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AGENDA

Committee	GLAMORGAN ARCHIVES JOINT COMMITTEE
Date and Time of Meeting	FRIDAY, 24 MARCH 2023, 2.00 PM
Venue	REMOTE MEETING
Membership	Councillor W Lewis Councillors Cowan, K Jones, M Lewis, Mackie, Robson, John, Birch, Simmonds, Andrews, Blundell, Colbran, Harris, Jones and Stephens

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 of the Glamorgan Archivist for the period 1st December 2022 to 28th February 2023** (*Pages 7 - 30*)

5 **Date of next meeting**

To be confirmed.

Davina Fiore

Director Governance & Legal Services

Date: Monday, 20 March 2023

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

GLAMORGAN ARCHIVES JOINT COMMITTEE

16 DECEMBER 2022

Present: Councillor W Lewis(Chairperson)
Councillors Cowan, Lewis, Mackie, Robson, John, Simmonds,
Andrews, Colbran and Jones

18 : APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs K Jones and P Blundell
Cllrs Cowan and Robson advised that they would have to leave the meeting at
2.30pm

19 : DECLARATIONS OF INTEREST

None received.

20 : MINUTES

The minutes of the meeting held on 30 September 2022 were agreed as a correct
record.

21 : QUARTERLY REPORT 1ST SEPTEMBER-30TH NOVEMBER 2022

Members were provided with a comprehensive update on the work of the service for
the period 3 September 2022 – 30 November 2022 all categorised against the
outcomes of the Annual Plan.

In summary the Archivist explained that this quarter had seen a number of positives,
from the successful funding applications that had been secured, or that the Archives
are involved in partnerships to secure, which will lead to work that would otherwise
not be completed. There have also been developments towards other external
funding applications.

A lot of work has been completed by staff and volunteers in this quarter, and the
service continues to be busy with on-site visits and remote enquiry requests. An
increasing number of digitisation requests seem to be coming in and this is valuable
for income generation purposes.

Maintenance of the building continues to be a significant challenge, especially
because of increasing supply costs and the range and number of issues that
continue to raise themselves. This will continue to be monitored and assessed.

The Chairperson invited questions and comments from Members.

Members had enjoyed a visit to the Archives and wished to compliment the staff who
keep the building in an immaculate condition and do a great job.

Members raised concerns over the manual controlling of the heating noting that the
service has a duty of care to its staff to keep them warm and comfortable at work, this

was also important for their wellbeing. The Archivist noted that this was a good point and explained that she is mindful of these concerns. Member were assured that there is currently a functioning issue with the heating which will be fixed but at present they are turning off the heating when it gets up to temperature in the building. The main issue was a Monday morning when the building hadn't been in use all weekend, but the heating does heat up quite quickly. The Archivist further explained that the foyer does get cold because of the revolving door but assured Members that no staff member is placed there permanently.

RESOLVED: to note the content of the report.

22 : GLAMORGAN ARCHIVES 2021/22 JOINT COMMITTEE ANNUAL RETURN

Members were advised that the Annual Return had now been approved and the outstanding queries with regards to Debtors/Creditors Balance at year end had been resolved.

The External Audit had been completed in November.

RESOLVED: Noted.

23 : GLAMORGAN ARCHIVES 2022/23 MONTH 7 MONITORING REPORT AND 2023-24 BUDGET PROPOSALS

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

Members asked if Officers had been in contact with the S151 Officers from the Joint Local Authorities and made them aware of the current position. Officers advised that they have.

Members noted that there were difficult decisions to be made and thanked Officers for their hard work.

RESOLVED: to

- a) Note the projected full year outturn position for 2022/23 as detailed in this report.
- b) Recommend the draft budget proposals for 2023/24 be agreed, as presented in paragraphs 28 to 56 of this report.

24 : UPDATED FEES AND CHARGES FROM APRIL 2023

The Archivist provided a comprehensive outline of the report and key issues, after which the Chairperson invited questions, observations and comments from Joint Committee Members.

Members were pleased to hear about the box making facilities at the Archives. The Archivist explained that this brings in good income for the Archives and that they currently have some big contracts in place.

Members noted that there has been an increase in the price of card and that the Archivist would monitor this closely.

RESOLVED: to agree the proposed scale of Fees and Charges for 2023-24.

