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## AGENDA

**Pwyllgor** CYDBWYLLGOR ARCHIFAU MORGANNWG

**Dyddiad ac amser y cyfarfod** DYDD GWENER, 30 MEDI 2022, 2.00 PM

**Lleoliad** CYFARFOD O BELL

**Aelodaeth** Y Cyngorydd Wendy Lewis  
Cynghorwyr Cowan, K Jones, Lewis, Mackie, Robson, John, Birch, Simmonds, Andrews, Blundell, Colbran, Harris, Jones,  
Y Cyngorydd Wendy Lewis a/ac Stephens

### 1 Ymddiheuriadau am Absenoldeb

Derbyn ymddiheuriadau am absenoldeb

### 2 Datgan Buddiannau

I'w wneud ar ddechrau'r eitem agenda dan sylw, yn unol â Chod Ymddygiad yr Aelodau.

### 3 Cofnodion (*Tudalennau 3 - 6*)

Cymeradwyo cofnodion y cyfarfod blaenorol fel cofnod cywir.

### 4 Adroddiad Archifydd Morgannwg am y cyfnod 1 Mai - 31 Awst (*Tudalennau 7 - 30*)

### 5 Briffio Llafar - NNDR

### 6 Adroddiad Monitro Mis 4 2022/23 (*Tudalennau 31 - 38*)

### 7 Dyddiad y cyfarfod nesaf.

Rhagfyr 16, 2022 am 2.00pm

**Davina Fiore**

**Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol**

Dyddiad: Dydd Llun, 26 Medi 2022

Cyswllt: Andrea Redmond, 02920 872434, a.redmond@caerdydd.co.uk



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 Annual Meeting of the Glamorgan Archives Joint Committee held at Remote Meeting on 23 June 2022 at 2.00 pm.

Present:

Members Representing: Councillor Cowan, Cardiff  
Councillor K Jones, Cardiff  
Councillor John, Vale of Glamorgan Council  
Councillor Simmonds, Caerphilly County Borough Council  
Councillor Andrews, Caerphilly County Borough Council  
Councillor Blundell, Bridgend County Borough Council  
Councillor Harris, RCT  
Councillor Jones, RCT

- 1 : TO ELECT A CHAIRPERSON OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2022/23.

Councillor Wendy Lewis (RCT) was appointed Chairperson to the Committee. She was nominated by Cllr G Jones and seconded by Cllr B Harris.

- 2 : TO ELECT A VICE-CHAIRPERSON OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2022/23.

Councillor Jayne Cowan (Cardiff) was appointed as Vice-Chair to the Committee. She was nominated by Cllr K Jones and seconded by Cllr G John.

- 3 : TO NOTE THE MEMBERSHIP OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2022/23.

Noted.

- 4 : TO NOTE THE JOINT AGREEMENT/TERMS OF REFERENCE OF THE GLAMORGAN ARCHIVES JOINT COMMITTEE FOR THE MUNICIPAL YEAR 2022/23.

Noted.

- 5 : APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Robson, Mackie, M.Lewis, W.Lewis, Colbran, Birch and Stephens.

- 6 : DECLARATIONS OF INTEREST

None received.

7 : MINUTES

The minutes of the meeting held on 18 February 2022 were agreed as a correct record.

8 : REPORT OF THE GLAMORGAN ARCHIVIST FOR THE PERIOD 1ST FEBRUARY TO 30TH APRIL 2022.

Members were provided with a comprehensive update on the work of the service for the period 1 February 2022 – 30 April 2022 all categorised against the outcomes of the Annual Plan.

In summary, the Archivist explained that the last quarter had been another busy one for Glamorgan Archives. It had been pleasing to welcome the volunteers back to the building as restrictions have eased.

More and more digitisation of collections was being completed, in response to the increase in demand from remote users. This highlighted the change in usage that the service has undergone since the start of the pandemic in 2020. It is expected that the remote demand will continue to grow and that digital services will continue to be more important than ever, showing that the focus the service has placed on the development of that capability for the Archive service is the correct strategic direction.

The Chairperson invited questions and comments on the report.

Members asked if the online talks/shows had better uptake than when they were delivered in person, and whether it was better to offer both. The Archivist explained that they do get more attendance at the virtual talks. People found them to be more flexible, with less commitment, no travel etc. In comparison the virtual sessions attract a lot more people than in person sessions. An example was given of a session last year where over 100 people attended, it would not have been possible to accommodate that number of people in person in the building. Going forward, the intention was to carry on with virtual sessions but offer one or two per year in the building.

Members further explored this area and asked whether there was a possibility of hybrid sessions. The Archivist stated this was absolutely something the service wanted to explore in the future, however currently they were still trying to encourage social distancing in the building so it was not practical at the moment.

Members noted the amount of remote enquiries and that they had all been delivered in the target timeframe. Members wished to thank the team for all their hard work on this.

RESOLVED: to note the contents of the report.

9 : FINAL OUTTURN POSITION & DRAFT AUDIT WALES RETURN FOR 2021/2022.

Members were provided with a comprehensive outline of the report and all its key heading, after which the chairperson invited questions and comments on the report.

Members were keen for more information on the Creditor and Debtor Section before the return is signed by the Chairperson/Vice Chairperson. Officers agreed to send this information to all Committee members.

Members considered that the Glamorgan Archives Service was seen as a beacon on excellence across Local Authorities and wished to compliment staff on the positive reports.

RESOLVED:

- I. That the outturn position for 2021/22 be noted.
- II. That the attached draft Audit Wales Annual Return for 2021/22 be noted and signed.

10 : DATE OF NEXT MEETING - TBC

The meeting terminated at 3.00 pm  
cotton

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



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GLAMORGAN ARCHIVES JOINT COMMITTEE

SEPTEMBER 2022

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REPORT OF: THE GLAMORGAN ARCHIVIST TO THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE

AGENDA ITEM:

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### PURPOSE OF REPORT

1. To present to the Joint Committee the quarterly report describing the work of Glamorgan Archives for the period 1 May – 31 August 2022.

### BACKGROUND

2. 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.

### ACHIEVEMENTS AGAINST ANNUAL PLAN

Please note that targets due for completion in later years may not be mentioned here unless work has taken place in this quarter.

- 3. Outcome 1: User communities are able to access the service's resources, no matter where they are in the world, through enhanced provision of digital services.**

*1.1 Establish a priority programme for digitisation of collections and enhance access to digital collections through a broad range of avenues*

Quarterly collections meetings continue to be held to discuss cataloguing, conservation and digitisation priorities and planning.

Louise Hunt, Archivist, and the Glamorgan Archivist have had discussions with colleagues at Gwent Archives regarding health records which may need to be transferred from Gwent since they relate to institutions formerly in Mid Glamorgan.

### *1.2 Improved access to collections through an enhanced online catalogue*

The Senior Archivist met with representatives from the Roman Catholic Archdiocese of Cardiff to discuss signposting between our collections and material held by the Archdiocese. Notes have since been attached to the catalogue detailing the resources held at Archbishop's House.

Work continues to refine the Epexio system that will replace the current collection management software, CALM, so that it fulfils our requirements. Work is currently being undertaken on the 'Epexio Enquire' module which will be used for user registration and potentially also bookings and enquiries. The public catalogue 'Epexio Discover' is also being worked on. We have started to adapt our in-house manuals for using the new system, but this process is flagging up other queries which are being raised with Metadatis (the software company that run Epexio).

### *1.3 Improved website with more resources and assistance available online 24/7*

Work has started to review the Glamorgan Archives website, in line with the developments on the new collection management software and looking at the development of resources.

### *1.4 Increased use of social media shared amongst the whole team with growing usage figures*

The @PlymouthMaps social media account launched on Twitter and Instagram in June. Created by Cardiff University history placement students Freddie Winckless and Ben Price, the account highlighted content from the Plymouth Estate Surveys following the recent successful NMCT-funded conservation project. The content of the survey volumes, what they can tell us about local history and topography, along with their artistic merit, were all explored in a series of daily posts throughout the month, drawing user attention to this unique resource for the history pre-industrial south Wales.

