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## AGENDA

<b>Committee</b>	GLAMORGAN ARCHIVES JOINT COMMITTEE
<b>Date and Time of Meeting</b>	FRIDAY, 26 MARCH 2021, 2.00 PM
<b>Venue</b>	REMOTE MEETING VIA MS TEAMS
<b>Membership</b>	Councillor John (Chairperson) Councillors Colbran, Burnett, Cowan, Cunnah, George, Henshaw, Higgs, Jarvie, B Jones, K Jones, R Lewis, W Lewis, Robson, and Smith

*Time approx.*

### 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 2020 - 28 February 2021** (*Pages 7 - 24*)

### 5 **Date of next meeting - 21 May 2021 at 2pm**

**Davina Fiore**

**Director Governance & Legal Services**

Date: Monday, 22 March 2021

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

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

## GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on 22 January 2021 at 2.00 pm.

Present:

Members:

- Councillor John, Vale of Glamorgan Council (Chairperson)
- Councillor Cowan, Cardiff Council
- Councillor Cunnah, Cardiff Council
- Councillor George, Rhondda Cynon Taf County Borough Council
- Councillor Henshaw, Cardiff Council
- Councillor K Jones, Cardiff Council
- Councillor R Lewis, Rhondda Cynon Taf County Borough Council
- Councillor W Lewis, Rhondda Cynon Taf County Borough Council
- Councillor Robson, Cardiff Council

### 51 : APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Burnett and Colbran.

The Chairperson explained that he needed to leave the meeting at 2.25pm and Councillor Jarvie would take the Chair at this point.

### 52 : DECLARATIONS OF INTEREST

None received.

### 53 : MINUTES

The minutes of the meeting held on 11 December 2020 were agreed as a correct record.

### 54 : MONTH 9 MONITORING REPORT FOR 2020/21 AND BUDGET REPORT 2021/22

Members were advised that the report provides the Glamorgan Archives Joint Committee with details of actual expenditure and income as at the 31<sup>st</sup> December 2020 (Month 9), against the approved 2020/21 Budget and projections for the full year outturn position. Also to provide details of the proposed revenue budget for 2021/22.

Members approved the 2020/21 budget in December 2019. The budget is funded from local authority revenue contributions, apportioned on the relative populations. The current General Reserve balance is £174,385.

## Month 9 Monitoring

Officers outlined this section of the report in detail and there were no questions from Members.

## Budget 2021/22

Officers outlined this section of the report in detail and the Chairperson invited questions and comments from Members;

Members expressed concern that the premises budget was increasing; Members considered it would be good to be mindful of contractor costs. Officers explained that the repair budget had been kept at £20k, it was the NNDR element that was the huge cost at a third of the budget. Officers had built in a 2% increase for contractor costs and these will be monitored. Officers also explained the one off large spend of £26k for re-gassing the fire cylinders, and that this was a once in ten year spend. Officers further added that all controllable costs would be monitored and kept as low as possible, but costs such as utility costs and NNDR were uncontrollable.

Members suggested that any spare shelf space in the Archives could be rented to organisations wanting temporary storage due to downsizing.

Members sought clarification on Recommendation 3 as they considered it was open ended. Officers explained that any further in year one-off expenditure would come back to Joint Committee.

## RESOLVED to:

- a) Note the projected full year outturn position for 2020/21 as presented in paragraphs 5 to 28 of this report.
- b) Recommend the draft budget proposals for 2021/22 be agreed, as presented in paragraphs 29 to 53 of this report.
- c) Note that there may be a need for further in-year contributions for larger items of expenditure that are not budgeted for in order to maintain a balanced budget and preserve the balance in the General Reserve.

## 55 : MEDIUM TERM FINANCIAL PLAN REPORT

Members were advised that the report provides the Glamorgan Archives Joint Committee with a draft Medium Term Financial Plan (MTFP) for the next 4 years, providing a revised budget proposal in a time of ever increasing budgetary constraints.

Officers outlined the report in detail and the Chairperson invited questions and comments from Members;

Members asked what Officers considered to be a prudent level of reserves. Officers explained that there was no specific figure, it was subject to contributing Local Authority agreement; currently the reserve was going to £33k and officers wouldn't want to see it go much lower than that moving forward.