25 : DATE OF NEXT MEETING

24 March 2023 at 2.00pm via Teams.

The meeting terminated at 3.00 pm

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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



GLAMORGAN ARCHIVES JOINT COMMITTEE

MARCH 2023

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

PURPOSE OF REPORT

1. To present to the Joint Committee the quarterly report describing the work of Glamorgan Archives for the period 1st December 2022 to 28th February 2023.

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

The Senior Archivist is working with People's Collection Wales to make the Glamorgan's Blood exhibition available digitally through the PCW website.

A Corporate Trainee (Digital Assistant) has been appointed through Cardiff Council's Trainee scheme. Barney Andrews started in January 2023.

1.2 Improved access to collections through an enhanced online catalogue

Work to set up the Epexio public catalogue continues with pages being made bilingual. The writing of in-house instruction manuals and further tweaks to the set-up of the database also continues before the system can be made live.

Barney Andrews, Corporate Trainee (Digital Assistant) has checked the status of catalogues on the Archives Hub in preparation for adding more content to the website.

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

We continue to work with People's Collection Wales and archive services across Wales on a joint social media campaign. Monthly themes are selected, and content shared on each theme. December focussed on football, to link in with the World Cup. These posts generated 17,762 impressions and reached a total audience of 54,207 across 11 days. In January and February, the theme was love and romance, linked to both St Dwynwen's Day and St Valentine's Day. The data on these posts has not yet been received.

The UK-wide Explore Your Archives social media campaign continued into early-December with the daily themes of Throwback, Party, Humour and Your Archive. Content was posted to link with each topic.

In January we used social media to highlight several accessions received during 2022. These included a school magazine from Fronwen Council School, Ogmores Vale; a burial register for Wood Street Methodist Church, Bargoed; one of the William Burges plans of Cardiff Castle; the Women's Archive Wales heritage walk booklet for Merthyr Tydfil; a logbook for Dinas School, Rhondda, and photographs of Barry hockey and table tennis teams.

As well as publicising our events and items for sale, and promoting our work and that of our volunteers, our social media posts this quarter have featured Christmas and New Year, St Dwynwen's Day, Burns Night, Holocaust Memorial Day, LGBT History Month, the start of the Six Nations rugby competition, Valentine's Day, the Welsh Open snooker tournament, the anniversary of the death of composer Joseph Parry, and 100 years since the birth of rugby player Bleddyn Williams.

Our blog has continued to feature the photographs of Bridgend photographer Edwin Miles, looking at images of Bridgend Fire Brigade, the proclamation of the new King in Cowbridge in 1901, winter in Merthyr Mawr, and Meiros Colliery in Llanharan. A series of posts appeared in January and February inspired by the Stephenson and Alexander collection and produced by a Cardiff University placement student.

Norena Shopland, researcher in LGBT history and heritage, wrote a guest blog on her work for the Open University to mark LGBT History Month in February. The blog signposts the Queering Glamorgan research guide available on our website.

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

In January we held an event for teachers, delivered by the Jewish History Association of South Wales, exploring the new Holocaust Education Resources that they've develop which approach the subject from a specifically Welsh perspective. Our February event saw Jen Evans, Project Officer for #CrowdCymru, introducing the project and explaining the work involved. This event was recorded and will be available soon on our You Tube channel.

The Senior Archivist joined the Glamorgan Family History Society's monthly online Coffee and Chat session in January to discuss school records. She gave a very short presentation on the types of school records held at the Archives and then answered questions from those in attendance. Two deposits of school related material have come to us as a result.

1.6 Agree and deliver a digital preservation repository

A bundle of equipment to assist in digital preservation was delivered in December under the 'Kickstart Cymru' scheme, in association with the National Library of Wales and funded by Welsh Government. The bundle includes a standalone computer, a RAID hard drive, a write-blocker and an uninterruptable power supply. Guidance has been provided on suggested workflows for using the equipment.

As reported in the last report, the impetus to put a digital preservation repository in place for Glamorgan Archives is driving this work forward at a pace. Procurement of a digital preservation repository solution for Glamorgan Archives is underway with Preservica selected as the preferred supplier. The new repository should start to be put in place in April.

At the same time, work is continuing on the development of the business case for a pan-Wales project, with discussions underway with Welsh Government around funding for the first year of the larger project and support staffing.

Work on the Records of Adopted and Looked After Children project is also continuing, looking at the potential long-term retention of both physical and digital records.

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:

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

Nation Wales carried a report on our successful application to the National Manuscripts Conservation Trust for funding to conserve the William Burges plans and drawings of Cardiff Castle.