We continue to work with People's Collection Wales and a number of archive services from across Wales on a pilot project to cross promote content on social media. The theme for May was Memories, tying in with Dementia Action Week and drawing on images of people and places within living memory. In June the theme was the Platinum Jubilee, with past royal celebrations featured, and in July the focus was on agriculture and village shows to celebrate the return of the Royal Welsh Show.



Statistics have been received on the seaside theme which ran during April and into early May, relating specifically to the Glamorgan Archives images featured. The campaign reached a total of 70,778 on social media during the duration of the 5 weeks that it ran. Social media advertisement was used on both Facebook and Instagram in an effort to boost posts, at a cost of £60.

A number of items featured as part of the initiative have been added to the People's Collection Memory Archive, which is a curated collection of images suitable for undertaking reminiscence work with older people.

We continue to use social media to highlight items from the collection and note significant celebrations and commemorations. Recent posts have related to Nurses Day, World Bee Day, World Turtle Day, British Sandwich Week, the Urdd Eisteddfod, the Platinum Jubilee, Bike Week, International Archives Day, British Flowers Week, World Refugee Day, Bring Your Dog to Work Day and International Dog Day, Day of the Seafarer, Wimbledon, the World Aquatics Championships, World Chocolate Day, the Llangollen International Eisteddfod, the Wales rugby tour to South Africa, the World Archery Games, the Royal Welsh Show, World Chess Day, the World Harp Congress in Cardiff, National Picnic Month, the Commonwealth Games, the National Eisteddfod, National Love Parks Week, International Cat Day, National Allotment Week, the BBC Proms, South Asian Heritage Month, World Photography Day, the 90<sup>th</sup> anniversary of Porthcawl Pavilion, and Pride Cymru. We celebrated National Volunteers Week with a series of posts featuring the work of our volunteers. We have also promoted the Glamorgan record collections available on Ancestry and the availability of the Glamorgan's Blood exhibition for display in community venues.

Articles on our blog have featured Glamorgan Quarter Sessions Juvenile Convictions, the use of mobile shower units in schools and holidays at home during the Second World War, and the work of Bridgend photographer Edwin Miles, including his images of Talygarn House near Pontyclun and the Cowbridge Fete and Gala of 1909.

#### *1.5 Enhanced range of online events, with additional services like recorded events*

There was a break in online events over the summer period, but more events are planned for September onwards. In-person events are also starting to be planned.

Discussions have been held with the Cardiff Branch of Glamorgan Family History Society around restarting the Ask the Experts family history sessions. Delivered by volunteers from GFHS, the sessions provide family historians with an hour of one-to-one advice and assistance. The sessions will restart on a slightly different basis. They will be held monthly, and four slots will be available to book each month. We are grateful to Cardiff GFHS for their continued support.

#### *1.6 Agree and deliver a digital preservation repository*

Work continues on the Welsh Vital Digital Information project towards digital preservation sustainability. The final report on the pilot project with Preservica was

received in May and the project steering group is working on the development of a business case to enable the authorities involved to sell the project to their senior management.

#### **4. Outcome 2: A wider range of people are aware of Glamorgan Archives and the work that the service does.**

The majority of work under Outcome 2 is due to be completed in years 2023-2026. However some progress has been made against the following targets:

##### *2.1 Identify new audiences and broad areas of interest*

Dawn Bowden MS, Deputy Minister for Arts and Sport, visited the Archives on 9 June. She was introduced to the work of the office through a behind the scenes tour and viewed a selection of documents from the collection.

Bishop Wyn Evans, Provincial Advisor on Archives for the Church in Wales, visited for a tour of the office.

##### *2.2 Build relationships with local media outlets to tell stories of local interest from across Glamorgan*

Rondo Media filmed an interview at the Archives with Dr Dylan Foster Evans from Cardiff University for a documentary on the history of the Welsh Language. Items from the collection were featured.

Wales Online published an article on the 1958 Empire Games, held in Cardiff, to coincide with the 2022 Commonwealth Games. Images from the collection were featured.

Two films produced by Archives Wales, featuring items from the collection and a voiceover by the Senior Archivist, were launched on the Archives Wales website and You Tube channel on International Archives Day. One film explores LGBTQ+ history in Wales, and the other looks at Women's History in Wales.

##### *2.3 Work with existing and potential community groups from across the area through broad community engagement*

A successful application was made through the Archives and Records Council Wales to the Welsh Government's Summer of Fun fund. This will support running a Takeover Day with Vale People First's Vale Youth Speak Up group, providing young people with a learning disability with an opportunity to engage with heritage at the Archives. The event will take place on 1 September.

A number of organisations provided with letters of support during the year have been successful in their applications for funding. These include the Jewish History Association of South Wales for a project to catalogue and digitise the

records of Cardiff United Synagogue; The Wallich for the Invisible Cardiff project to train homeless people or people at risk of homelessness as tour guides, and the Innovate Trust for a project to develop the gardens at St Fagan's Castle.

A letter of support has been provided to the Sub-Sahara Advisory Panel for their proposed Kumbukumbu heritage project looking at the history of the African community in South Wales. We also met with representatives from Trinity House on Newport Road, Cardiff, to discuss the next stage of their funding application.

The Archives hosted the joint AGMs of South Wales Records Society and Glamorgan History Society on 7 May. Following the formal part of the meeting, a talk was given by Rod Cooper on 'The Diary of a Gower Gentleman: Charles Morgan of Llanrhidian'.

Grangetown Local History Society continue to hold their monthly meetings at the Archives. In May, the Senior Archivist spoke to members about our searchroom services, and in July a number of documents from the Society's collection, on deposit at the Archives, which relate to the Mildon family, were displayed. We also met with officers of the Society to provide advice on preserving their digital collection.

Group visits have restarted for the first time since March 2020. A group of tenants from Cardiff Council Tenants' Participation Service were the first to attend. They were given a tour behind the scenes and viewed a selection of documents relating to their localities.

## **5. Outcome 3: People of all ages have developed skills and are better prepared for the workplace through engagement with Glamorgan Archives.**

### *3.1 Enhance offer to school through direct engagement and mounting education packs online*

A teacher from St Helen's Primary School in Barry was provided with census data and links to our school workshops for a project showing the growth of Barry in the Victorian period.

### *3.2 Use collections to engage schools in discussions re topics of interest*

The Senior Archivist visited Adamsdown Primary to meet with the Adamsdown Investigators, a group of Year 6 pupils who have been exploring the history of the school. She provided advice on hosting an exhibition and was also shown the documents recently discovered in the attic of the school, which will be deposited at the Archives in due course. The exhibition was held at the school in July and the Senior Archivist attended.

### *3.3 Strengthen existing and develop new partnerships with Higher and Further Education establishments in the area*

The Secondary Education and Social Change project at University of Cambridge produced a vlog with the Archives and Records Association's Archives for Learning and Education section. It looked at the KS3 teaching resources produced by the project, featuring items from the Glamorgan Archives collection.

The Senior Archivist met with representatives from UWC Atlantic College in St Donat's to discuss their collection and advise on potential ways of ensuring its ongoing preservation.

### *3.4 Continue and enhance opportunities for Work Placements at Glamorgan Archives*

The Glamorgan Archivist attended the closing event for the Cultural Ambition project at the National Library of Wales in Aberystwyth. A number of the former trainees who had had placements with Glamorgan Archives attended and spoke during the event. Their feedback on their experience with the service was very positive. A film was also produced to celebrate the project which featured a number of the same trainees (see <https://www.youtube.com/watch?v=Sz1BhFapcQw>). It is hoped that there will be other projects that can be pursued with Creative & Cultural Skills in the future.

Conservation intern Freya Chambers was featured by the ICON Emerging Professionals on their social media channels during July.