Members sought clarification on an immediate increase for the next year but not agreeing for any further increases. Officers stated that was correct, the recommendation is to purely note the position not approving any increases after next year.

Members welcomed the introduction of the Medium Term Financial Plan, considering it was good to have a direction to go in and that Committee can continue to review and focus on any issues identified. Members felt assured by the email from the Section 151 Officer which stated he was also content with the arrangements.

RESOLVED TO:

- a) Note the current position of the General Reserve balance and the proposed Medium Term Financial Plan.
- b) Note that a potential annual or in year increase to Local Authority contributions may be required moving forward upon approval from S151 Officers.

56 : DATE OF NEXT MEETING - TO BE DISCUSSED.

The next meeting of the Joint Committee is scheduled on 26 March 2021.

Members discussed the deadline for submitting draft accounts by 31 May 2021. Officers asked if the June meeting of the Joint Committee could be brought forward to Friday 21 May 2021 to ensure this deadline could be met.

RESOLVED: that the meeting of the Joint Committee scheduled for June, be brought forward to Friday 21 May 2021 at 2pm.

The meeting terminated at 3.10 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**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

	<b>AGENDA ITEM NO</b>
<b>REPORT FOR THE PERIOD</b>	

**1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1<sup>st</sup> December 2020 to 28<sup>th</sup> February 2021

**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**

The Annual Plan for the forthcoming financial year would normally be presented at the March Joint Committee meeting, but the Glamorgan Archivist has been working on a longer term forward plan that informs the annual plan for 2021-22. That work is not yet complete, and so the forward plan and the annual plan will be presented at the May meeting instead. A draft will be shared with Committee members as soon as possible for comment and suggestions.

**1. Staff**

*Maintain establishment*

Project Archivist Katie Finn left Glamorgan Archives in early-December on completion of her 1 year contract on the Archives Revealed Time and Tide Project.

Cultural Ambition Trainee Tawhida Khatun completed her placement with us at the end of December. Tawhida's placement began in March and was severely disrupted by the pandemic. Nevertheless, she progressed work towards her NVQ Level 2 qualification in Cultural Heritage from home and made the most of her visits to the office from September onwards when she completed required practical work.

As a result she achieved her qualification, a significant achievement in light of the circumstances.

#### *Continue skill sharing and volunteer programme*

20 volunteers continue to work remotely on projects, contributing approximately 603 hours during the quarter. Additional digitisation work was undertaken in December, in anticipation of a tightening in Covid19 restrictions, to ensure volunteers would have ongoing access to resources.

A new project to produce a finding aid for the 1877 diary of Tudor Crawshay has been launched. Tudor Crawshay (1850-1921) was the grandson of the ironmaster William Crawshay (1788-1867) of Cyfarthfa Castle. He lived at Bonvilston House and later Dimlands House, Llantwit Major and was appointed sheriff of Glamorgan during March 1887. The diary contains details of his marriage to Marie Augusta Hester Ayres and their subsequent continental tour. Currently two volunteers are working on this project.

Volunteer tea breaks are held online each month. Along with updates from the office and an opportunity for a social catch-up, volunteers present on their work. In December, volunteer Jeremy Konsbruck spoke about his research work on the Leversuch Second World War correspondence. In January, volunteer Roy Bell discussed his family history research. Before Christmas a festive quiz was held attended by staff and volunteers. This was very well received with a number of volunteers asking for a copy of the quiz to share with friends.

A reference has been provided for a conservation volunteer applying for internships at the Smithsonian Institute and the US National Air and Space Museum. One of the ex-Conservation student interns has been offered the post of Conservation Technician with a digitisation project for FindMyPast.

Hannah Price, Archivist, attended a session exploring the use of Tempo Time Credits for volunteer work.

#### *Continuing Professional Development*

Three members of staff continue to attend weekly Welsh classes online.

The Conservator completed her British Sign Language Level 1 course.

Louise Hunt, Archivist, attended webinars run by Heritage Digital and Naomi Korn Associates on the impact of Brexit on data protection and intellectual property laws for the heritage sector.

Four members of staff attended sessions of the Digital Past Conference run by the Royal Commission on the Ancient and Historical Monuments of Wales. Speakers from across the world contributed.

