardiff.

The Senior Archivist represents the office on the Committee of South Wales Record Society and attended their recent meeting at Cardiff University Special Collections and Archives.

Grangetown Local History Society hold their monthly meetings at the Archives.

Potential partnerships

Representatives from Cardiff Deaf Centre met the Glamorgan Archivist and the Senior Archivist to discuss their application for funding to explore the history of their organisation, and the deaf community, in Cardiff and across south Wales.

The Senior Archivist met representatives of Rubicon Dance to discuss their proposed project to safeguard the heritage of the organisation, linked in with their planned move to the former Roath Library on Newport Road in Cardiff.

Glamorgan Archives hosted a meeting of representatives from the heritage and sports sectors in Cardiff to discuss future partnership work around safeguarding and promoting the sporting heritage of Wales. This will feed into Welsh Government's plan to develop a National Framework for Sporting Heritage in Wales via a specialist panel facilitated by Sporting Heritage (the Subject Specialist Network for sporting collections). Glamorgan Archives will represent ARCW on the panel.

2. Building and systems

Maintain building

Maintenance contractors continue to carry out regular maintenance and to replace failing components as required.

Issues with the underfloor heating on the ground floor, caused by a timing fault, have been identified and corrected. The temperature control for the searchroom air handling unit has been replaced. A random alarm on the building management system has been tracked to an incorrectly wired water booster unit and rectified. The Conservator is now able to trace and identify unknown alarms on the BMS.

An agreement has been reached with the House of Sport for temporary access to their building through the Archives rear car park to facilitate extension works. Access will be during working hours only and, in return, gates will be fitted to replace the rising bollards at the entrance to the Archives' site, which are no longer operative, and the visitor car park secured. The House of Sport has arranged for double yellow lines to be painted along the access road, Clos Parc Morgannwg, in response to increased and potentially dangerous on road parking. Cardiff Council has made contact to discuss a complaint received from a disabled resident about cars parking over dropped kerbs.

Ensure compliance

The Senior Archivist represents Glamorgan Archives on Cardiff Council's Welsh Language Coordinators Group where compliance with the Welsh Language Standards is monitored.

A routine inspection for Legionnaires compliance identified a potential issue with mixer taps in the building. The thermostatic mixer valve in the

services room tap has been replaced and quotations for both replacement valves and new taps requested from contractors.

All building health and safety checks are completed and current.

B. THE COLLECTION

1. Conservation

Repositories

The repository environments have been comfortably within the recommended ranges for the storage of archives with air handling units (AHUs) rarely called for during the quarter due to the seasonal dip in temperatures. The high rainfall has not affected strongroom humidity. This quarter the AHUs have run for a total of 93.2 hours: 1.1 hours in 1, 00:00 hours in 2 and 4, and 92.2 hours in 3, where a fault resulted in the AHUs running constantly for just over 3 days in December before it could be corrected.

The insect traps have been empty apart from a small fly, a moth and a small spider found in traps in the lobbies to the upper strongrooms where they appear to have attracted from the buffer zones.

Conservation and preservation plans

The Conservator has written up her trial removal of the image layer from degrading cellulose nitrate and acetate negatives and the resulting article has been published in ICON magazine, the national organ of the profession.

During the quarter work has principally focussed on income generation projects. A commission to rebind 456 volumes for Pontypridd Registrar has commenced. West Glamorgan Archives has brought in a Briton Ferry estate map, painted by Thomas Hornor, work on which is nearing completion. The Royal Welsh College of Music and Drama received a National Manuscripts Conservation Trust grant for one of their music collections. The Conservator is undertaking the work with assistance from Cardiff University students on placement.

Temporary storage is being provided for paper documents from Pontypridd Museum basement store which was flooded during Storm Dennis.

Conservation staff respond to requests from the search room and to assess new accessions as they come in. The Kasemake Boxmaking machine needed repair during the quarter and Preservation Assistants switched to cleaning and repackaging tasks. The machine is operating again and they have been busy completing external orders to the financial year deadlines.

A successful application has been made to the National Manuscripts Conservation Trust for funding to conserve the Plymouth Estate surveys. Dating from the late-C18th century, the surveys comprise five volumes. Work will commence in the spring, once the current external projects have been completed.

Details of work completed are given in *Appendix IV*

2. Cataloguing

Strategies and plans

Collections Week was held during the first week of December. Work focussed on large outstanding deposits and accessions yet to have been completed from the last 6 months. This included deposits from Grangetown Local History Society, Vale of Glamorgan Council, Caerphilly Methodist churches, Women's Archive Wales and Hawthorn School, Pontypridd.

Collections days have focused on the committee papers of Rhondda Cynon Taff County Borough Council.

Work continues to improve catalogue data ahead of upload to the Archives Hub. More collections have been added to the Hub which now holds descriptions for 718 collections.

Collection development

Initial receipts were issued within the target time. Full receipts were issued within 15 working days for 69% of the accessions; the target is 60%. 91% of the accessions received between March and August last year had receipts issued within the 6 months target for more complicated deposits; the target is 90%.

The Senior Archivist visited Cardiff Royal Infirmary to view records for potential deposit.

Louise Hunt, Archivist, and Rasheed Kahn, Corporate Trainee, visited a private depositor who is house-bound to inspect his collection of material relating to railways. Some material was deposited and more will be received once further sorting has been undertaken.

Dr David Morris, Archivist at West Glamorgan Archives and an expert on the history of the Jewish community in south Wales, visited to advise on a recent deposit of records made by the Cardiff Reform Synagogue through the Jewish History Association of South Wales.