A recently qualified archivist was given a tour of the Archives with a view to starting a volunteer placement with us in September.

## **6. Outcome 4: The legal and evidential value of archives is at the forefront of the service's work.**

### *4.1 Work to increase advocacy and representation within constituent local authorities*

The Glamorgan Archivist continues to attend the monthly meetings of the South Wales Information Forum, which is attended by information managers from partner authorities.

A visit for Joint Committee members was held in July. Another visit is being arranged for those members who were not able to visit then.

## **7. Outcome 5: Collections are gathered, kept and shared using the best professional standards.**

### *5.1 Begin a systematic stocktake of all collections as part of Collections Weeks*

A successful collections week was held in June. The Archivists concentrated on reviewing the Butetown History and Arts Centre collection deposited by the Heritage and Cultural Exchange. The Records Assistants continued with the stocktake of the strongrooms.

### *5.2 Ensure a balance of cataloguing, conservation and digitisation priorities*

Initial receipts were issued within the target time. Full receipts were issued within 15 working days for 86% of the accessions; the target is 60%. 88% of the accessions received between September 2021 and February 2022 had receipts issued within the 6 months target for more complicated deposits; the target is 90%. Progress is being made with some of those larger accessions that remain outstanding from this period.

Details of all accessions received in the last quarter can be found in Appendix 1 including notable accessions.

### *5.3 Develop coherent programme of external funding applications*

An expression of interest was submitted to the National Manuscripts Conservation Trust fund for work on the William Burges drawings received from Cardiff Castle. Following that submission, the Archives have been invited to submit a full application in October.

An application has been submitted to the Welsh Government's Anti Racist Wales Culture, Heritage and Sport Fund. If successful, it will support the creation of a research guide to sources for the study of Minority Ethnic History. The guide will outline research techniques for the location of Minority Ethnic History, including terminology and suggested archive collections.

### *5.4 Complete half-finished collections*

Work is continuing on the Associated British Ports South Wales collection of large rolled plans.

### *5.5 Reinterpret collections descriptions so that they reflect modern views of history*

Glamorgan Archives is also a partner in an ARCW application to the Welsh Government's Anti Racist Wales Culture, Heritage and Sport Fund for the work on checking offensive and biased language in archive catalogues.

- 8. Outcome 6: Resources are managed to the best possible advantage with all due consideration given to sustainability and value-for-money, whilst maintaining a flexible and agile service.**

### *6.1 Manage budget to ensure best value for money and appropriate use at all times*

Regular budget monitoring is continuing. With increasing costs for utilities and supplies, the budget is being watched to ensure that things stay on track.

### *6.2 Maximise income generation opportunities*

The decant of the Carmarthenshire Archives collections was completed in May, freeing up a significant amount of shelf space for new collections and other rental opportunities.

The Conservator has started work on a NMCT-funded project on behalf of Rhondda Cynon Taf Heritage Service to conserve minute books from the Women's Labour Party. She has also continued work on the Royal Welsh College of Music and Drama's NMCT-funded project, which will reach completion in the next quarter.

### *6.3 Maximise staffing complement through grant funding and efficient use of resources*

An application has been made to Cardiff Council for a Corporate Trainee position within Glamorgan Archives. These posts are funded by Cardiff Council for six months, with the service adding another two months if the post-holder cannot find another role at the end of the initial period. If successful, the six-month post would work on digitisation and other digital-based tasks to support the increased demand for remote access to services.

### *6.4 Ensure an inclusive and well-developed workforce*

Louise Hunt and Heather Mountjoy, Archivists, Kate Morgan, Preservation Assistant, and Harvey Thomas, Assistant Archivist, completed the required Manual Handling Load Handling course.

Training in the use of the new digital microfilm reader has been delivered to all staff working in the searchroom, and guidance notes have been drawn up and made available for reference.

Louise Hunt and Hannah Price completed the required Violence Against Women, Domestic Abuse and Sexual Violence training.

Two members of staff completed Welsh Course Uwch 2 Rhan 1 with Cardiff University in July.

### *6.5 Ensure sharing of skills with partner organisations as much as feasible*

The Senior Archivist was invited to speak at the June meeting of Cardiff Libraries in Cooperation (CLIC). The theme was customer service, and she spoke about

our public service at the Archives and in particular the impact of the pandemic on services offered.

The Glamorgan Archivist and Senior Archivist met with representatives from FamilySearch to discuss opportunities for future partnership working.

The Glamorgan Archivist continues to attend the South Wales Emergency Planning Network meetings, sharing knowledge and skills with colleagues from museums, archives and libraries from across South Wales.

### *6.7 Ensure a broad range of opportunities for volunteers*

A successful volunteers' summer outing was held in July. Sara Huws, Civic Engagement Officer at Cardiff University Special Collections and Archives provided a women's history tour of Cathays Park. This was followed by a tour and introduction to the collections at the Special Collections and Archives, delivered by Librarian Lisa Tallis. It was an interesting and enjoyable day.

Freya Chambers, Cardiff University conservation student and previous Cultural Ambition trainee, has been undertaking a summer internship in the studio. This has gone extremely well.

Volunteers from The Arts Society have finished cleaning the last four large National Coal Board volumes and are moving onto the flat volumes, some of which are extremely large and will require two people to work on each book. Other volunteers are working on encapsulating NCB plans and police newspaper cutting books.

The Crowd Cymru digital volunteering project completed the recruitment of the Project Officer post and Jennifer Evans started in post in July. Work is already underway on advertising the volunteering opportunities within the project and raising awareness of the project amongst interested groups.

### *6.8 Ensure service is run transparently*

The searchroom remains busy with high demand for places. Opening hours were extended in June. Searchroom opening has been brought forward to 9.30am and closure pushed back to 4.30pm.

The target for responding to remote enquiries is met. Feedback has included:

*Thank you so much for all your help this week and for making me feel so welcome. It was really great to be back. I hope to be able to return next year and very much look forward to seeing you again then.*

*Just wanted to say thank you for all the help I received during my visit and search today... I really appreciated it and I am sure it will not be long before I return.*

*Thank you so much for the info which answers all my queries. Such efficiency, such speed of delivery ... what more can I say!!!*

*Thank you so very much for all the information you were able to send me. Excellent service.*

A pilot survey of visitors to the searchroom was held in July as an exercise to help inform the Survey of Visitors to UK Archives, due to be rolled out in the autumn. The short survey window along with the expected slight fall in visitor figures over the summer, due to holidays and the university break, mean that although useful for testing survey questions, the data returned was not statistically valid. Nevertheless, comments added to the forms were positive. A full survey will take place during October and November this year.

#### *6.11 Work more collaboratively with neighbouring archive services*

The Glamorgan Archivist continues to be involved with Archives and Records Council Wales and with the Welsh County Archivists' Group and has attended meetings of both in the last quarter.

#### *6.12 Improve management of Glamorgan Archives building*

The latest quarterly Health and Safety check looking for defects and issues was completed in July. There were no new major issues identified, and everything is on the list to be dealt with over time.

At the start of May, a water pipe on the roof started to leak causing water to come through into the Conservation Studio below. No equipment or items were damaged, although a number of ceiling tiles needed to be replaced. The cause of the issue was fixed by the maintenance contractor, and has not recurred since. There have also been other small leaks within the plant equipment on the roof, which have been dealt with. This is symptomatic of the ongoing issues of having an open plant on the roof open to the elements and this is being looked at.

The building management system (TREND) engineer has been back on site to complete maintenance on the system and fit new sensors on the air handling unit for Strongroom 4.

There have been some issues with the air handling units leading them to run for more time than usual, and this is being monitored manually.

A fire safety assessment was carried out in June in conjunction with Health and Safety colleagues from Cardiff Council. This has raised a number of recommendations, which are being actioned.