Louise Hunt, Archivist, attended a webinar run by the National Archives about using the Manage Your Collections portal for their online catalogue Discovery.

## **Budget**

### *Manage to best advantage*

The budget continues to be regularly monitored, and every opportunity is taken to scrutinise expenditure and income.

As discussed previously, the budget has continued to be problematic in the current year due to the loss of income and increased expenditure brought about by the Covid pandemic. Grants have been forthcoming to assist with some elements of the issue, but they usually have accompanying expenditure to offset the income. Almost £4.5k was successfully claimed towards Covid supplies and equipment, and digitisation equipment costing £41,650 is due to be installed imminently, both as a result of Welsh Government grants.

A claim for lost income for £24k from Welsh Government has recently been received.

Two small grants were also obtained from Archives and Records Council Wales totalling £5,594; one for a replacement edge welder for Conservation and one for a digital microfilm reader for the searchroom. The reader will be accessible for public use once the searchroom reopens, and will be particularly valuable in ensuring continued access to local authority building regulation and planning records which survive solely on microfilm.

### *Maximise benefit from income generation*

We continue to respond to requests to access material held on behalf of Carmarthenshire Archive Service. In January several boxes and volumes were withdrawn by Carmarthenshire Archives in order to allow staff to respond to an ongoing legal enquiry. The records were extracted from the strongroom by Glamorgan Archives staff and collected by Carmarthenshire staff within Covid19 guidelines. It is anticipated that the Carmarthenshire records will be moving back to the Archive building in Carmarthen in the first part of financial year 2021-22.

Repository space is rented to the Museum of Cardiff for storage of their collection. The Museum received funding through Welsh Government's Covid Recovery Fund to photograph objects from their collection in order to support and further develop their online offer. Photography took place at Glamorgan Archives in February, within Covid safe working guidelines.

Onsite digitisation work by Ancestry was suspended with the introduction of Level 4 restrictions at the end of December but work continues from home to identify records from the collection for digitisation.

A number of enquiries have been received through the Welsh Screen Commission regarding the use of Glamorgan Archives as a location for filming.

*Promote partnerships and networks*

*National*

The Glamorgan Archivist has continued working on contracts for mounting parish register images online. The renegotiated contract with FindMyPast will hopefully be completed soon. The images have remained online on their website during the negotiation period.

The National Broadcast Archive, based at the National Library of Wales, has approached Glamorgan Archives about hosting a 'Clip Corner', which would have one or two terminals where people can sit and watch video material from the Archive. They have funding to deliver the project, and are looking to work with most of the archive services across Wales to disseminate the material in the collection. Work is underway on the legal agreements and the practical arrangements for this, which would be sited in the Reception area.

The Archives and Records Council Wales has established a Diversity and Inclusion Group. The Senior Archivist has represented the office at the initial meetings.

The Cultural Ambition programme for heritage trainees continues. Cohort 4 are due to begin their placements in the spring, but this will be impacted by Covid19 restrictions. Options for delivering placements within these new circumstances are being explored, and the Senior Archivist has contributed to the ongoing discussions.

The Unloved Heritage project, led by CADW, comes to an end in March. A closing conference was held in February where participants shared their findings and experiences. Glamorgan Archives contributed to the work undertaken by the young people from Blaenrhondda on the former Fernhill Colliery site, and the Senior Archivist represented us at the Conference.

Work continues on the Women's Archive Wales project Setting the Record Straight, which celebrates the role of women members of the Welsh Assembly. The Glamorgan Archivist sits on the project steering group. Part of the project includes interviewing members, and Glamorgan Archives provided a space in December for an interview with Julie Morgan AM.

A new LGBTQ+ Research Group Wales has been established. The Senior Archivist attended one of the initial meetings where the focus was on using archives for historical research.

LGBTQ+ researcher Norena Shopland published 'Welsh Pride: A Timeline of Lesbian, Gay, Bisexual and Transgender (LGBTQ+) History in Wales' during LGBT History Month in February. The timeline draws on her research at Glamorgan Archives and includes references to the Cardiff Borough Police Fingerprint and Photographic Registers.

The Senior Archivist continues to attend meetings of the Archives and Records Association Survey Group.

The Glamorgan Archivist attended a committee meeting of the South Wales Record Society in January.