New accessions continue to be highlighted on social media.

The accrual rate for the year is reported in *Appendix I*. The quantity of material received this year is less than the previous year but still up on other recent years. Fewer court records were received this year, although still a significant number, but this quarter has seen several other

large deposits including constituency papers of Ann Clwyd MP, records of the New Theatre, Cardiff and records from Principality Building Society. A full list of accessions is also given in *Appendix I*.

Digital preservation

Louise Hunt, Archivist, represents the Archives on the national digital preservation working group but no meetings have been held within this period.

Time and Tide

Katie Finn, Project Archivist, has completed the appraisal and sorting of the Cardiff Bay Development Corporation Records, and cataloguing work is underway. 1,800 new entries have been added to CALM covering papers of committee meetings, annual reports, corporate plans, consultant reports, and photographic material. These series have been repackaged into archival quality materials.

Rasheed Khan, Corporate Trainee, has begun identifying, digitising and repackaging the slide collection of CBDC. He has completed work on 100 slides to date, which are ready to be edited and uploaded to the catalogue.

C. ACCESS

1. On-site use

Monitor service and implement improvements

Ask the Experts family history advice sessions, delivered by an expert volunteer, continue with 10 attendees this quarter.

An order has been placed to upgrade the public access PCs in the searchroom and reception area with new machines running Windows 10. Network access will still be locked down using DeepFreeze software for security reasons but the new version allows for IT to carry out work remotely. This will mean that in future problems will be resolved more quickly.

The software running Plwyf, the in-house digital parish register resource, is no longer sustainable. A potential extension of the software for a short period of time was possible, although costs were prohibitive. Cardiff Council ICT devised a solution which maintains the current search interface, but refers users to folders of digital images saved to two of the public access PCs. If the system works well it is hoped to expand it to more of the public machines.

Cardiff Council's Tenant Participation service arranged a visit for tenants across the city to the Archives. This followed on from a workshop at the Tenants Conference in October, and links to ongoing celebrations of 100 years of council housing.

Volunteers from the Jewish History Association of South Wales visited for training in archive research including use of the catalogue, along with document handling and genealogical research.

Staff from Cardiff Council's Bereavement Services visited for a tour and to learn more about resources which relate to, and could support their work.

Members of the Sully Branch of the Glamorgan Family History Society visited to learn more about the 1910 Valuation Survey records.

Volunteers from the Living Levels RATS research group held a meeting at the Archives and continued their research in the searchroom.

Programme of user events

The events programme for 2020 got off to an excellent start with a sold out talk. 53 people attended a presentation by Ray Noyes, Secretary of Grangetown Local History Society, on 'The Surprising History of Grangetown'.

Education

The Archives' digital education resources are now available on the People's Collection Wales (PCW) website and are linked through this site to the Hwb, the Welsh Government's resource portal for teachers. This will ensure they are available to as wide an audience as possible. PCW has promised statistics of use which will be a useful evaluation tool for the future.

School visits have continued this quarter. Four classes from Grangetown Primary have visited, the Year 5 classes undertaking the Victorians workshop and Year 6 classes the Second World War workshop. Two classes from Mount Stuart Primary in Butetown and two classes from Ysgol y Ddraig in Llantwit Major completed the Coal and the Docks workshop. The workshops are proving very successful with one of the class teachers from Grangetown Primary commenting:

...thanks again for the session. The children really enjoyed it and were really excited on the way back to school.

Glamorgan Archives hosted part of an Inset day held for teachers of Ysgol Gyfun Plasmawr, Cardiff and its feeder primary schools. The aim of the day was to discuss the new curriculum, with a focus during the afternoon session, held at the Archives, on using original, primary resource material with local relevance in the teaching of humanities subjects.

Photojournalism students from the University of South Wales visited for a tour and display of items from the collection ahead of a project in which they must find a historical story relating to Glamorgan.

2. External events

Contribute to heritage events

The Glamorgan's Blood exhibition will be touring venues across south Wales during 2020. It is currently at Insole Court, where it will complement the story they tell of the Insole family whose wealth came from south Wales coal.

Identify and respond to major anniversaries

The 125th anniversary of the National Trust was marked with a series of blog posts featuring Dyffryn Gardens and the Cardiff Association of National Trust Members.

The 10th anniversary in the new building in Leckwith was celebrated on social media. Additionally, an afternoon tea party was held for Joint Committee members and volunteers, and a party was held on site for former staff and friends of the Archives to commemorate the tenth anniversary, the 80th anniversary of the service, and the retirement of the Glamorgan Archivist.

3. Remote access

Monitor service and implement improvements

The 15 working day target on remote enquiries is met. Feedback comments have included:

Thank you so much, this source will be very valuable. Greatly appreciate your help.

Thank you for your speedy response and for the information and advice.

Thank you very much for your incredibly helpful response - that is of great assistance, thank you.

I just wanted to say a big thank you for the swift processing of my order. I am absolutely delighted with the results and I am sure I will be ordering more!

The ARA Distance Enquiries Survey took place across September, October and November 2019. A report on the results can be found in *Appendix VI*.

Staff have met with representatives from Cardiff Council's communications section to discuss updates to the website. Work to improve the site, in particular the homepage, is ongoing.

The latest research guide, *Colliery Records for Family Historians: A Guide to Resources held at Glamorgan Archives*, was launched on the website in December.

Interesting enquiries are reported in *Appendix II*.