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

Work continues on a partnership project with the Outreach team at the National Archives (TNA). Funding from TNA has been used to secure the services of Applied Stories, a company which specialises in the production of audio drama, and two local writers, Danielle Fahiya and Kyle Lima, have been commissioned to produce initial scripts. Research is being undertaken by Rebecca Eversley-Dawes, who is also a trustee of the Heritage and Cultural Exchange in Butetown. The work will be based on the Fred Petersen photographs of Cardiff's Docklands community during the 1910s and 1920s. It is hoped that further funding will be secured to progress the project beyond this initial stage.

The Glamorgan's Blood exhibition continues to tour local venues. The exhibition closed at Pontypridd Library in mid-December. In January it was on display in Caerphilly Library before moving to Risca Library in February. Plans are in place for it to visit some of Bridgend's libraries, including Pyle Library, during March, followed by Bargoed and Merthyr Tydfil libraries.

Two training sessions have been provided for volunteers with the Jewish History Association of South Wales. The first provided guidance on listing collections. The second focussed on document handling and was held in our conservation studio. The latest JHASW project has been funded by the Rothschild Foundation, and a representative visited in February to view the Cardiff United Synagogue Records, for a tour of the Archives, and to discuss potential future partnership work.

Participants from the Innovate Trust's Secret Garden project visited the Archives in January for a behind the scenes tour. Their project focusses on regenerating the garden at Ysgubor Fawr in St Fagan's National Museum of History. They viewed maps, census returns, photographs, and documents from the Plymouth Estate Records which relate to the site, along with old recipes based on locally grown produce.

Kiran Cymru were successful in their application for funding for their project, 'The Royal Indian Army Service Corps and it's Co-operation with the British Army during WW2 – A Shared Heritage'. The Senior Archivist met with representatives in January to discuss how we can support their work.

The Senior Archivist met with Gypsies and Travellers Wales to provide advice on the preservation of their archive material. She met with members of the Friends of St Augustine's Church, Penarth, to discuss their graveyard recording project. She has also been in contact with the Service Manager for the Invisible Cardiff project to discuss potential training sessions at the Archives.

Grangetown Local History Society and the Cardiff Branch of the Glamorgan Family History Society continue to hold their monthly meetings at the Archives. The Senior Archivist also attends quarterly meetings of the Glamorgan Family History Society's Executive Committee.

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

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

Year 6 pupils from Ysgol Gynradd Gymraeg Tonyrefail visited to discover more about the history of their local area. They spent a morning working with maps, census returns, trade directories and school log books. Positive feedback was received from the teachers:

Diolch yn fawr iawn am ein croesawu ni bore ma yn yr Archifau. Roedd y dosbarth wedi mwynhau yr ymweliad a'r gweithgareddau difyr yn arw, ac felly diolch yn fawr am yr holl waith o baratoi ar ein cyfer.

[Thank you very much for welcoming us to the Archives this morning. The class very much enjoyed the visit and interesting activities, thank you for all your preparation work on our behalf.]

The Heritage Committee from Ysgol Gyfun Bro Eder in Cardiff visited to learn more about the history of crime and punishment. They had a tour behind the scenes and then consulted examples of records from our police, court and prison collections.

A small group of Masters students from Cardiff University's School of Welsh visited in early-December for a tour behind the scenes. They were introduced to our work, and also viewed a selection of documents relating to their research interests and to the history of the Welsh language in South Wales.

3.4 Continue and enhance opportunities for Work Placements at Glamorgan Archives

Hannah Bartlett, a Cardiff University Masters student in History, completed her placement with us in December as part of her Research or Community Placement Module. Hannah undertook research on a number of properties featured within the records of Stephenson and Alexander, Auctioneers and Chartered Surveyors. She produced five articles on her work which were published on the Glamorgan Archives blog during January and February, serving to draw attention to this interesting and varied collection. We're very grateful to Hannah for the work she completed during her placement with us.

In Conservation, the students have continued working on rebinding books of newspaper cuttings.

Undergraduate students from the film course at the University of South Wales undertook filming for their graduate film – a spy thriller – in one of our strongrooms.

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 is continuing to work with colleagues from across the six partner authorities on raising awareness of the service that Glamorgan Archives provides.

4.3 Ensure records from all partner authorities are transferred to Glamorgan Archives in a timely and efficient manner, and are stored to the best professional standards both in paper form and electronically

In this quarter, the Glamorgan Archivist has provided advice to the Protocol Office, Legal Services and County Estates within Cardiff Council regarding the long-term retention of records and transferring records to Glamorgan Archives.