## **SUMMARY**



9. The Archives continues to be busy with several different projects underway, both within the service and in partnership with others. Work is continuing on developing further funding applications where appropriate to enable the service to continue to develop and grow. The Archives is still a partner of choice for a number of groups and organisations, and that is very encouraging.

Work on building issues continues to be a cause of concern, especially with the increased costs that we are seeing across the board on utilities and materials. This is continuing to be monitored.

### **LEGAL IMPLICATIONS**

10. 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 Welsh Government with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.
11. The Glamorgan Archivist acts at all times 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.

### **FINANCIAL IMPLICATIONS**

12. Any direct financial implications arising from this report have been accounted for in the 2022-23 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**  
**23<sup>rd</sup> September 2022**

## Appendix I

<b>Bargoed Methodist Church Council Records</b>			
<b>Accession No:</b>	2022/53	<b>Reference No:</b>	D896/1/3
Minutes Date of records: 1987-2017			

  

<b>Methodist Church, Ferndale Road, Pontygwaith Records</b>			
<b>Accession No:</b>	2022/54	<b>Reference No:</b>	D1872
Marriage register Date of records: 1986-1991			

  

<b>Methodist Church, Pengam Road, Cascade, Penpedairheol Records</b>			
<b>Accession No:</b>	2022/55, 90	<b>Reference No:</b>	D1873
Marriage registers, 1980-2007; postcard of Cascade Methodist Church, 1920s Date of records: 1920s-2007			

  

<b>The South American Saint Line, Cardiff, Magazines</b>			
<b>Accession No:</b>	2022/56	<b>Reference No:</b>	D1874
'Reef Knot' the house magazine of the South American Saint Line Date of records: 1947-1954			

  

<b>Wesley Methodist Church, Ferndale Records</b>			
<b>Accession No:</b>	2022/57	<b>Reference No:</b>	D1704/3/1-7
Marriage registers Date of records: 1921-2016			

  

<b>Methodist Central Hall and Sunday School, Wood Street, Bargoed Records</b>			
<b>Accession No:</b>	2022/58	<b>Reference No:</b>	DWESMARR55/1-5
Marriage registers Date of records: 1924-1974			

  

<b>Norton Bridge Methodist Church, Pontypridd Records</b>			
<b>Accession No:</b>	2022/59	<b>Reference No:</b>	D1278/1/1-3
Marriage registers Date of records: 1961-2017			

  

<b>Treherbert Methodist Church, Dunraven Street Records</b>			
<b>Accession No:</b>	2022/60	<b>Reference No:</b>	D1281/1/6
Marriage register Date of records: 1984-1992			

  

<b>Lewis Street Methodist Church, Ystrad Mynach Records</b>			
<b>Accession No:</b>	2022/61	<b>Reference No:</b>	D1279/1/1
Marriage register Date of records: 2005			

**Rhydyfelin Methodist Church, Poplar Road Records**

<b>Accession No:</b>	2022/62	<b>Reference No:</b>	D1292/2/5
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Marriage register, and one blank register

Date of records: Jun 1982-May 2015

**Glamorgan Family History Society Records**

<b>Accession No:</b>	2022/63, 93	<b>Reference No:</b>	D37/1/146-147
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Journal numbers 146-147; unaudited financial statement/Trustees Annual Report, 2021

Date of records: Jun-Sep 2022

**Gelligaer Historical Society Records**

<b>Accession No:</b>	2022/64, 99	<b>Reference No:</b>	D1499/1/58-59
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'Gelligaer Times' - Issue nos 63-64

Date of records: May-Aug 2022

**Women's Archive Wales/Archif Menywod Cymru: Women's International League for Peace and Freedom. South Wales Branch**

<b>Accession No:</b>	2022/65	<b>Reference No:</b>	DWAW
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Minutes books, business papers, photographs, tapes of interviews with members, boards of photographs illustrating branch activities

Date of records: 1960s-2009

**Bute Colliery, Treherbert, plans of seams and workings**

<b>Accession No:</b>	2022/68	<b>Reference No:</b>	D1878
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Plans of seams and underground workings

Date of records: 20th century

**Rhondda County School for Girls, Porth, Photograph**

<b>Accession No:</b>	2022/69	<b>Reference No:</b>	D1875
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Group photograph of staff and pupils

Date of records: c1939

**Brian Lea of Penarth, Collection**

<b>Accession No:</b>	2022/70	<b>Reference No:</b>	D1876
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Penarth County School, Baden-Powell Boy Scouts: list of names and badges and awards attained

Date of records: 1914-1924

**William Gronow of Clydach Vale Papers**

<b>Accession No:</b>	2022/71	<b>Reference No:</b>	D1879
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Journal entitled 'The Animal Doctor'; Jerusalem Welsh Baptist Chapel bible study notes

Date of records: 19th-20th century

**Derek Harrison of Bridgend, Photographs**

<b>Accession No:</b>	2022/72	<b>Reference No:</b>	D1880
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Views of Bridgend and surrounding area

Date of records: 1920s-1940s

**Arthur James Treasure, Colliery Mechanical Engineer, Papers**

<b>Accession No:</b>	2022/73	<b>Reference No:</b>	D1877
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Files relating to the development of Nantgarw Colliery; winding engines sheets and data records; NCB South Wales Area appraisal of pumping situation at all collieries; photographs of colliery equipment; Cwm Colliery information booklet; 'Coal Preparation at Cwm Colliery'; 'Coal Preparation at Nantgarw'

Date of records: 1947-1969

**Cardiff New Theatre Records**

<b>Accession No:</b>	2022/74	<b>Reference No:</b>	DTHN
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Scrapbooks of historical programme covers and press cuttings, c1910s, 1970s-1980s; files relating to the refurbishment of the theatre building, 1986-1987 and photographs albums recording the progress of the project; small bundle of loose programmes including some for the Prince of Wales Theatre; small bundle of posters/bills; accident register; business plan, 2005/6.

Date of records: c1910s-2005

**Tynewydd Dairy Farms Ltd of Hirwaun, Records**

<b>Accession No:</b>	2022/75	<b>Reference No:</b>	D1881
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Record of purchases and payments, 1907-1937; account ledger, 1911-1932; receipts, 1920-1940; record book including record of cow milk yields, cow servicing and calving, tuberculin tests and milk supplied, 1933-1937.

Date of records: 1907-1940

**Casgliad Cwm Llynfi Eluned Mair Mackender / Eluned Mair Mackender, Llynfi Valley Collection**

<b>Accession No:</b>	2022/76	<b>Reference No:</b>	D1341
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Aerona Eiddwen Jones-Waters, papers, 1920s; Canaan Chapel, Maesteg, photograph, 1924-1925; Nantyffyllon Juvenile Choir, photographs, posters, letter and certificate, 1925-1933; Nantyffyllon Choral Society, photograph, newspaper articles, programmes, 1932-1933; Saron Choral Society, programmes and photographs, 1938-1951; Saron Welsh Congregational Church, programmes, 1951-1972; Llynfi Valley musical events, programmes, 1973-1978

Date of records: 1920s-1970s

**Loveridge Limited, Bute Street and Hannah Street, Cardiff, drawing of spring buffer**

<b>Accession No:</b>	2022/77	<b>Reference No:</b>	D1884
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Sectional drawing of Loveridge's spring buffer. Small example (for 3/4" chain) of stressing gear buffer

Date of records: 1902

<b>Wenvoe Castle Estate Papers</b>			
<b>Accession No:</b>	2022/78	<b>Reference No:</b>	DWE
Deeds and papers relating to former Wenvoe Castle Estate land			
Date of records: 1824-1999			

<b>Cofnodion Capel Saron, Maesteg</b>			
<b>Accession No:</b>	2022/79	<b>Reference No:</b>	D1882
Cofnodion, cyfrifon, adroddiadau blynyddol a torion papur newydd, a ffotograffau.			
Date of records: 1867-1991			