Publicity

The blog is written mainly by volunteers, in particular volunteer Tony Peters. In January it featured an exploration of the regular Mabon's Day holidays held in south Wales during the late-19th century. A short series of articles on the history of Cardiff Royal Infirmary began at the end of February.

Social media channels have commemorated Holocaust Memorial Day and featured LGBT History Month, Dydd Santes Dwynwen, Valentine's Day and Digital Learning Day.

SUMMARY

Another productive quarter has seen progress in all areas of the service. It is pleasing to note the development of the conservation unit as a lead for archive conservation in Wales. The continuing success of the volunteer programme is reaping rewards in terms of increased accessibility and capacity for publicity. Partnership opportunities continue to grow while existing partners return with new projects. Improved communication with PCW will raise the service profile and open up digital resources to a wider audience. Staff are skilled, committed and loyal and member support is strong. All in all, the Archives will pass into new hands in excellent condition, ready for whatever the next ten years may bring.

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

Any direct financial implications arising from this report have been accounted for in the 2019-2020 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve. In line with previous

agreement, any underspend will be added to the General Reserve to support future budgetary pressure.

Susan Edwards
Glamorgan Archivist
05 March 2020

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 December 2019 – 29 February 2020

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Dashboard—how well are we doing

	<u>OBJECTIVES</u>	<u>MEASURE/TARGET</u>	<u>CURRENT OUTCOME</u>
Access	Contribute to external heritage events	1 in each funding authority	Bridgend, Cardiff, Caerphilly, Merthyr Tydfil, Rhondda Cynon Taff, Vale of Glamorgan
	Deliver educational service	10 educational visits	27
	Deliver on-site events	6 public events	22
The Collection	Contribute to Archive Hub	200 catalogues	718
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months 90%	Initial 100%; formal 69%; complex; 91%
	Repository conditions maintained	AHUs in full working order	Working
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	642 cleaned; 540 conserved; 1084 boxes made
Resources	Meet income target	£92,200	Figures to follow
	Meet agreed revenue budget	£887,100	Met
	Manage volunteers workforce	6,600 hours; 100% reviewed	6950, reviews complete
	Maintain establishment	14 fte	14 fte

Appendix I

Glamorgan Family History Society Records			
Accession No:	2019/201, 2020/28	Reference No:	D37/1/136, 137
Journals 136-137 Date of records: Dec 2019, Mar 2020			
Severn Road Primary School Records			
Accession No:	2019/202, 2020/3	Reference No:	EC27
Log books and admissions registers. Severn Road Infants and Nursery: attendance registers and staff attendance registers Date of records: 1899-2009			
Wood Street School Records			
Accession No:	2019/203	Reference No:	EC34/7
Log book for Wood Street Evening Continuation School for Girls and Women, later called Wood Street Evening Preparatory Technical School for Girls. The volume is used by Wood Street Telegraph Messengers Prep. Technical Engineering School from 1925. Date of records: 1900-1932			
English Wesleyan Chapel, Machen, Records			
Accession No:	2019/204	Reference No:	D1737
Registration for place of worship, 1861; certificate for the solemnization of marriages, 1920; appointment of new trustees, 1903, 1918, 1928, 1929; papers re funding for repairs, 1956 Date of records: 1861-1956			
Senghenydd Wesleyan Methodist Chapel Records			
Accession No:	2019/205	Reference No:	D1738
Worship certificate, 1898; cancelled loan agreement, 1905; Employer's indemnity policy, 1909; appointment of new trustees, 1908; paper re purchase of silver plated band instruments, 1910; papers re loan, 1916-1919; paper and certificate re registration for marriages to be conducted on premises, 1920; property owners' liability, 1921; papers re trustees nominations and appointments, 1924; insurance papers, 1934/35; forms and paper re resignation of trustees, 1939; insurance papers, 1954/55; court order to demolish church building due to it being unsafe, 1961; papers concerning sale of chapel site, 1964-1973 Date of records: 1898-1973			
Beulah Methodist Church, Caerphilly, Records			
Accession No:	2019/206	Reference No:	D1739
Certificate for solemnization of marriages, 1919; receipt, 1935; papers re trustees, 1956; papers re dispute over boundary wall, 1947; correspondence re deeds, 1956, 1969; marriage registers, 1949-1997 Date of records: 1919-1997			

Llanbradach Methodist Church Records

Accession No:	2019/207	Reference No:	D1740
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Marriage registers, 1959-1995; certificate for solemnization of marriages, 1921; paper re loan, 1907; income tax schedule A, 1954; registration as a place of worship, 1921; land charges act application for an official search, 1954; papers re deeds; papers re trustees appointment etc, 1924, 1948, 1949, 1950; papers re purchase of freehold and grant, 1954-1955; papers re sale of chapel, 1999-2002 including open market valuation report, 2001 and quinquennial report 1991.
Date of records: 1907-1995

Caerphilly Wesley Methodist Church Records

Accession No:	2019/208	Reference No:	D1741
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Marriage registers
Date of records: 1930-1977

Tudor Jenkins, former pupil of Porth County Grammar School, Papers

Accession No:	2019/209	Reference No:	D1743
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School reports, rugby team notices and photographs, 'County' school magazines, tribute to WJ Howell (former head teacher), newscuttings and 'County Ties', a poem by OV Jones
Date of records: 1958-2003

Dr Chrystal Davies, Local Historian, Collection

Accession No:	2019/210	Reference No:	D1744
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Photographs, newscuttings, programmes, etc. largely relating to Dinas Powys
Date of records: 20th century

Ann Clwyd MP Papers

Accession No:	2019/211, 217	Reference No:	DMP2
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Constituency case files
Date of records: 1987-2010s