The Senior Archivist attended the Annual General Meeting and 50<sup>th</sup> anniversary celebrations of Llafur: The Welsh People's History Society. She also attended their Spring lecture programme on Migration and Wales.

### *Local*

The Jewish History Association of South Wales (JHASW) successfully applied to the Welsh Government for funding to train volunteers. As a partner in the project we delivered online training to the volunteers in listing archive material. Handouts and guidelines were also provided. Training will continue into the next quarter.

JHASW held their first online event on Holocaust Memorial Day, exploring research work undertaken by volunteers on the names listed on the Memorial Tablet at Cardiff Reform Synagogue. The Senior Archivist and other members of staff attended.

The Night Time Blitz Experience project, led by Art Shell in partnership with Grangetown Local History Society, culminated with an online event on the evening of Saturday 2 January, the 80<sup>th</sup> anniversary of the Blitz on Cardiff. The original aim was to have a series of open air art installations at sites across Grangetown. This wasn't possible due to lockdown, but the artists succeeded in creating an excellent online alternative delivered through a series of premieres on You Tube. All participants – the artists and the young people working on the project – drew inspiration from material held at Glamorgan Archives and this was reflected in their creative outputs. The Senior Archivist attended the online event.

The Senior Archivist was invited as guest speaker to Cardiff People First's Standing Up Speaking Out meeting, to discuss the impact of Covid19 on the Archives, how we have adapted our working practices as a result, and how we can potentially work together in future.

## **2. Building and systems**

### *Maintain building*

A full health and safety check of the building has been carried out by the Conservator and Assistant Conservator. During the lockdown period they have continued to undertake weekly checks of the building.

Work on installing the new fire prevention gas cylinders has been completed.

Contractors have continued to attend site to complete essential maintenance work and servicing.

### *Ensure compliance*

With the introduction of Level 4 lockdown restrictions by Welsh Government, staff moved to working from home from 21 December. A small onsite presence has

been maintained on some days each week in order to accommodate staff who cannot work from home and to continue income generation work including research and digitisation.

## B. THE COLLECTION

### 1. Conservation

#### *Repositories*

The Assistant Conservator and the Conservator are continuing to monitor the repository environment during lockdown on their weekly visits to the building.

There are daily strongroom environmental figures for 18 days this quarter. The averages are as follows:-

Strong room	Relative Humidity	Temperature
1	18.5°C	51.6%
2	19.9°C	49.2%
3	19.5°C	47.0%
4	18.5°C	50.5%

All strong rooms were within acceptable levels at all times.

The Air Handling Unit runtimes for this quarter are as follows:

- Strongroom 1 AHU – 1 hour
- Strongroom 2 AHU – 1 hour
- Strongroom 3 AHU – 27 hours
- Strongroom 4 AHU – 1 hour 10 minutes

#### *Conservation and preservation plans*

Work on site this quarter has been limited due to the introduction of Level 4 lockdown restrictions at the end of December. Restrictions have also led to the suspension of work on the projects funded by the National Manuscript Conservation Trust.

The cleaning and repackaging of material damaged during the flooding of Pontypridd Museum in early 2020 has been completed and the documents have been returned to the Museum.

Work has continued on rebinding birth, marriage and death registers for Pontypridd Register Office.

The Senior Archivist met with PhD student Bethan Scorey to discuss her research on the Plymouth Estate, which has a particular focus on St Fagan's Castle, with a view to developing links with the ongoing NMCT project to conserve the Plymouth Estate Surveys.

Details of work completed are given in *Appendix IV*

## **2. Cataloguing**

### *Strategies and plans*

Work continues on scoring collections based on their priority for required cataloguing work. This has included looking at pre-1974 local authority collections to determine if they may be suitable for an application for grant funding.

Further work has been undertaken adding background information to the place authority files added to the CALM database last year. Work also continues on checking old catalogue files against the versions in the database to ensure all information is present. Approximately 5% of these are left to be checked.

Staff have had the opportunity to explore and test out a sandbox version of the Epexio collection management software to assess its merits, with a view to changing the current Calm software that has been in use since 2010. The Senior Archivist and Louise Hunt met with colleagues from Somerset Archives and Local Studies, one of the first services to use Epexio, to discuss the system. Discussions have also been held with staff at Gwent Archives who are also looking at moving to Epexio. The system has many positives, including that it is cloud based and can be accessed by all staff working from home, and would be at a similar price point to the annual cost of Calm.