<b>Penri Richards, Maesteg, Papers</b>			
<b>Accession No:</b>	2022/80	<b>Reference No:</b>	D1883
Record of lessons prepared by Penri Richards whilst undertaking teaching practice at Heol Gam Secondary Modern School, Bridgend.			
Date of records: 1948-1949			

<b>Friends of Llandaff Cathedral Records</b>			
<b>Accession No:</b>	2022/81	<b>Reference No:</b>	D127
Eighty-ninth annual report			
Date of records: 2021-2022			

<b>Caerphilly County Borough Council, Records</b>			
<b>Accession No:</b>	2022/82	<b>Reference No:</b>	CCA/C/RE
Register of electors, Dec 2018 (for the year 2019) and Jan 2020 (for the year 2020).			
Date of records: 2018-2020			

<b>Mineral Estates Records and Plans [Land Valuer for Wales Collection]</b>			
<b>Accession No:</b>	2022/83	<b>Reference No:</b>	D1885
Notebooks containing details of mineral estate leases with plans, OS plans marked up to show mineral estates, and other documents relating to mineral interests. Many items appear to have been created by Dillwyn and Jones, Mining Engineers, Bridgend.			
Date of records: 1870-1960s			

<b>Penarth and Barry Deanery. Mothers' Union</b>			
<b>Accession No:</b>	2022/84	<b>Reference No:</b>	DMUL
Records of Deanery and Mothers' Union Branch, including: Scrap books, 1979-2021; Minutes 2010-2020; Deanery programmes; Photographs; In Touch magazines, 2019 - 2021; Rules and regulations booklet 1884; 'The Mothers' Union in the Diocese of Llandaff 1893 -1968'			
Date of records: 19th-20th century			

<b>Penarth Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2022/85	<b>Reference No:</b>	P46CW
Parish magazines for 2019-2021; weekly bulletins 2019-2021; report to vestry meeting, 2021; calendar 2021; Yearbook 2015/6; Parish Profile; Parish structure			
Date of records: 2015-2021			

**Women's Archive Wales/Archif Menywod Cymru Records**

<b>Accession No:</b>	2022/86	<b>Reference No:</b>	DWAW8
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Taith Gerdded Treftadaeth Meywod Merthyr Tydfil / Women's Heritage Walk Merthyr Tydfil; Menwod Mentrus Ceredigion / Ceredigion's Notable Women - prodiect Eiseddford Genedlaethol Ceredigion.

Date of records: 2021-2022

**Plasnewydd Branch Labour Party Records**

<b>Accession No:</b>	2022/87	<b>Reference No:</b>	D1886
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Branch minutes, posters, newsletters, press-cuttings and other material relating to local Labour Party politics

Date of records: 1981-1987

**Carolyn Davies of Tonypandy Collection**

<b>Accession No:</b>	2022/88	<b>Reference No:</b>	D1888
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Memorial card commemorating the explosion at the Glamorgan Colliery, Llwynypia, 1932; 'Taff Vale Railway 150th Anniversary'

Date of records: 20th century

**Salem Methodist Church, Nelson, Records**

<b>Accession No:</b>	2022/89	<b>Reference No:</b>	D1280
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Church minutes, accounts, log book, Quinquennial Inspection Reports and insurance certificates

Date of records: 1946-2016

**Methodist Chapel, Wood Street, Bargoed, Records**

<b>Accession No:</b>	2022/91	<b>Reference No:</b>	D1890
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Register of Baptisms

Date of records: 1913-2000

**Fleur-de-Lis Methodist Church, Rhymney Valley, Records**

<b>Accession No:</b>	2022/92	<b>Reference No:</b>	D1889
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Church minutes, Quinquennial Reports and property records

Date of records: 1951-2020

**Letter of Mr Clark to the Merthyr Board of Guardians**

<b>Accession No:</b>	2022/94	<b>Reference No:</b>	D1887
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Resigning the Chairmanship of the Board

Date of records: Mar-Apr 1881

**Hiram Davies of Maesteg, Papers**

<b>Accession No:</b>	2022/95	<b>Reference No:</b>	D982
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Records relating to Hiram Davies, including his service in the First World War and photographs of his friends in the Welsh Regiment; photograph of class, Maesteg, Merthyr Oakwood Works School; papers relating to work at Celtic Collieries; photograph of Cwmfelin Peace Celebrations and photographs of ward at Maesteg Hospital.

Date of records: c1895-2014

**South Wales Police Authority Records**

<b>Accession No:</b>	2022/96	<b>Reference No:</b>	DSWPA
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Reports, Minutes and miscellaneous records relating to finance, register of notices, members' interests and gifts and hospitality  
Date of records: c1967-2012

**Units 1-4, Dowlais Shopping Precinct, Merthyr Tydfil, papers**

<b>Accession No:</b>	2022/97	<b>Reference No:</b>	D1891
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Legal and planning papers relating to the development of a shopping precinct in Dowlais  
Date of records: 20th century

**Ogmore Valley Local History and Heritage Society Collection**

<b>Accession No:</b>	2022/98	<b>Reference No:</b>	D126
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Society Journals, 2000-2021; 'Fatal Accidents In The Collieries Of The Ogmore Valley', 2004; Nantymoel Workmen's Hall records, 1932-1980; Ogmore Vale Workmen's Hall and Institute Officers, Trustees and Committee, 1949; Colliery records, 1938-1984; Ogwr Borough Council images of the Ogmore Valley, 1977; Counterpart Lease, 1867; An Act authorizing the Improvement of the Harbour of Porth Cawl, 1864; St John's Church, Ogmore Vale, 1914; Bethany Church, Nantymoel, 1931; Ogmore Lodge Number 1752 Bridgend, 1910-1911; J Morgan, 18 Commercial Street, Ogmore Vale; Worcester Second June Meeting, 1964; Berwyn Centre programme, 1964; Bethel Methodist Church, Ogmore Vale, centenary booklet, 1977; Nantymoel Infants School, 1970s; 'Valley and Vale' images, 1980s; Ogmore Vale Rugby Football Club, 2016-2020; 'Remembrance Sunday in Nantymoel', 2021  
Date of records: 1864-2021

**Ogmore Comprehensive School, Records**

<b>Accession No:</b>	2022/100	<b>Reference No:</b>	D989
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Punishment books  
Date of records: 1972-1985

**Craigrhiwglyn (Aber) School, Ogmore Vale, Records**

<b>Accession No:</b>	2022/101	<b>Reference No:</b>	D1892
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Punishment book  
Date of records: 1901-1959

**Fronwen Council School, Ogmore Vale, Records**

<b>Accession No:</b>	2022/102	<b>Reference No:</b>	D1893
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'Higher Tops' The Magazine of the Pupils of Forms I and II  
Date of records: 1926

<b>Brian Jarrett of Cardiff, Collection</b>			
<b>Accession No:</b>	2022/103	<b>Reference No:</b>	D1894
Welsh Counties Car Club: records of club events, 1958-1959; RAFA, Bargoed Branch: photo of committee, 1953, papers relating to Compulsory Purchase Order of branch premises and purchase of new premises, c1960s; Western Mail and Echo cartoons; order of service for Hanbury Road Baptist Chapel, Bargoed, 2010 Date of records: 1953-2010			

## **Notable accessions**

### **Ogmore Valley Local History and Heritage Society Collection (D126)**

An additional deposit has been transferred from a local history society. The Ogmore Valley Local History and Heritage Society was formed in 1999 to carry out research into the history of the Ogmore Valley, and to collect and collate documents, photographs and other historical evidence relating to the area. Items received include records of local schools, images of the Ogmore Valley, various programmes, colliery papers and records of Nantymoel Workmen's Hall

### **Hiram Davies of Maesteg, Papers (D982)**

An additional donation of papers relating to Hiram Davies (1888-1943) of Maesteg has been received. Hiram Davies was awarded the Distinguished Conduct Medal in 1918 and the records include photographs and papers relating to his war service, together with photographs of his friends in the Welsh Regiment. The collection also includes a photograph of Hiram with his class at Maesteg Merthyr Oakwood Works School, c1895, papers relating to his work at Celtic Collieries, a photograph of Cwmfelin Peace Celebrations in 1919 and photographs of staff and patients on a ward decorated for Christmas at Maesteg Hospital, early 20th century