Roger Pratt and Margaret Watt of Cardiff, Residents Against the Barrage Papers

Accession No:	2019/212, 219	Reference No:	D1745
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Cardiff Residents Against the Barrage (CRAB) papers including various reports, newscuttings, meeting papers etc., photographs of Plantagenet Street, personal statement, minutes of Cardiff Flood Action Committee
Date of records: 1980s-1990s

St John Lloyd Roman Catholic Church Records

Accession No:	2019/213	Reference No:	D1731
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Duplicate marriage register
Date of records: 1990-2018

Principality Building Society Records			
Accession No:	2019/214, 2020/13, 24	Reference No:	D1746
Borrowers ledgers, general ledgers, shareholders ledgers, Chatham Building Society mortgagor's ledgers, U.B.S. general ledgers, mortgage repayment registers, cash books rent rolls, expenditure books, minutes, annual reports, and records from other building societies including Chatham Building Society, Maesteg Permanent Benefit Building Society, Gorseinon Permanent Benefit Building Society and Swansea and Carmarthen Building Society. Date of records: 1863-2003			

Boaden's Stores, Tynant, Beddau, Records			
Accession No:	2019/215	Reference No:	D1747
Ledgers used in the shop showing prices paid for goods and customers purchasing items on credit with instalment payments. Date of records: 1934-1962			

Llancarfan Society Records			
Accession No:	2019/216	Reference No:	DLNS
Newsletter 180 Date of records: Dec 2019			

Chris Webb Cardiff and Barry Ephemera Collection			
Accession No:	2019/218	Reference No:	D1748
Cardiff Technical College tickets, 1923; Howell's School, Llandaff, programmes, prizes and certificates, 1928-1934; Wesleyan Church, Barry, notice of Sunday School Anniversary, 1929; Royal Hamadryad Seamen's Hospital, Annual Report, 1938; Canton High School For Boys, Christmas Festival programme, 1959 Date of records: 20th century			

Women's Archive of Wales/Archif Menywod Cymru Records			
Accession No:	2019/220	Reference No:	DWAW8
Newsletters Date of records: Sep-Dec 2019			

Laurence Kahn Cardiff Jewish Community Records			
Accession No:	2020/1	Reference No:	D1707
Records relating to the Kahn family and to the Cardiff Jewish community Date of records: 20th-21st century			

Grangetown Conservative Club			
Accession No:	2020/2	Reference No:	D1026
Photograph of the Grangetown (Cardiff) Conservative Club Co., Ltd Officers and Committee Directorate, 1936; Cardiff Gas works football team, 1922; Grange Liberal Institute baseball team, 1980 Date of records: 1908-1936			

A Plan of Pentre-Bach Farm the property of Mr Edw. Thomas. Graweth Farm the property of Rydybriw Chapel and Part of Mr Wm. David's Farm all in the Parish of Merthirtidvile in the County of Glamorgan

Accession No:	2020/4	Reference No:	D1749
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Coloured plan outlining the situation and extent of the Farms. Shows field names, route of Turnpike Road, an outline of the Plymouth Furnace and holdings of the Plymouth Estate in the area. Plan makes mention of the tenure of Mr Hill and Mr Bacon. Areas recorded in acres, rods and perches. Scale 4 chains to an inch
Date of records: 1791

Deeds of 8 and 9 Clifton Street, Roath, Cardiff

Accession No:	2020/5	Reference No:	D1755
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Deeds and related papers relating to 8 and 9 Clifton Street, Cardiff
Date of records: 1867-1949

Tythegston Ecclesiastical Parish Records

Accession No:	2020/6	Reference No:	P88CW
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Receipt, inventory, schedule, accounts, documents relating to church inspection and closure
Date of records: 1976-c1994

Laleston with Tythegston and Merthyr Mawr Ecclesiastical Parish Records

Accession No:	2020/7	Reference No:	P259CW
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Meeting minutes

Date of records: 1995-2003

Laleston Parish Records

Accession No:	2020/8	Reference No:	P81CW
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Terrier

Date of records: 1907

Hirwaun Ecclesiastical Parish Records

Accession No:	2020/9	Reference No:	P181CW
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Baptism registers, 1944-1986; Confirmation register, 1962-2007; Marriage registers, 1941-2017

Date of records: 1941-2017

Hawkins Family of Cardiff Papers

Accession No:	2020/10	Reference No:	D1752
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Family papers including letters, certificates and photograph

Date of records: 1888-1974

Dr Frank Jarman of Bridgend Collection

Accession No:	2020/11	Reference No:	D1750
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Cardiff Orchestral Society concert programmes

Date of records: 1939-1940

Hodge Family of Cardiff Papers			
Accession No:	2020/12	Reference No:	D1751
Scrapbooks of photographs and autographs of theatrical performers who stayed at a lodging house run by the Hodge family, 30 Llanblethian Gardens, Cathays, Cardiff			
Date of records: 1922-1932			

Gertrude M Bradley Papers			
Accession No:	2020/14	Reference No:	D1753
Preparatory drawings for tile murals for Cardiff Royal Infirmary Coronation Ward and correspondence with W B Simpson and Sons, tile makers, London			
Date of records: 1912			

Royal Welsh Male Choir Records			
Accession No:	2020/15	Reference No:	D1754
Programmes, photographs and diary of tour to America, 1975			
Date of records: 1907-1985			

Coroner for Cardiff and the Vale of Glamorgan Records			
Accession No:	2020/16	Reference No:	CORCV
Coroner's files, numbers 1-1957; also box of case papers			
Date of records: 2000			