### *Collection development*

Although we have been unable to take in new deposits for the majority of the last quarter while Wales has been in lockdown, staff have still been fielding enquiries about depositing records. Survey forms have been sent out to prospective depositors and donors. Contact will be made again once staff return to the office and are able to start accepting new material.

The small number of accessions that were able to be received during this quarter are reported in *Appendix I*. Initial receipts were issued within the target time. Full receipts were issued within 15 working days for 64% of the accessions; the target is 60%. 85% of the accessions received between March and August 2020 had receipts issued within the 6 months target for more complicated deposits; the target is 90%. This target was unable to be achieved due to staff working from home during the period of lockdown and the lack of a collections week in which larger, more complicated accessions are usually tackled.

### *Digital preservation*

The Glamorgan Archivist has continued to lead the Welsh Vital Digital Records project, working with Ceredigion, Conwy, Gwent, Gwynedd and North East Wales Archive Services using funding from the Welsh Government's Local Government Digital Transformation Fund. The consultants appointed completed their work in February and presented their final report, along with associated appendices and advocacy documents. The project steering group will be deciding on next steps,

including whether to move the project forward with a further funding application to the same fund. The report will be published on the ARCW website in due course.

Louise Hunt, Archivist, attended a webinar on Audiovisual Digitisation at the Wellcome Trust, hearing about workflows and file format selection.

Louise Hunt attended a meeting of the ARCW Digital Preservation Group.

### *Time and Tide*

The Time and Tide Project came to an end on 8 December. Cataloguing work on the Cardiff Bay Development Corporation Records is completed and records of Associated British Ports have been box listed, catalogued to series level, with some item level descriptions added for sections of the collection. The Covid19 pandemic significantly disrupted the project, but Project Archivist Katie Finn managed to achieve all the targets set out in the revised project plan within the year, and the service is very grateful to her for her hard work in ensuring this work was progressed in very difficult circumstances.

Rasheed Khan, Corporate Trainee, continues to progress the cataloguing of the Cardiff Bay Development Corporation slide collection to item level.

The project was celebrated with a closing blog article published in January.

Outstanding work will be fed into our ongoing work programme.

## **C. ACCESS**

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

#### *Monitor service and implement improvements*

The searchroom service remains suspended as a result of the Covid-19 pandemic and lockdown regulations. Plans are being put in place to reopen the searchroom once it is safe to do so.

#### *Programme of user events*

Our events programme moved online in December with Prof. Martin Johnes' talk on 'A History of Christmas in Modern Britain'. The event was successfully delivered on Microsoft Teams with 36 attending.

Our January talk, 'The Man Be Not Exempted', was delivered by Glamorgan Archives volunteer Jeremy Konsbruck and focussed on Jeremy's extensive research into the Military Appeals Tribunals of the First World War. 26 attended.

Chris Parry from Cyfarthfa Castle Museum gave our talk in February, entitled 'From Ironmasters to Workers: The story of Cyfarthfa Castle Museum & Art Gallery'. 57 attended.

### *Education*

Students from the Welsh School of Architecture held an online sharing session in February where they presented their findings from project work based on the community of Grangetown in Cardiff. Most of the students had made use of material from Glamorgan Archives in their research. The Senior Archivist attended the session and provided feedback.

Dr Lucie Matthews-Jones of Liverpool John Moores University featured her students working on letters from the Cardiff University Settlement records on social media as an example of delivering learning remotely.

We continue to work with West Glamorgan Archive Service on the development of educational resources relating to the history of the Black, Asian and Minority Ethnic population of south Wales.

## **2. External events**

### *Contribute to heritage events*

The Women's Archive Wales launched their online events programme in December. The Senior Archivist gave the January talk, entitled 'Women on Record: The Women's Archive Wales Collections at Glamorgan Archives'. 60 people attended, a number contacting us afterwards with enquiries relating to the Collection, and positive feedback was received, including:

*Just to say how much I enjoyed the talk today. The Women's Archive of Wales have achieved so much and all of you work so hard. It is good to reflect that all the information is deposited in safe places for future generations.*

*...diolch o galon i chi Rhian am sgwrs ardderchog. Roedd pawb wedi mwynhau a gwerthfawrogi.*

Vale People First are progressing work on their Dejavu in the Vale project which explores the history of Barry. Original plans for an exhibition at the Memorial Hall have had to be changed in light of Covid19 restrictions. The exhibition is moving online, and the Senior Archivist has met with members to advise on creating a virtual exhibition.