### **The South American Saint Line, Cardiff, Magazines (D1874)**

The South American Saint Line was formed in 1933 and had its Head Office at Saint Line House, Mount Stuart Square, Cardiff. The company owned a fleet of cargo liners and provided regular services to the continent and South America via the Canary Islands. It produced 'Reef Knot' a house magazine that included an editorial, a who's who of personnel in the Saint Line, sports bulletins and progress reports on ships built. A discussion of topical subjects and lists of Officers and cadets also feature. Magazines for the period 1947-1954 have been donated by a private individual whose father was employed by the Line between 1939 and 1954

### **Brian Lea of Penarth, Collection (D1876)**

The late Brian Lea was a Scout Commissioner and author of a book on the history of scouting in Penarth and district. During his research he collected a large poster listing the Baden-Powell Boy Scouts at Penarth County School between 1914 and 1924. The poster includes the names of the scouts and scout leaders, together with a list of badges and awards attained. It gives us a valuable insight into the early days of the scouting movement in the area, as well as providing information for family historians

### **Derek Harrison of Bridgend, Photographs (D1880)**



Derek Harrison of Priory Road, Bridgend was a keen amateur photographer who was active during the 1920s-1940s. His images of Bridgend and the surrounding area were often made using glass plate negatives and he recorded a variety of subjects from the local area including social groups and well-known landmarks

#### **Tynewydd Dairy Farms Ltd of Hirwaun, Records (D1881)**

Records detailing the management of a former local dairy have been received. During the 1920s Tynewydd Dairy Farms Ltd was managed by Colonel George Robert Powell who had connections with Powell Duffryn Collieries. After Colonel Powell's death in 1937 Tynewydd was owned by William Morgan Llewellyn formerly of Bwlfa Farm, Cwmdare. During the 1930s Tynewydd Dairy possessed a herd of approximately thirty cattle and supplied local dairies particularly in the Rhondda Valley. Items received cover the period 1907-1941 and include a record of purchases and payments, accounts ledger and a record book which includes information regarding cow milk yields, cow servicing and calving, tuberculin tests and amounts of milk supplied

#### **Units 1-4, Dowlais Shopping Precinct, Merthyr Tydfil, Papers (D1891)**

Legal and planning papers relating to a local commercial development have been donated by a former company owner. During September 1976 Associated Dairies Limited was granted permission for a development at Victoria Street, Dowlais namely the erection of shop units. By February 1979 a lease had been signed between Merthyr Tydfil Council and Associated Dairies regarding the development of 620 square yards. Upon construction numerous companies conducted business at the properties including Jack Brown Bookmakers, Pearn's Pharmacy and Snack Inns Limited which was assigned property numbers 1-4 by Asda Stores Limited

#### **South Wales Police Authority Records (DSWPA)**

A large additional deposit has been received from the South Wales Police Authority. The Authority's responsibilities include monitoring police performance, consulting on police priorities and ensuring that the local police force operates efficiently and effectively. Items received include reports, minutes and records relating to finance, members' interests and gifts and hospitality

#### **Wenvoe Castle Estate Papers (DWE)**

An additional deposit has been received from Wenvoe Castle Estate. The Items include property files covering the years 1935-1990 and estate deeds for the period 1824-1999. The deeds in particular provide an insight into the scope of the Estate's holdings through its numerous legal transactions and are a valuable resource with regard to its history and the development of the surrounding area

#### **Mid Glamorgan Mission Methodist Circuit**

The Superintendent of the Mid Glamorgan Mission Methodist Circuit has deposited records of several churches from the Taff Bargoed and Rhymney Valleys. Churches comprise Salem Methodist Church, Nelson, Pengam Road, Cascade, Wood Street, Bargoed and Fleur-de-Lis Methodist Church, Rhymney Valley while records include minutes, registers and reports

## Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
May-Jul 2021	109	(8/6 – 31/7/21)	0	1515
Aug-Oct 2021	191	0	0	2093
Nov 2021-Jan 2022	158	0	0	1587
Feb-Apr 2022	227	0	0	1625
May-Aug 2022	471	164	5	2414

	Remote Enquiries	Website Hits
May-Jul 2021	1240 (+198 un-printed thank you emails)	11133
Aug-Oct 2021	1276 (+219 un-printed thank you emails)	9893
Nov 2021-Jan 2022	1157 (+217 un-printed thank you emails)	9529
Feb-Apr 2022	1201 (+256 un-printed thank you emails)	9081
May-Aug 2022	1265 (+296 un-printed thank you emails)	8789

### Interesting Enquiries

We continue to receive regular enquiries from local historians, exploring the history of their own square mile. One query relating to the course of the River Taff in Cardiff, particularly when it was changed during the development of the area around Central Station in around 1850. We were able to recommend several maps of the area, including the John Wood map from the 1830s. A more unusual enquiry came from the owner of a singer sewing machine from 1887. A letter was found with the machine, written in the 1920s from a restaurant in Bargoed. We were able to advise the enquirer on how he could discover more information on the restaurant.

We have had a number of enquiries from the media and creative industries. We were contacted by the producers of the The Repair Shop regarding images of nurses and medical treatment centres within the National Coal Board collection. We also supported the team behind the Reggae and Riddim Festival in their search for material with a connection to Jamaica.

Family historians continue to contact us on a regular basis. Notable recent enquiries include a visitor from Australia seeking to trace a member of his family in Glamorgan Quarter Sessions records from the early 1900s; the search for an ancestor who was a master mariner, and whose family moved from North Wales to Cardiff for about 10 years before returning again; a family member who was in Clara Novello Davies' ladies choir, and two generations of a family who owned sweet shops in Barry.

Although the summer is a quieter period for academic study, we have continued to support students in their research. A doctoral student researching a collection of material from Oceania held at Bristol Museum contacted us in an effort to trace John Wick Bennett of Laleston, who possibly deposited items from Hawaii at the Museum during the 19th century. We were able to recommend various property records linked to the Bennett family. The records of Aberdare Hall, Cardiff University, were suggested to another researcher seeking information on E Olwen Parry, former Warden at the Hall. The researcher was hoping to prove that she attended St Hilda's College Oxford, and wanted to discover where she was born and grew up.

We regularly receive enquiries regarding vehicle registration, often linked to the purchase of vintage cars, motorbikes or even tractors. A slightly more unusual query was received recently for help in finding a colour copy of the Cardiff Borough Council Coat of Arms, to be used as a template to paint a version on the side of historic vehicles during restoration. We were able to recommend various records and publications of the Council.