East Moors Steelworks, Cardiff, Photographs			
Accession No:	2020/17	Reference No:	D1758
Images showing construction of Steelworks			
Date of records: 1880s			

Pentyrch Womens Insitute Records			
Accession No:	2020/18	Reference No:	DXNO12
Correspondence, photo albums, record/committee books			
Date of records: 1949-2017			

Deed for [167] Inverness Place, Roath, Cardiff			
Accession No:	2020/19	Reference No:	D1756
Counterpart lease for [167] Inverness Place, Roath, Cardiff			
Date of records: 10 Aug 1895			

Stephenson & Alexander, Auctioneers and Chartered Surveyors, Records			
Accession No:	2020/20	Reference No:	DSA/155
Empire and Commonwealth Games booklets: handbook for competitors, press guide, City of Cardiff Festival programme			
Date of records: 1958			

The Reform Of Local Government In Wales			
Accession No:	2020/21	Reference No:	D1757
Boundaries of proposed new counties and districts			
Date of records: 1971			

Kenneth Rowland Harris Family Papers			
Accession No:	2020/22	Reference No:	D45
Photographs and correspondence Date of records: 20th century			

Nantyffyllon Boys and Mixed School Log Book			
Accession No:	2020/23	Reference No:	EM/38
Headteacher's log book for boys school and later mixed primary school Date of records: 1929-2000			

Church of God, Aberkenfig, Records			
Accession No:	2020/25	Reference No:	D1761
Duplicate marriage register Date of records: 2005-2007			

Calvary English Baptist Church, High Street, Ogmere Vale, Records			
Accession No:	2020/26	Reference No:	D1762
Duplicate marriage registers Date of records: 1966-2005			

Tabernacle, Pontycymmer Records			
Accession No:	2020/27	Reference No:	DECONGMARR/20
Duplicate marriage registers Date of records: 1981-2016			

Mr Roy Hockin Collection			
Accession No:	2020/29	Reference No:	D1759
Cardiff and District Association Football League Handbooks 1956-1959; Welsh Rugby Union official programmes Wales v France 1962 and Wales v Scotland 1964; souvenir programmes, Festival of Wales Son et Lumiere, Buddy Holly and the Crickets 1958, Paul Robeson. Date of records: 1956-1964			

Susan Moore Family Papers			
Accession No:	2020/30	Reference No:	D1760
Deeds relating to property in Heath Park Avenue, 1912-1950; receipt for furniture purchased from Maskrey's, 1950; photograph of CRI physiotherapy students, 1945 (anotated by friend of depositor's mother); physiotherapy certificate of Mary Davies (mother of depositor); 'Bullets' competition certificates (awarded to depositor's father), 1954-1957; Cathays High School magazines, 1969; Bishop of Llandaff School magazine, 1977 Date of records: 1912-1969			

Cardiff Castle Illustrated Handbook			
Accession No:	2020/31	Reference No:	D1763
Handbook Date of records: 1960s			

Cardiff New Theatre Records			
Accession No:	2020/32	Reference No:	DTHN
Press cuttings books, programmes and correspondence			
Date of records: 20th-21st century			

Rowland Pittard Railway Collection			
Accession No:	2020/33	Reference No:	D1221
Signal box registers, Glamorgan Rail Users Federation Journals, Tondu train movements recorded by Mr Pittard from observation and information provided by signal men and railway workers, correspondence relating to Nant Gadlys culvert/embankment, example of a coal wagon's labels, terminal booklets (example - more to come), details of a steam special, 1991; record of Tondu diversions, 1979; file of Tondu Locomotive Depot correspondence			
Date of records: 20th century			

Merthyr Tydfil County Borough Council Records			
Accession No:	2020/34	Reference No:	CMT/C/2/158-173
Deeds to council properties			
Date of records: 20th century			

Ian Meredith Family History Research Papers			
Accession No:	2020/35	Reference No:	DX558
Articles relating to the Sully and Fleming Families of Wenvoe and the Malefant Family, researched by Mr Meredith			
Date of records: 2018-2020			

Notable Accessions

Senghenydd Wesleyan Methodist Chapel Records (D1738)

A file of papers relating to the administration of a local chapel has been received. Senghenydd Wesleyan Methodist Chapel was registered as a place of worship in 1898. Originally it formed part of the Roath Road Circuit, later becoming part of the new Caerphilly Circuit. The chapel building was demolished in 1961 and for some time after the congregation met in an old Calvinistic Chapel before joining with the congregation in Abertridwr. Records received include various papers, certificates and agreements which serve to illustrate the history of the Chapel.

Plan of Pentre-Bach Farm, Graweth Farm and William David's Farm, Merthyr Tydfil (D1749)

The coloured plan is dated 1791 and shows Pentre-Bach Farm, the property of Edward Thomas, Graweth Farm the property of Rydybriw Chapel and part of William David's Farm, all in the Parish of Merthyr Tydfil. The plan also shows field names, route of the Turnpike Road, an outline of the Plymouth Furnace and holdings of the Plymouth Estate in the area. The plan was purchased at auction in 2018 and subsequently donated to Glamorgan Archives.

Hodge Family of Cardiff Papers (D1751)

Mr and Mrs Hodge ran a boarding house at 30 Llanblethian Gardens, Cathays, Cardiff. During the 1920s and 1930s many theatrical performers stayed in the lodging house whilst they were performing in the city and gave copies of their publicity photographs to their landlords, often signing them. The photographs were put into two scrapbooks by Mr and Mrs Hodges' son, Billie. Many of those who performed in Cardiff were starting out on their careers and were later to become household names, including, Sybil Thorndike, Peggy Ashcroft, Stanley Holloway and Flanagan and Allen.