Louise Hunt, Archivist, delivered a virtual tour of Glamorgan Archives to the Cardiff East Rotary Club meeting in January. After a visual tour of the building, explaining the work of the Archives, with a focus on depositing business records, a selection of images of items in the collection were shown.

### *Identify and respond to major anniversaries*

Social media has been used to commemorate a number of anniversaries and celebrate notable dates. These have included the 80<sup>th</sup> anniversary of the Blitz on Cardiff, Dydd Santes Dwynwen, Burns Night, Welsh Language Music Day and the International Day of Women and Girls in Science. We celebrated LGBT History Month with weekly social media posts throughout February.

### 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 very much for the information you forwarded... My mother especially was really pleased to be able to fill in gaps in her knowledge of her grandmother's history.*

Staff continue to attend the office once a week, on a rota basis, in order to respond to research enquiries and digital photography orders.

Over 50 hours of paid research work has been undertaken for Bridgend County Borough Council, providing information for a report on the origin of street names bearing the name Picton within the Council area. Background research was completed using Ordnance Survey plans, tithe maps and building regulation plans, leading to more detailed investigations of the relevant local authority minute books.

Interesting enquiries are reported in *Appendix II*.

The Queering Glamorgan research guide continues to be used and was featured on the Archives Hub blog during February.

#### *Publicity*

Prof. Martin Johnes spoke on Radio Cymru about Christmas traditions to promote his talk for the Archives on 'A History of Christmas in Modern Britain'.

The Senior Archivist joined a panel discussion on Radio Cymru's Dros Ginio programme discussing the 2021 census and the value of the data collected.

A house on The Parade, Whitchurch, Cardiff was featured on the S4C programme Adre. Glamorgan Archives was mentioned as a source of information for house history, with the owner highlighting resources from the Archives used when tracing history of house, showing an image of a building regulation plan and related documents.

We continue to publicise the service through our blog. Articles this quarter have looked at the Theatre Royal and the Silver Cinema in Barry; Christmas in Wartime as reflected in the Leversuch Second World War correspondence; New Year celebrations at Rookwood House in Llandaff; street lighting in Cardiff; the Time and Tide project; Cardiff Corinthians football club, and Mary Traynor's sketches of buildings across south Wales, many of which have since been demolished. Many thanks to our volunteers for their continuing contributions to our blog.

Social media is being used to update the public on the impact of Covid19 restrictions on the service. In December our social media posts featured our publications for sale with an emphasis on Christmas shopping. We have also promoted our digital schools workshops.

Details of engagement are reported in Appendix III.

## **SUMMARY**

As has been reported previously, the Covid pandemic has caused a number of issues for Glamorgan Archives over the last year, and continues to present a challenging operating landscape. It has been extremely pleasing to secure additional pots of funding in the last period for additional equipment, and to recoup some of the lost income that the service has experienced.

The team have continued to work hard despite the challenges of working from home, answering enquiries and filling orders to the best of their ability without full-time access to the collections. The number of different projects, outreach opportunities, and training etc. that we have been able to report here shows that work has continued and every opportunity is being taken to promote the collections and the service, in so far as is feasible at the current time. There are lots of other opportunities on the horizon, so the service should continue to develop and grow into the forthcoming financial year.

## **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 2020-21 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.