## Appendix III

<b>Events</b>		
Cardiff Council Tenants Participation		8
South Wales Records Society / Glamorgan History Society AGM		25
Glamorgan Archives Joint Committee, Member Tour		3
<b>Local and Family History Groups</b>		
Grangetown Local History Society		50
<b>Filming</b>		
Rondo Media		3
<b>Individuals meeting staff</b>		75

<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>May</i>	5645	5390	1552	6464	1148	29
<i>Jun</i>	5700	17,214	1565	4833	1157	35
<i>Jul</i>	5739	8765	1591	8809	1167	43
<i>Aug</i>	5774	10,533	1607	9827	1181	50
<i>Sep</i>	5802	4851	1612	2459	1192	91
<i>Oct</i>	5825	9082	1617	3159	1203	68
<i>Nov</i>	5863	3742	1628	2619	1211	104
<i>Dec</i>	5896	3701	1637	8475	1217	118
<i>Jan</i>	5932	5006	1653	9081	1217	147
<i>Feb</i>	5954	2503	1670	5100	1230	121
<i>Mar</i>	5981	4968	1687	6335	1245	128
<i>Apr</i>	6006	6633	1867*	17,709	1258	73
<i>May</i>	6025	4192	1897	11,715	1265	85
<i>Jun</i>	6043	2691	1910	5884	1270	107
<i>Jul</i>	6088	19,005	1923	7824	1297	125
<i>Aug</i>	6095	2315	1933	8209	1300	120

\* Figures are now provided based on followers, not likes

## Appendix IV

<b>Bench work</b>		
QSR/1853/A, 1854/A, 1845/A, 1844/D, 1856/D	5 Quarter session rolls	Cleaned, Flattened, repaired, repackaged
NLM/Llanmaes/ register/8	Register of banns	Pressed flowers encapsulated with microchamber and Archival Polyester
DPL/4	Estate maps	Washed, repaired, rebound and digitised.
DCONC/5/43	Police Newspaper cutting book	Cleaned, repaired
DPL/5	Estate maps	Washed, repaired, rebound and digitised.
DCONC/5/40	Police Newspaper cutting book	Cleaned, repaired
DCONC/5/44	Police Newspaper cutting book	Cleaned, repaired
Cardiff Castle Collection	15 shelves of Plans and designs	Assessed.
<b>Cleaning and Packaging</b>		
Various	65 boxes of crew lists	Cleaned and re boxed
DNCB	30 plans	Repackaged
DPD	5 volumes	Cleaned
<b>Bespoke boxes made</b>		
Various	99 boxes	Made
<b>Barcoded and Relocated</b>		
Various	1053 items	Barcoded
<b>External Work</b>		
Local University	5 folders of manuscripts and letters, 2 volumes	Washed, Iron gall ink treated, alkalized and repaired, rebound
Private individual	Family bible	Cleaned, broken joint supported, bespoke box made. Pages digitised.
Local Museum	2 Volumes and 1 folder of papers	Mould damage consolidated, repaired, rebound.
Private conservator	21 Boxes	Made
Private conservator	3 Boxes	Made
Private individuals	2 Boxes	Made
Conservation Company	249 Boxes	Made
Local Archive	845 Boxes	Made

English Museum and Archive service	70 Boxes	Made
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**THE COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF,  
COUNTY BOROUGH COUNCILS OF BRIDGEND, CAERPHILLY,  
MERTHYR TYDFIL, RHONDDA CYNON TAF AND THE VALE OF  
GLAMORGAN**

**30<sup>th</sup> September 2022**

**2022/23 MONTH 4 MONITORING REPORT**

**REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVES JOINT  
COMMITTEE**

**Reason for this Report**

1. To provide the Glamorgan Archives Joint Committee with details of actual expenditure and income as at the 31<sup>st</sup> July 2022 (Month 4), against the approved 2022/23 Budget and projections for the full year outturn position.

**Background**

2. Members approved the 2022/23 budget in November 2021.
3. The budget is funded from local authority revenue contributions, apportioned on the relative populations.
4. The current General Reserve balance is £112,960 as at 1<sup>st</sup> April 2022.

**Table 1: Projected Outturn 2022/23 (at Month 4)**

	<b>Budget</b>	<b>Actual to Date</b>	<b>Projection</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Expenditure</u></b>				
Employee	539,267	177,087	554,983	15,716
Premises	296,522	25,619	314,231	17,709
Transport	240	0	625	385
Supplies & Services	39,844	(2,182)	35,198	(4,647)
Support Services	34,325	1,500	34,257	(67)
<b>GROSS EXPENDITURE</b>	<b>910,198</b>	<b>202,024</b>	<b>939,294</b>	<b>29,096</b>
<b><u>Income</u></b>				
Income	(73,280)	(13,461)	(80,151)	(6,871)
Contribution from Reserves	(10,000)	0	(32,225)	(22,225)
<b>NET EXPENDITURE</b>	<b>826,918</b>	<b>188,563</b>	<b>826,918</b>	<b>0</b>

### **Glamorgan Archives: Balanced Budget Position**

The position at month 4 indicates projected gross expenditure of £939,294 for the year. This is £29,096 more than budget and is partially offset by higher than anticipated income. The overall position will be balanced through a drawdown of additional reserve funding.

### **Employee Budget: (£539,267 budget, £15,716 overspent)**

5. The employee budget is based upon 14 full time equivalent (FTE) staff and one staff member funded through contributions from the Department for Work and Pensions (DWP). The 2022/23 pay award offer is still in consultation with the relevant trade unions but the proposal underpins projection calculations currently. The flexible retirement of an employee has partially offset the cost of the projected pay offer (£8,420 saving).

**Table 2: Employee Financing Structure (Internal Funding or External Grants)**

	<b>Budget £</b>	<b>Actual £</b>	<b>Projected £</b>	<b>Variance £</b>
<b><u>Employees</u></b>				
Internally Funded	528,423	177,087	540,178	11,755
DWP Contributions	10,844	0	14,805	3,961
<b>Employees Total</b>	<b>539,267</b>	<b>177,087</b>	<b>554,983</b>	<b>15,716</b>

6. To date, four staff member have received their manual handling training (£475) and two more are due to complete in the coming months. Training expenditure has a projected outturn of £750.

### **Premises Related Budget: (£296,522 budget, £17,709 overspend)**

7. At month 4 most outturns positions are set to their budget projections until further information becomes available. However, projected 24%, 7% and 4% inflation rates have been included for gas, electricity and water respectively in line with Cardiff Council's estimates.
8. An underspend on fire management (£266) is included as the total contract fee is less than was budgeted for the year.
9. Additionally, the National Non-Domestic Rates (NNDR) charge for the year has been confirmed at £188,588, offering a saving against the budget (£3,782).

### **Transport Budget: (£240 budget, £385 overspend)**

10. A minibus expense (£385) which provided transport for the Vale People First Takeover Day is responsible for this budget overspend. However, the cost is offset by an Archives and Records Council Wales (ARCW) grant and therefore there is an overall net nil impact.



**Supplies & Services Budget: (£39,844 budget, £4,647 underspend)**

11. At month 4, few costs have been incurred and consequently most accounts are projected as per the budget.
12. An underspend is projected for vending machines (£421), protective clothing (£3,060) and general printing (£480).
13. There are currently no projections for consultancy fees in 2022/23, although these costs are directly linked to project work and are typically grant funded. Should there be a project awarded in the upcoming months this will be reported at month 7.
14. Catering sundries are projected to be underspent (£849) with all forecasted expenditure (£151) relating to the Vale People First Takeover Day grant funded by ARCW.
15. Though to date no costs have been incurred for software licences and maintenance, £15,200 is forecast including a £10,000 charge for digital repository.

**Support Services Budget: (£34,325 budget, £67 underspend)**

16. Most support service charges will be posted later in the year. Charges to date include a £420 Internal Audit fee for the 2021/22 financial accounts and £1,080 relating to Bilingual Cardiff.

**Income Budget: (£73,280 budget, £6,871 overachieved)**

17. Carmarthenshire County Council finalised their record retrieval during the first quarter of 2022/23; however, the storage of these items during April and May will result in income of circa £5,000. Cardiff Museum continue to utilise storage space for their records resulting in income of £7,000.
18. Due to high demand, Box making income to date has exceeded the budget by £2,150, consequently current projections suggest an outturn which is twice the budgeted revenue (£5,000 budget, £10,000 projected).
19. Grant income from the DWP, as a contribution towards employment cost of a staff member, will bring in an estimated £14,805 this year as shown in table 2 above.
20. Additionally, an ARCW grant has been confirmed for the transport and catering for the Takeover Day by Vale People First (£536).
21. Though no further grants have been confirmed to date, a review over the available funding and projects will continue throughout the remainder of the year.

22. Other aspects of income generation have assumed achievement of the budgeted income targets and will be monitored and reviewed closely throughout the remainder of the year and as more information becomes available.