Gertrude M Bradley Papers (D1753)

Artist, Gertrude M Bradley, was commissioned to design tile panels for the Coronation Ward of the Cardiff Royal Infirmary in 1912. The papers include the preparatory watercolour drawings of the panels which Gertrude Bradley sent to the tile makers, W B Simpson and Sons Ltd, of St Martin's Lane, London. The panels featured figures and events from Welsh and British history and many are still in place at the Infirmary.

Royal Welsh Male Choir Records (D1754)

The Royal Welsh Male Choir was founded in 1883 and was based in Treorchy. In 1895 the Choir sang for Queen Victoria at Windsor Castle and was accorded the right to use the Royal prefix. In 1907 the Choir went on its first overseas tour to South Africa. It made its first visit to America in 1965, appearing on the famous Ed Sullivan Show. The Choir returned to America and Canada in 1975 and also performed in many major cities worldwide, including New York, Washington DC, Ottawa, London, Cape Town, Melbourne and Sydney. In 1972 the Choir returned to Windsor Castle for a concert. It was disbanded around 1992. The records include photographs and concert programmes, 1907 to 1985

Principality Building Society Records (D1746)

Glamorgan Archives is in the process of receiving records of the Principality Building Society. Principality Permanent Investment Building Society was established in Church Street, Cardiff in 1860. In 1870 it opened its first official headquarters at 8 Royal Arcade, Cardiff. In its first 50 years the Society had advanced two million, two hundred thousand pounds and helped in the purchase and erection of some 15,000 houses. In 1910, the Society's name was shortened to Principality Building Society and in 1914 Principality's official headquarters – Principality Buildings, Queen Street, Cardiff was officially opened. The 1970s was characterised by a wave of acquisitions with Principality taking over the Aberavon and Carmarthen Building Societies, Aberdare Building Society, District Building Society and Gorseinon Building Society. Records received commence c1863 and include various financial ledgers and registers, minutes, annual reports and records of building societies acquired by the Principality.

Cardiff New Theatre Records (DTHN)

The New Theatre was opened in Park Place, Cardiff in December 1906 by a London company owned by the actor/manager Sir Herbert Beerbohm Tree (1852-1917). It could accommodate 2,000 people, and boasted of a stage measuring 76 feet (23 m) by 54 feet (16 m). The theatre was purchased by Cardiff Corporation in 1969 and was

renovated in stages between 1969 and 1976, before undergoing a major refurbishment in 1987-1988. A large additional deposit of records has been received that reflect the activities of the Theatre including press cuttings books, programmes of performances and correspondence regarding refurbishment.

Laleston Parish Records (P81CW)

Laleston is an ancient parish within the rural deanery of Upper Groneath in the diocese of Llandaff. It is situated west of Bridgend in the Hundred of Newcastle. The parish church is dedicated to St. David. An interesting addition to this collection has been received recently. Compiled April 1907 the Parish Terrier comprises a schedule of registers and church plate together with an inventory of items belonging to the Parish.

Ann Clwyd, MP, Papers (DMP2)

Ann Clwyd served as a Member of Parliament for Cynon Valley 1984-2019 and was the first woman to serve a South Wales Valleys seat. Papers received comprise her constituency filing, 1987-2019, an addition to the existing collection which covers the period up to 1987.

Accrual rate

Quarter	Number of accessions	Accessions in cubic metres (approx)	Number of standard shelves (approx)
March-May 2019	44	2.189	18
June-August 2019	51	11.005	92
September-November 2019	66	1.659	14
December 2019-February 2020	56	11.747	98
Totals	217	26.6	222
2018/19	231	34.393	286
2017/18	242	15.675	131

Appendix II

	Number of Visits TOTAL (groups and meetings)		No. of Groups	Documents Produced
Mar – May 2019	1871	(1245)	43	2806
June – Aug 2019	1847	(1238)	53	2961
Sep – Nov 2019	2214	(1574)	82	3090
Dec 2019-Feb 2020	1981	(1399)	68	3040

	Remote Enquiries	Website Hits
Mar – May 2019	924 (+90 un-printed thank you emails)	10282
June – Aug 2019	840 (+231 un-printed thank you emails)	10522
Sep – Nov 2019	912 (+296 un-printed thank you emails)	11469
Dec 2019-Feb 2020	781 (+203 un-printed thank you emails)	10790

Interesting Enquiries

Representatives from a number of media organisations have made contact and visited to undertake research. Subjects currently being explored for planned television programmes include the 1919 Race Riots, the case of Mahmoud Mattan who was executed in 1952 in Cardiff, and a cold case from the 1930s, all of which drew on police and court records.

Students and academics continue to make use of the searchroom and the remote enquiries service. A member of staff from the History Department at Swansea University visited to research instances of the use of the Welsh Not in schools, with a particular focus on log books for Carmarthenshire schools which are currently stored at the Archives. Minutes of National Health Service Executive Councils and Bro Taf Health Authority were consulted by an academic researching experiences of Indian and Pakistani doctors who settled in Wales. An academic participating in a research project on UK secondary education viewed records of local schools including Llanedeyrn High School, Fitzalan High School and Albany Road School. A student at Cardiff University seeking information on the change in reptile populations in the Rhondda was directed to records of the Cardiff Naturalists Society and reports by local authorities.