**Laura Cotton**  
**Glamorgan Archivist**  
**February 2021**

**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 2020 – 28 February 2021

**Background Papers**

**Officer to Contact: Laura Cotton – 029 2087 2202**

## Appendix I

<b>Glamorgan Family History Society Records</b>			
<b>Accession No:</b>	2020/87	<b>Reference No:</b>	D37/1/140
Journal no. 140			
Date of records: Dec 2020			

<b>Gelligaer Historical Society Records</b>			
<b>Accession No:</b>	2020/88, 2021/1-2	<b>Reference No:</b>	D1499
Newsletter numbers 49-51			
Date of records: Nov 2020-Jan 2021			

<b>Society of Cirplanologists' Glamorgan Wesleyan Circuit Plan Collection</b>			
<b>Accession No:</b>	2020/89	<b>Reference No:</b>	DWESCIR
Circuit plans for various circuits in Glamorgan			
Date of records: 1953-1989			

<b>Society of Cirplanologists' Glamorgan Wesleyan Circuit Plan Collection</b>			
<b>Accession No:</b>	2020/90	<b>Reference No:</b>	D1785
Glass Slides of Cardiff Collection			
Date of records: early 20th century			

<b>Pritchard Family, Collection</b>			
<b>Accession No:</b>	2020/91	<b>Reference No:</b>	D414
Ronald Pritchard's papers: photocopies of survey of fire fighting capacity in Glamorgan.; letter about early life working in the commercial sector of Cradiff Docks in the 1920s.			
Date of records: 1980s			

<b>Dinas, Rhondda, School Records Collection</b>			
<b>Accession No:</b>	2020/92	<b>Reference No:</b>	D1788
Graig Ddu Infants admission registers, 1924-1937, 1944-1966, 1945-1948; Craig yr Eos Infants admission registers, 1945-1950, 1946-1978, 1974-1996, 1996-2002, log book, c1970-1977; Dinas Junior Boys' admission register, 1916-1927, log book 1901-1932; Dinas Junior School admission registers, 1966-1987; Mid Rhondda Schools Football League minute book, 1919-1930, 1953.			
Date of records: 1901-2002			

<b>County Alderman John Haydn Thomas Papers</b>			
<b>Accession No:</b>	2020/93	<b>Reference No:</b>	D1786
Photograph albums, invitations and menus relating to civic events, Christmas cards received in an official capacity, other associated papers.			
Date of records: c1940s-1960s			

<b>Susan Moore of Cardiff Family Papers</b>			
<b>Accession No:</b>	2020/94	<b>Reference No:</b>	D1760
1. Central Welsh Board School Certificate dated 1942 issued to Mary Davies (Bridgend County School for Girls)			

2. Central Welsh Board School Certificate dated 1943 issued to Mary Davies (Bridgend County School for Girls)
  3. Letter to mother of Mary Davies from Headmistress Miss E M Evans, Bridgend County school for Girls 12.10.1943 - to accompany Certificate
  4. Receipt dated 13.3.1944 from Cardiff Royal Infirmary – fee for Physiotherapy Court.
  5. Certificate from National Institute for the Blind issued to Norman Hopkins May 1946 – English Braille examination
  6. Chartered Society of Physiotherapy Certificate issued to Norman Hopkins January 1949 Massage & Medical gymnastics.
  7. Chartered Society of Physiotherapy Certificate issued to Norman Hopkins November 1948 Electrotherapy for blind candidates
  8. Physiotherapists Board – Norman Hopkins registration December 1962
  9. Colour photograph Heath Park Avenue, Heath, Cardiff CF14 3RF - probably taken during the heavy snowfall of January 1982
- Date of records: 1942-1982

## Appendix II

	<b>Number of Visits TOTAL (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
Dec 2019-Feb 2020	1981	(1399)	68	3040
March-April 2020	349	(268)	16	537 (to 18/3/2020)
May - Aug 2020	0	0	0	1026
Sep – Nov 2020	0	0	0	1855
Dec 2020-Feb 2021	0	0	0	548

	<b>Remote Enquiries</b>	<b>Website Hits</b>
Dec 2019-Feb 2020	781 (+203 un-printed thank you emails)	10790
March-April 2020	376 (+115 un-printed thank you emails)	5972
May – Aug 2020	865 (+253 un-printed thank you emails)	13590
Sep – Nov 2020	870 (+218 un-printed thank you emails)	9462
Dec 2020-Feb 2021	777 (+225 un-printed thank you emails)	8885

### Interesting Enquiries

Family history remains a popular pastime with a regular stream of enquiries from genealogists. This quarter we were able to assist a researcher from Canada whose son is about to join the police force. He will be the fourth generation of the family to serve with the police. Her great grandfather served with the Glamorgan Constabulary and we found an entry for him within the Constabulary's list of pensioners, confirming over 30 years of service, along with records of him taking witness statements in Merthyr Tydfil in 1880 within the Quarter Sessions Depositions. Another family contacted us seeking to confirm the identity of a police officer featured within their family photographs. Using the police number shown on his uniform, we were able to confirm his identity and that he joined the Glamorgan Constabulary in 1898, serving in Pontypridd. Police and court records also proved to be of use when tracing a researcher's grandfather, an Austrian, who was imprisoned in December 1914 for living in a restricted area without a permit.