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

5.2 Ensure a balance of cataloguing, conservation and digitisation priorities

Initial receipts for accessions were issued within the target time. Full receipts were issued within 15 working days for 89% of the accessions; the target is 60%. 97% of the accessions received between March and August 2022 had receipts issued within the 6 months target for more complicated deposits; the target is 90%.

The Glamorgan Archivist and the Senior Archivist met with Trustees of the Heritage and Cultural Exchange to discuss the collection. Decisions were made on material not suitable for permanent preservation, and cataloguing is now progressing as a result. Some of the larger framed items currently in temporary storage with us have also now been moved for display at Butetown Community Centre.

We continue to meet regularly with representatives from the Church in Wales to discuss collections issues and ensure the transfer of relevant records to the Archives.

Conservation work is underway on the Burges plans of Cardiff Castle and Castell Coch, as part of the National Manuscripts Conservation Trust-funded project. This phase of work is repairing the large rolled drawings and paintings. Most of these are designs for the tiles in the Summer Smoking Room at Cardiff Castle. Emily O'Reilly, a 'works-of-art-on-paper' conservator has been brought in on a consultancy basis to teach the Conservator and the Assistant Conservator how to deal with this type of specialist repair. Student volunteers are also helping with the project.

5.3 Develop coherent programme of external funding applications

The Senior Archivist has reviewed the catalogue prioritisation data extracted from CALM, together with the findings of the recent Preservation Assessment Survey, and has identified priority uncatalogued material. These findings will be used to inform future funding applications.

5.5 Reinterpret collections descriptions so that they reflect modern views of history
Glamorgan Archives is part of a project, led by Archives and Records Council Wales and funded through Welsh Government's Anti-Racist Wales Culture, Heritage and Sport Fund, that will revisit archival descriptions and identify offensive and biased language. The recruitment for the Project Officer has been completed and it is hoped that work will start on this in April.

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 on the current financial year's budget, as well as ongoing planning for next financial year's budget, are continuing. The outcome for the current financial year is looking a lot more positive than it was thought it would be earlier in the year. Opportunities for pieces of funding that might help with energy bills or national non-domestic rates are continuing to be investigated where possible.

6.2 Maximise income generation opportunities

The digitisation work for Find My Past on behalf of the Roman Catholic Archdiocese of Cardiff is underway and is about 50% complete. Further registers are expected to come in for digitisation in due course from churches across the Glamorgan portions of the archdiocese. The Archdiocese has also approached the service about other digitisation work from within their records held in Cardiff.

Work on providing boxes was slowed down in this quarter due to supply issues with the card needed to make the boxes. The supplier had had trouble getting materials in and this cause a delay of several months whilst awaiting the card to come into stock. This has caused delays with box-making but all orders in the current financial year should be fulfilled. This is the first time that this problem has arisen, but will be planned into future orders.

Cardiff Registration Service will be renting storage and office space with the Archives from summer 2023. This will provide some much needed income from currently unused office space and offers other opportunities for both services to work together more closely as there are a number of areas of mutual interest, not least with the registers themselves.

Further discussions are underway regarding putting further record sets on to a commercial digitisation supplier (such as was done with parish registers on Ancestry, Find My Past and The Genealogist). Current discussions include school admission registers and log books, plus vehicle registration books. This would enhance the existing income that the service already receives from parish registers, electoral registers and a range of other material.

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

Archivist Lowis Lovell left the Archives in February. Lowis has been working with us for 10 years, having initially volunteered after finishing University. She qualified as an archivist via the distance learning course at Dundee University, and has worked on several cataloguing projects, most recently progressing work on the Associated British Ports records.

Karen Jones, Admin Officer, retired in February after many years of service. Work is underway to recruit a replacement for her role.

Barney Andrews joined us in January as Corporate Trainee Digital Assistant. Barney's work will focus on all things digital, including digitisation of collections and improvement of catalogue data.

Recruitment is currently underway for a Project Officer to work on the Anti-Racist Wales Culture, Heritage and Sport Fund project to create a research guide to sources for the study of Minority Ethnic History.

6.4 Ensure an inclusive and well-developed workforce

The Senior Archivist completed a three day training programme on Diversifying Museums, Libraries and Archives in Wales, delivered as part of the Welsh Government's Anti-Racist Action Plan.

Four members of staff continue to attend weekly Welsh classes.