Colleagues within the heritage and cultural sectors continue to request assistance. Staff from the South Wales Police Heritage Centre have been searching through police personnel records in conjunction with the compilation of a roll of honour. Members of the Cardiff Rugby Museum have been researching the history of the Angel Hotel, where players once changed, and the rear of Jackson Hall where team photographs were taken. Building regulation plans were viewed along with records of the Victorian Society, South Wales Group. An artist working on an Arts Council Wales project based on the experience of women in asylums during the late-19th century viewed records of the Glamorgan Asylum and Poor Law Unions.

Support is provided to officers of contributing local authorities. A Project Archaeologist was assisted with research relating to the protection of a scheduled ancient monument, making use of plans from the Fonmon and Cardiff Library Collections to illustrate land use.

Gelligaer Historical Society are researching the village of Sebastapol, which was demolished when a nearby mountainside began to slip. They visited the searchroom and viewed Ordnance Survey maps, tithe plans, electoral registers and auction particulars for the area.

The Collection is regularly consulted for evidential purposes. An environmental engineer working with the RNLi sought advice on sources relating to the construction of Barry Pier during the 1890s. Quarter Sessions Deposited Plans were suggested. The owner of land once worked by the Llanharry Haematite Mine consulted Ordnance Survey maps and Health and Safety Executive plans as part of his investigations into former mine workings. Property deeds were viewed by a researcher attempting to ascertain the ownership of an industrial unit in Merthyr Tydfil.

Appendix III

<i>Local and Family History Groups</i>	
Ask the Experts! family history sessions	10
Grangetown Local History Society x2	40
Cardiff Council Tenants Group	14
Jewish History Association of South Wales	17
Sully Branch, Glamorgan Family History Society	18
Living Levels RATS	18
<i>Professional Organisations</i>	
Glamorgan Archives Joint Committee	12
Conservation Matters in Wales Conference	55
Cardiff Council Bereavement Services staff	3
Welsh Placenames Society	7
<i>Events</i>	
The Surprising History of Grangetown	53
<i>Education</i>	
Grangetown Primary x4	122
Mount Stuart Primary x2	62
Ysgol y Ddraig x2	60
University of South Wales Photojournalism Students	8
Inset Day: Ysgol Gyfun Plasmawr and feeder schools	20
<i>Individuals Meeting Staff</i>	210
<i>Tours for prospective volunteers</i>	2
<i>Room Hire</i>	
Cardiff Council Training/Workshop x 42	593
Welsh class x 7	77

Appendix IV

Bench work		
UM/29/2, 6	2 creed registers	Cleaned, repaired and boards reattached
D1718/4/20/1	1 minute book	Cleaned, sticky tape removed and repackaged
G/D/C/RE/9/2	1 register of electors	Tears repaired
DCON/5/70, 32	7 newscuttings volumes	Cleaned, repaired, rebound
Cleaning and Packaging		
DSWP/NEG/	18 glass plate negatives	Repackaged with microchamber
DNCB, DPD, D1400	12 NCB volumes	Cleaned
DNCB	41 NCB maps	Cleaned and repackaged
Crew lists	56 crew agreements	Cleaned
Bespoke boxes made		
Various	130 boxes	
Barcoded and Relocated		
Various	1017 boxes and maps	Barcoded
External Work		
Local registrar	50 volumes 192 boards made	Rebound
Private company	230 boxes made	
Local archive	510 boxes made	
South west university	175 boxes made	
South west archive	26 boxes made	
Private individual	50 boxes made	
Private individual	16 boxes made	
Local museum	40 boxes	Flood affected items checked and put into isolation to dry and for mould to be dealt with.

Appendix V Fees and Charges

Proposed new rates of fees and charges to be introduced from 1 April 2020.

Current charges are shown in brackets.

1. Printouts

Printouts: £0.15 (no change)

2. Digital photography

Images can be supplied by e-mail or as hard copy prints.

First image: £5.00 (£2.80)

Subsequent images: £2.00 (£2.80)

3. Postage

Postage of printouts within the UK: £1.00 (no change)

Postage of printouts outside the UK: £2.50 (no change)

4. Research service

£30 per hour - private individuals (no change)

£60 per hour - commercial rate (no change)

Appendix VI ARA UK Archives Distance Enquiry Services Survey 2019

1. Introduction

The UK Archives Distance Enquiry Services Survey looks at archive remote enquiry services from the adult individual's point of view. It is a survey of individuals who contact the service by post or email with an enquiry concerning the Collection. All distance enquirers were invited to take part.

The 2019 survey took place from Monday 9 September to Sunday 1 December 2019. A total of 48 archive services across the UK participated in the survey including 12 Welsh services.

The same survey questions were used in the 2019 survey as the 2017 and 2015 surveys, which has allowed for comparisons between the years.

2. Comparison with other Welsh archive services:

In comparing the results of all participating Welsh archive services, Glamorgan Archives is on a par with colleagues, with only a small variation between the scores of the majority of services. We don't excel beyond most of our neighbours, but neither are we falling behind.

3. What we're doing well

We aim for a score of 90% or higher across the good/very good categories. This was achieved in all areas bar those listed in section 4 below.

Highlights include:

- How good do you think the following aspects of the distance enquiries service are at Glamorgan Archives?

	2019	2017	2015
Overall	100%	95%	93%
Quality of content	97%	93%	91%
Clarity of response	100%	97%	94%
Promptness of response	95%	83%	89%
Charges for goods and services	96%	80%	79%
Ease of navigation of our website	92%	93%	80%
Availability of bilingual information	93%	98%	93%

We have maintained improvements in all areas since 2015. It is particularly pleasing to note the improvement in satisfaction with the promptness of response, which has reached over 90% across good/very good for the first time. Similarly, satisfaction with charges is also now above 90%.