### **Local Authority Contributions**

23. Based on the projected outturn for 2022/23 as detailed in this report, the Local Authority contributions to fund the Service will be in line with the budgeted contributions as previously notified to the Committee. Invoices for 2022/23 will be raised in October. Please see Appendix 1 for details.

### **Covid-19**

24. From 28 March 2022 the Welsh Government eased restrictions, including the legal requirement to wear face coverings within the Archives, however social distancing and ventilation requirements set by the Council are still in place. The situation will be continually monitored throughout 2022/23 for any changes.

### **Month 4 Summary**

25. The projected income and expenditure for 2022/23 has indicated an increased reserve drawdown forecast compared to the amount budgeted (£10,000 budget, £32,225 projected).
26. Month 7 will provide an updated indication of the projected outturn, including updates on the pay award and more certainty regarding trends in income. This will be looked at in parallel with the development of the 2023/24 budget and sustainability of reserve levels.

### **Financial Implications**

27. Current trends project a balanced position at year end as a result of increased reserve drawdown compared to the 2022/23 budget.
28. The General Reserve as at 31st March 2022 stands at £112,960. The budget for 2022/23 determined that £10,000 would be used from reserves to balance the budget. Based on the Month 4 position however there may be a need to draw down £32,225, therefore reducing the General Reserve balance to £80,735.

### **Legal Implications**

29. The Committee approved a draft budget which was submitted to each of the parties for approval. Each of the parties confirmed that their contribution was approved under Section 5(a)(ii) of the agreement dated the 11<sup>th</sup> of April 2006; the Committee shall only have the power to spend within the agreed budget within any given year.

## **RECOMMENDATION**

30. It is recommended that Members:

- a) Note the projected full year outturn position for 2022/23 as detailed in this report.

**Christopher Lee**  
**Treasurer to the Glamorgan Archives Joint Committee**  
**30th September 2022**

### **Appendices**

Appendix 1 - Month 4 Monitoring Position 2022/23

Mae'r dudalen hon yn wag yn fwriadol

**2022/23 Month 4 Monitoring Report**

EXPENSE / INCOME ACCOUNT	2022/23 Budget £	Actual at Month 4 £	Projected Outturn £	Outturn Variance £
<b>Employees</b>				
Employees Gross Pay	411,495	136,681	423,785	12,290
Employees Superannuation	85,179	27,308	87,723	2,544
Employees National Insurance	38,614	11,973	39,752	1,138
Employee Miscellaneous Allowances	500	126	500	0
Employer & Public Liability Insurance	704	0	704	0
Apprenticeship Levy	2,074	523	1,569	(505)
Medical Expenses	200	0	200	0
Training Expenses	500	475	750	250
<b>Employees Total</b>	<b>539,267</b>	<b>177,087</b>	<b>554,983</b>	<b>15,716</b>

<b>Premises</b>				
Repairs, Alterations & Improvements	20,000	9,945	20,000	0
Security	7,235	4,313	7,235	0
Rodent & Pest Control	400	0	400	0
Grounds Maintenance	1,199	0	1,199	0
Fire Management/Protection	3,458	3,191	3,191	(266)
Maintenance Contracts	13,459	4,616	13,459	0
Electricity	28,080	1,119	33,497	5,417
Gas	6,240	4,117	21,246	15,006
National Non Domestic Rates	192,370	0	188,588	(3,782)
Water	3,060	(251)	5,226	2,166
Security Services	280	0	280	0
Cleaning Materials	1,500	223	669	(831)
Refuse Collection / Bulk	2,000	322	2,000	0
Office Cleaning Contract	10,098	4,051	10,098	0
Sanitation & Waste Disposal	500	126	500	0
Insurance	6,645	(6,153)	6,645	0
<b>Premises Total</b>	<b>296,522</b>	<b>25,619</b>	<b>314,231</b>	<b>17,709</b>

<b>Transport</b>				
Hire Transport	40	0	425	385
Public Transport - Staff Use	100	0	100	0
Car Allowances	75	0	75	0
Travelling Expenses	25	0	25	0
<b>Transport Total</b>	<b>240</b>	<b>0</b>	<b>625</b>	<b>385</b>

<b>Supplies &amp; Services</b>				
Conservation	4,000	974	4,000	0
Box-making supplies	3,500	0	3,500	0
Vending Machines	1,200	260	779	(421)
Catering Sundries	1,000	(30)	151	(849)
Uniforms / Protective Clothing	3,060	0	0	(3,060)
General Printing & Stationery	700	73	220	(480)
Photocopying Materials	0	39	118	118
Audit Fees	2,300	(4,300)	2,300	0
Central Telephone Exchanges	4,080	332	4,080	0
Telephones	1,530	510	1,530	0
Postages	500	23	500	0
Internet Charges	650	0	650	0
It Consumables	200	0	200	0
Software Licences & Maintenance	15,200	750	15,200	0
Subscriptions	650	(90)	650	0
Commission (Including Credit Cards)	0	16	47	47
Public Liability Insurance	888	(738)	888	0
Miscellaneous Insurance	386	0	386	0
<b>Supplies &amp; Services Total</b>	<b>39,844</b>	<b>(2,182)</b>	<b>35,198</b>	<b>(4,647)</b>

EXPENSE / INCOME ACCOUNT	2022/23 Budget £	Actual at Month 4 £	Projected Outturn £	Outturn Variance £
<b>Support Services</b>				
Accountancy	6,222	0	6,222	0
Income Recovery	321	0	321	0
Payroll	249	0	249	0
Payments	446	0	446	0
Audit	487	420	420	(67)
SAP Support	3,215	0	3,215	0
ICT Services	13,688	0	13,688	0
Human Resources	7,363	0	7,363	0
Bilingual Cardiff	2,333	1,080	2,333	0
<b>Support Services Total</b>	<b>34,325</b>	<b>1,500</b>	<b>34,257</b>	<b>(67)</b>

<b>Gross Expenditure</b>	<b>910,198</b>	<b>202,024</b>	<b>939,294</b>	<b>29,096</b>
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Income				
Archives & Records Council Wales	0	90	(536)	(536)
Other Grants	(10,000)	0	(10,000)	0
Government Grant (DWP)	(10,250)	(3,653)	(14,805)	(4,555)
Publications General	(1,020)	(128)	(384)	636
Sale Of Photocopies	(2,040)	(669)	(2,040)	0
Conservation Income	(5,000)	(539)	(5,000)	0
Box Making	(5,000)	(7,150)	(10,000)	(5,000)
Sale Of Food	(2,040)	0	0	2,040
Course Fees General	(150)	0	(150)	0
Search Fees	(4,080)	(842)	(4,080)	0
Royalties	(10,000)	(34)	(10,000)	0
Hire Of Special Rooms	(22,000)	(0)	(22,000)	0
Donations	(1,500)	(311)	(932)	568
Interest	(200)	0	0	200
Access Charges	0	(225)	(225)	(225)
<b>Income Total</b>	<b>(73,280)</b>	<b>(13,461)</b>	<b>(80,151)</b>	<b>(6,871)</b>

<b>Contributions From Reserves</b>	<b>(10,000)</b>	<b>0</b>	<b>(32,225)</b>	<b>(22,225)</b>
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<b>Total Net Budget</b>	<b>826,918</b>	<b>188,563</b>	<b>826,918</b>	<b>0</b>
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<b>LA Contributions</b>	<b>(826,918)</b>	<b>0</b>	<b>(826,918)</b>	<b>0</b>
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<b>Budget Gap / (Surplus)</b>	<b>0</b>	<b>188,563</b>	<b>0</b>	
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#### Reserve

£

Balance at 01/04/2022	112,960
2021/22 Projected Drawdown	(32,225)
<b>Projected Balance at 31/03/2023</b>	<b>80,735</b>

#### LA Contributions

£

Bridgend	115,768
Cardiff	264,614
Merthyr Tydfil	49,615
Rhondda Cynon Taf	206,729
Caerphilly	90,961
Vale of Glamorgan	99,230
	<b>826,918</b>