The Glamorgan Archivist completed a short course on researching and designing for the user experience, organised by Welsh Government. She also completed training on the 'Role of the Fire Warden'.

In addition, the Glamorgan Archivist attended a seminar from Research Libraries UK on historic colonial considerations in collections.

Fire Awareness training was held with the team as part of the regular programme of Health and Safety.

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

The Conservator held a session with volunteers from the Jewish History Association of South Wales on document handling and packaging.

6.7 Ensure a broad range of opportunities for volunteers

28 archive volunteers are contributing to the following projects:

- cleaning and transcribing crew lists of Cardiff registered ships (1863-1913);
- listing building plans of the Gelligaer Urban District Council (c1910-c1974);
- digitisation of photographs from the Cardiff Bay Development Corporation collection (1987-2000);
- creating an electronic index to the Coal Annuals (1903-1932);

- listing bound auction particulars from the Stephenson and Alexander collection (1880-1967);
- indexing the Leversuch family correspondence (1928-1960s);
- indexing letterbooks of the Cardiff Exhibition (1894-1897);
- extracting information relating to World War Two from school log books across Glamorgan;
- indexing Quarter Sessions depositions (1860-1907);
- listing records of Stephenson & Alexander, Auctioneers and Chartered Surveyors (c1710-c2012);
- cataloguing deeds within the Cardiff Library collection.

In addition, several volunteers work independently on research projects.

Conservation volunteers have continued to work on repairing police newspaper cutting books and cleaning plans from the National Coal Board collection, as well as starting work on cleaning plans from the Associated British Ports collection.

A Christmas celebration was held for our volunteers, and it was good to gather everyone together for the first time since Dec 2019. The event went well and was appreciated by the volunteers:

Thank you all for the 'gathering' which seemed to be going very well when I had to leave. I am sorry that I had to do this as it was good to meet so many of the others whose path I had not crossed for well over 2 years.

Long service certificates were awarded to Linda Davies and Kathlyn Talbot for five years of service; John Arnold, Rosemary Nicholson and Laurie Thompson for ten years of service.

Indexes compiled by volunteers as a finding aid to the scrapbooks of Arthur McTaggart Short have been added to Calm. McTaggart Short initially entered the drapery trade but gradually extended his business interests into ownership of shops and other commercial organisations including the Cardiff Arcade Co. He was a prominent member of the Cardiff business community, serving as president of the Chamber of Trade 1949, and with various committees and organisations. He took a keen interest in the Boy Scout movement rising to the position of Organising Secretary of the Cardiff County Boys Scouts Association for Wales. He was an active participant in further education as a lecturer in University College, Cardiff, and in a number of political organisations including the Conservative Party, the Rotary Club, miscellaneous bodies and societies concerned with international affairs, the Church-in-Wales, theatre, the Freemasons, sports, and charities. The scrapbooks consist of a miscellany of photographs, personal memorabilia relating to his family, activities in the scouts, and numerous other interests including politics, theatre and miscellaneous official and non-official bodies and societies.

Rosemary Nicholson has completed researching individuals listed on rolls of honour at Maendy Congregational Chapel, Llanblethian and Tabernacle Welsh Baptist Church, Cardiff. These are in the process of being added to our website.

Details of crew agreements for 1901 and 1911 have been added to the Crew List Index Project (CLIP) website, to join those for 1863, 1866, 1871. Transcribed by

volunteers into an online database maintained by CLIP, these will eventually be added to Find my Past.

Volunteer reviews have been undertaken, with all volunteers having the opportunity to review the project they are currently working on and feedback on their experience of volunteering at the archives. All volunteers were provided with the form, either in hardcopy or by email, and we received 25 responses. Most volunteers were happy, wanting to continue with current projects and hours

Comments included:

- *I love my role and find the details endlessly fascinating.*
- *I find it all interesting because it also gives me purpose in life as I have mental health illness.*
- *Due to military background, I enjoy locating and researching WW1 servicemen. They need to be recorded so they are not forgotten.*

Some volunteers have requested to come in more regularly than the current two-weekly rota. This has been discussed by the team and it is not currently feasible to offer this, with other commitments that the service has.

The 'Crowd Cymru' project is continuing having met the recruitment target for volunteers agreed with the funding body, the National Lottery Heritage Fund. Collections have started to be added to the online crowdsourcing platform provided by the National Library of Wales and volunteer training on the use of the platform is underway. The first Glamorgan collection to be added to the platform is the Butetown photographs taken by Fred Petersen in the 1910s-1920s (Ref: DXGC29) for identification and indexing. Additional material that will be added shortly includes surveys from the Plymouth Estate (Ref: DPL) and a large series of images relating to the Bridgend and Vale of Glamorgan areas, c.1900-1929, taken by Edwin Miles (Ref: D261).