As we commemorate 80 years since the Second World War, we received an enquiry from an individual researching the evacuation of his father and uncle to Cwmaman. We were able to confirm that we hold the log books of three schools in the area. We were also contacted by a project researcher for a company involved in locating and disposing of unexploded ordnance, interested in records of the bombing of Cardiff during the War. We suggested consulting records of the Cardiff Borough Fire Service together with Cardiff City Council images of buildings and streets damaged in the air raids.

We continue to respond to enquiries from academic researchers and students. A member of staff from Cardiff University sought our advice on sources relevant to his research on the city's gasworks. He is creating a project with his students investigating gasworks contamination in Cardiff and is particularly interested in the location of the town's first gasworks near the Hayes, established by the 1830s. We referred him to the catalogues of the Cardiff Gas Company records and also suggested minutes of Cardiff Borough Council, records of Grangetown Local History Society and historic maps of the city.

Student projects have included the style and content of mental health documentation of the 1950s, where we suggested use of the Glamorgan Asylum records, and the experiences of Jewish refugees entering Wales during the period 1933-1945, where we referred the student to records of the Jewish community in Cardiff.

A number of enquiries have been received relating to our business collections. As a result of the Time and Tide cataloguing project, we were able to refer a researcher to records within the Associated British Ports collection for information on the south Wales fruit trade and particularly its import, wholesale and social history. Records of South Glamorgan County Council were suggested for use by the author of an article on the Rover car factory at Pengam, Cardiff, and records of Gelligaer Urban District Council were referenced by a researcher preparing a volume on the history of Austin and the creation of a pedal car factory at Bargoed in the years following the Second World War. The Institute of Mechanical Engineers (South Wales Region) celebrates its centenary later this year and we were contacted by the Chairman requesting details of minutes held within the Collection.

We have responded to enquiries from the media, including a journalist exploring the history of Womanby Street in Cardiff and a reporter from LGBTQymru Magazine looking for images to illustrate an article on LGBTQ+ history in Wales.

We continue to assist colleagues within the heritage sector. Archaeology Wales are conducting a building recording of BBC Broadcasting House in Llandaff and were particularly interested in establishing the dates of the early construction phases. We assisted with information on material within the papers of architect Dale Owen.

Enquiries are received from across the world, and a blog article brought one researcher to us. He is examining links between Cardiff and Nordic countries and read an article on the Norwegian Church, subsequently contacting us for additional information.

## Appendix III

<b>Events</b>		
A History of Christmas in Modern Britain		36
'The Man Be Not Exempted': Conscription and the Military Appeal Tribunals of the Great War		26
From Ironmasters to Workers: The story of Cyfarthfa Castle Museum & Art Gallery		57
Women's Archive Wales, 'Women on Record: The Women's Archive Wales Collections at Glamorgan Archives'		60
Cardiff East Rotary Club		15
<b>Professional Organisations</b>		
Cardiff People First 'Standing Up Speaking Out'		15
<b>Education</b>		
Cardiff University Welsh School of Architecture		18

<b>Social Media</b>						
	<b>Twitter</b>		<b>Facebook</b>		<b>Instagram</b>	
	<i>Followers</i>	<i>Engagement</i>	<i>Likes</i>	<i>Engagement</i>	<i>Followers</i>	<i>Engagement</i>
<i>Sep</i>	5211	3003	1440	6011	1006	24
<i>Oct</i>	5310	9412	1457	662	1033	36
<i>Nov</i>	5374	9449	1478	7903	1050	35
<i>Dec</i>	5400	5093	1480	877	1054	27
<i>Jan</i>	5439	5080	1486	5481	1070	27
<i>Feb</i>	5479	8440	1492	1580	1083	35

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