4. Areas for improvement

We did not reach our target of 90% or higher across the good/very good categories in the following section of the survey. Although not a poor score, this result highlights an area for improvement, with recommendations outlined in section 5.

- How good do you think the following aspects of the distance enquiries service are at Glamorgan Archives?

	2019	2017	2015
Our website	87%	94%	81%

5. Recommendations

- Our website

Satisfaction with our website jumped from 81% in 2015 to 94% in 2017, following improvement work on the site undertaken during 2016. Staff have recognised the need for further improvements and the survey result confirms this.

A meeting with the communications team in Cardiff Council, who manage the website, took place in January and a programme of work to improve the website has commenced.

6. Conclusion

The UK Archives Distance Enquiry Services Survey has shown that Glamorgan Archives has succeeded in maintaining the delivery of a high quality remote enquiries service.

Solutions have been identified which will help us to improve our website, thereby increasing scores in the one area where we currently fall below our own high standards.

Rhian Diggins
Senior Archivist
February 2020

**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 2020**

REPORT OF:

THE GLAMORGAN ARCHIVIST

PART 1	AGENDA ITEM NO
Annual Plan 2019-2020	

1. PURPOSE OF REPORT

This report updates members on the achievement of targets set out in the Annual Plan for 2019-2020.

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 29 FEBRUARY 2020

Progress has been made in all key objectives. 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 2019-2020 revenue budget, supplemented where necessary by the General Reserve.

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
5 March 2020**

Annual Plan March 2019 – February 2020

Objective	Remarks
A. Resources	SE
A1. Staff	
<p>Tasks</p> <ul style="list-style-type: none"> i. Maintain establishment ii. Continue skill sharing and volunteer programme iii. Ensure all staff access appropriate CPD iv. Maintain commitment to good health and safety practices 	<p>Appointments have been made to cover a maternity leave vacancy and to grant funded projects. Two Cultural Ambition Trainees and a Corporate Trainee were recruited.</p> <p>Take up by students on professional courses in archives and conservation has increased; target hours (6,600) were exceeded</p> <p>PPDRs were completed; staff have attended training courses and events appropriate to their role</p> <p>Building defects are reported and corrected in a timely fashion; staff have necessary training in use of equipment; First Aid qualifications have been updated</p>

A2. Budget	
<p>Tasks</p> <ul style="list-style-type: none"> i. Manage to best advantage ii. Maximise benefit from income opportunities iii. Promote partnerships and strengthen networks 	<p>The budget is managed with advice from finance officers. Income generation opportunities are being actively explored, including on-line payment. Targets for income have been met (£). Partnerships are improving service delivery with minimum demand on resources.</p>
A3. Building and systems	
<p>Tasks</p> <ul style="list-style-type: none"> i. Maintain building ii. Ensure compliance with appropriate legislation/local authority systems and procedures 	<p>Planned preventative maintenance continues and staff are trained to note and report potential defects.</p> <p>Contractors meet the requirements of Cardiff Council's procurement framework. Welsh language standards are met. Staff work to national standards of archive keeping and access.</p>

B. The Collection	SE/RD
B1. Conservation SE	
<p>Tasks</p> <ul style="list-style-type: none"> i. Manage environment of repositories and storage issues ii. Implement conservation and preservation plans 	<p>Repository environments have been stable. Environmental parameters have been reset to reduce the need for mechanical intervention. Improvements to packaging and shelving are on-going.</p> <p>Plans have been progressed and targets met. Responses to new issues have been integrated into workflows for the current and subsequent year.</p>
B2. Cataloguing RD	
<p>Tasks</p> <ul style="list-style-type: none"> i. Implement cataloguing strategies and plans ii. Implement Collection development plans iii. Progress management of born-digital records 	<p>Collection Management and Development plans have been progressed. Targets have largely been met with any variances reported. Collections weeks and days were held successfully. Accessions have been received as a result of partnership working. Management of born digital records continues to progress through ARCW.</p>

C. Access	RD
C1. On-site use	
<p>Tasks</p> <ul style="list-style-type: none"> i. Monitor service and implement improvements ii. Continue programme of events for users iii. Respond to requests for educational access 	<p>Individual and educational visits have received positive feedback. Targets for educational visits were exceeded (25) and access to digital educational resources has been enhanced; Kids in Museums Takeover Day, People First Takeover and Open Doors events were run successfully. The target for user events was exceeded.</p>
C2. External events	
<p>Tasks</p> <ul style="list-style-type: none"> i. Contribute to a heritage events in each authority ii. Identify and respond to major anniversaries 	<p>Targets have been achieved. Staff attended heritage events in each contributing authority area. Partnerships have been continued and developed within authorities.</p> <p>Preparations for WW2 anniversary events are ongoing. Anniversaries are commemorated through articles on the blog.</p>

C3. Remote access	
<p>Tasks</p> <ul style="list-style-type: none">i. Monitor service and implement improvements ii. Maintain profile through on-line publicity	<p>Targets have been achieved. Enquiries service receives very positive feedback. The ARA distance survey results were received and shared with GAJC with improvement actions identified</p> <p>Social media has been developed into a useful and interactive marketing tool. Relationships with local media have been maintained.</p>

LOCAL GOVERNMENT ACT 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

13 March 2020

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item:

Annual Plan update 2019-20

Background Papers:

Freestanding Item

Officer to Contact: Susan Edwards – 029 2087 2202