6.8 Ensure service is run transparently

The ARA Survey of Visitors to UK Archives drew to a close in early December. The survey forms have been returned for processing and the results are expected in the Spring. The Senior Archivist continues as a member of the ARA Survey Group and will be working with the Group to disseminate the results of the latest survey nationally.

The target for responding to remote enquiries is met and feedback includes:

- *I am constantly amazed, but never surprised, by the knowledge of Records Staff. This may be the very thing I need. Thank you for this information.*
- *Thank you so much for your incredibly detailed and helpful reply and for pointing me towards so many catalogue references and other links. I am very grateful indeed for all your help and advice.*

Feedback has highlighted in particular the promptness of our response, reflecting that replies are being sent well within the 15 working day target.

6.11 Work more collaboratively with neighbouring archive services

The Senior Archivist continues to attend meetings of the ARCW Marketing Group, sharing best practice on promotion of our services and the sector more generally.

Work is continuing on the 'Life in Wales in the 1920s' exhibition with a launch expected in the summer.

6.12 Improve management of Glamorgan Archives building

The latest quarterly check of the building for defects was carried out in January. Most defects had previously been identified, but some new lighting issues were noted.

The ongoing round of checks by contractors continues, and is being fully logged. In this quarter, this has included the start of a full electrical safety test of all aspects of the building which is required to be done every five years.

A planned fire evacuation of the building was carried out in February. This raised a few issues with the existing fire evacuation procedure which are being addressed.

The environmental conditions in the strongrooms have remained within acceptable levels. Strongroom 4 has slightly more fluctuations due to the traffic in the room recently, but this still remains within acceptable parameters.

Average Temperature and Humidity								
	Strongroom 1		Strongroom 2		Strongroom 3		Strongroom 4	
	Temp.	RH*	Temp.	RH*	Temp.	RH*	Temp.	RH*
Average	17.9°C	52.1%	18.4°C	48.5%	18.4°C	50.6%	17.3°C	50.4%
Variation	±2.2°C	±4.7%	±2.6°C	±4.3%	±2.8°C	±4.1%	±3.4°C	±6.4%

Pest monitoring continues in the strongrooms and buffer zones, but nothing of any significance has been discovered.

Planning work for the replacement of the door entry control system is underway, with work scheduled to start in the new financial year. This will address the ongoing issues that the service has been having with the entry gate into the rear car park as well as future-proofing the system as the new system can be updated (which the old system cannot).

SUMMARY

9. Once again, it has been a busy quarter for Glamorgan Archives with plenty of ongoing projects continuing and some large pieces of work underway. The financial situation remains challenging, although there have been some positive developments in potential income streams.

One of the most pleasing developments in the last quarter is that the service is now close to bringing in a digital preservation repository, which was identified a few years ago as a key priority for Glamorgan Archives and was emphasised as an urgent action within 2020's Accreditation report. It is hoped that this will be in place before the next quarterly report.

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 2021-22 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
16th March 2023

Appendix 1

Edwards, Harrap, Ward, Llewellyn, Geldard, Griffiths and Walker Family Papers			
Accession No:	2022/141	Reference No:	D407/4, 7
Photograph albums and loose photographs: ML Edwards, GM Edwards, CE Edwards and AM Edwards photographs, Harrap and Llewellyn family photographs. Date of records: 19th-20th century			
Caerphilly County Borough Council, Records			
Accession No:	2022/142	Reference No:	CCA/C/RE/25
Register of electors. In force from 1 December 2022 Date of records: Dec 2022			
Kenneth Rowland Harris Family Papers			
Accession No:	2022/144	Reference No:	D45
Photograph of Mr and Mrs Harris and cousin Phillip Jones with Emrys Harries (Superintendent of Cardiff Isolation Hospital) and his wife outside hotel in Brighton. Date of records: c1957			
City Of Cardiff Technical College, TC 2 Engineering, group photograph			
Accession No:	2022/145	Reference No:	D1909
Annotated group photograph of staff and students Date of records: 1945			
Robert Edward John Tanner of Penarth WW1 Papers			
Accession No:	2022/146	Reference No:	D1908
Diary, letters home, photographs and army official letters sent to Ted's mother. Date of records: 1915-1918			
Gelligaer Historical Society Records			
Accession No:	2022/147	Reference No:	D1499/1/61
Newsletter No. 66 Date of records: Dec 2022			
Pwllgwaun Ecclesiastical Parish Records			
Accession No:	2022/148	Reference No:	P213CW
Baptism register, 1955-2010; banns registers, 1950-2010; confirmation register, 1960-1992; Sunday School register, 1953; inventory, 1954-1996; cash book, 1914-1945; papers and plans relating to the building, 1916-1965 Date of records: 1914-2010			
Llanddewi Rhondda Ecclesiastical Parish Records			
Accession No:	2022/149	Reference No:	P186CW
Baptism register, 1954-2018; marriage registers, 1994-2018; banns register, 1989-2016; confirmation registers, 1941-2018; register of services, 2011-2022; print blocks. Date of records: 1941-2022			

Llangynwyd Ecclesiastical Parish Records

Accession No:	2022/150	Reference No:	P82CW
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Letter from McClary Pipeless Central Heating regarding the use of McClary Unit radiator in church building.

Date of records: 23 Oct 1958

Pontypridd Town Council Records

Accession No:	2023/1	Reference No:	D1910
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Book of condolence for Queen Elizabeth II.

Date of records: Sep 2022

Philip Riden Papers

Accession No:	2023/2	Reference No:	DX446
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Title deeds and related papers for 7 Nant Fawr Road, Cyncoed, Cardiff

Date of records: 1935-2002

Rhondda Cynon Taf Council Records

Accession No:	2023/3	Reference No:	CRCT/C/1/223-232
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Committee agendas and reports

Date of records: 2020-2022

Grangetown Local History Society, Cardiff, Collection

Accession No:	2023/4	Reference No:	D1026
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Parish magazines, 1924-1959; Fish family papers, 1886-1957

Date of records: 19th-20th century

Glamorgan Record Office; Photographs

Accession No:	2023/5	Reference No:	DXGC135
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Signing of the Agreement regarding appointment of Joint Archives Committee and provision of Archives Services

Photograph shows Susan Edwards, Glamorgan Archivist with two unidentified local authority officers

Date of records: 11 Apr 2006

Abstract of Title of Plymouth Estate land in the parish of Eglwysilan

Accession No:	2023/6	Reference No:	D1911
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Copy abstract of title of hereditaments in the parish of Eglwysilan re sale to F. Reynolds and another. Compiled by Nicholl Manisty and Few and Co., 1 Howard Street, Strand, W.C.2.

Date of records: 1949

Forestry Commission Records

Accession No:	2023/7	Reference No:	D1913
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Coal tip restoration work files and photographs

Date of records: c1950s-1990s

Côr Merched Cwm Llynfi Records

Accession No:	2023/8	Reference No:	D1912
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Minutes of choir committee meetings, minutes of choir AGMs, annual concert programmes and posters, photographs of choir, scrapbook of choir activities

Date of records: 2000s-2010s

Treforest Methodist Church Records			
Accession No:	2023/9	Reference No:	DWESPP/96
Circuit plans, 1968; notice sheets, 1987-1988; centenary booklet, 1952; leaders meeting/church council minutes, 1956-1994; Sunday School minutes and accounts, 1958-1974; Sisterhood minutes book, 1958-1993			
Date of records: 1952-1994			

Mid Glamorgan Mission Methodist Circuit Records			
Accession No:	2023/10	Reference No:	D896
Circuit plans, 1978-1987; Mid Glamorgan Link newsletters, 1981, 1985; circuit meeting minutes, 1994			
Date of records: 1978-1994			

Cowbridge History Society Records			
Accession No:	2023/11	Reference No:	D1254
Will and associated papers of David Thomas, Alderman of Cowbridge and family; Cowbridge Week Programmes			
Date of records: 1926-1981			

Grangetown Baptist Church Records			
Accession No:	2023/12	Reference No:	D1915
Marriage registers: 1920-1924, 1961-2013			
Date of records: 1920-2013			

Butetown Historic Railway Society (BTRC) Records			
Accession No:	2023/13	Reference No:	D1914
Minutes of committee meetings, newsletters, presscuttings			
Date of records: c1977-1982			

Evans Family of Gelligaer, Papers			
Accession No:	2023/14	Reference No:	D650
Records relating to the family and Pen y Bank (Banc) Farm, Deri, including Wills, leases and correspondence			
Date of records: 1740-1950			

Rosemary Chaloner of Cardiff, Papers			
Accession No:	2023/15	Reference No:	D1916
"Wales Closed - Go Home": 200 Days in 2020' by Rosemary Chaloner; photographs taken during Covid lockdowns			
Date of records: 2019-2020			

Ogmore Valley Local History and Heritage Society Collection			
Accession No:	2023/16	Reference No:	D126
Records, photographs, negatives and slides relating to Garw Valley and Ogmore Valley, including Garw Grammar School, Garw Secondary School and Nantymoel Junior School.			
Date of records: 19th-20th century			

Glamorgan Family History Society Records

Accession No:	2023/18	Reference No:	D37/1/149
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Journal number 149

Date of records: Mar 2023

David Webb of Pentyrch Family Papers

Accession No:	2023/19	Reference No:	D1632
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Romilly Infants School, Rhiwbeina Infants School and Maesycloed Junior School, photographs

Date of records: 1956-1962

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

Accession No:	2023/20	Reference No:	D1341
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Programme for the three prize winning one-act plays presented by the Maesteg Little Theatre; Flyer for 'On Approval' presented by Maesteg Little Theatre; programme for 'Ymgom Yr Adar', Maesteg

Date of records: 1945-1964

St Quentin's Masonic Lodge, Cowbridge, Records

Accession No:	2023/21	Reference No:	D1650
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Lodge Subscription Book, 1927-2017; Accounts Book, 2007-2017; 40 year membership certificates, 2019-2020

Date of records: 1927-2020

Calvary English Baptist Church, Trefforest, Records

Accession No:	2023/22	Reference No:	DBAP36
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Church minutes, 1983-2019; Annual accounts, 2001-2019; members' subscriptions, 1994-2018; Church correspondence, 2016-2019

Date of records: 1983-2019

John Crichton Stuart, 3rd Marquess of Bute

Accession No:	2023/23	Reference No:	D1917
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Photograph of John Crichton Stuart, 3rd Marquess of Bute, taken by Goldie Brothers, 66 Queen Street, Cardiff

Date of records: 1891

Melville Payne of Cardiff, Stevedore, Papers

Accession No:	2023/24	Reference No:	D1918
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Notebooks compiled by Mr Payne during his training to become a master stevedore; union rule book

Date of records: 1946-1949

Cardiff Business Club Records

Accession No:	2023/25	Reference No:	D1920
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List of speakers, 1993-2008; annual programmes, 2003-2007; invitations for events, c2004-2008; correspondence from Clarence House from The Prince of Wales' Office, 2006

Date of records: c2003-2008

Notable accessions

Ogmore Valley Local History and Heritage Society Collection (D126)

A further deposit of records has been received from Ogmore Valley Local History and Heritage Society. It includes minutes, log books and admission registers for several local schools, including Blaengarw Council School, Nantymoel Junior School, Bryncethin Senior Mixed School and Garw Grammar School. Two souvenir booklets of photographs taken at Garw Higher Elementary School from around 1910 and Garw Secondary School 1937 show members of staff, pupils and school orchestra as well as classrooms, science room, gymnasium and canteen. The collection also includes photographs, slides and negatives of collieries in the local area and a record of certificates awarded to members of Nantymoel St John's Ambulance Brigade, 1903-1909

Evans Family of Gelligaer, Papers (D650)

An additional deposit of records relating to the Evans family of Gelligaer has been received. The family farmed for many generations at Penybank Farm in the Parish of Gelligaer, but the records also relate to land in Merthyr Tydfil and other parts of Glamorgan. The farmland in the area was rich in mineral deposits and the family leased out land for mineral extraction as well as leasing land for building purposes. The family also built and ran a local hotel and leased a building to Gelligaer Urban District Council for use as an Infectious Diseases Hospital. The records include wills, leases and correspondence, 1740-1950

St Quentin's Masonic Lodge, Cowbridge, Records (D1650)

A local masonic lodge has deposited financial and membership records to add to the existing collection. St Quentin's Lodge (4778) was consecrated 16 Dec 1925 and members continue to meet regularly at the Town Hall, Cowbridge. Items received comprise a Lodge subscription book, 1927-2017; accounts book, 2007-2017 and membership certificates, 2019-2020

Pontypridd Town Council Records (D1910)

Pontypridd Town Council was formed in 1974 at the time of local government reorganisation and the formation of Community Councils and Town Councils in place of Parish Councils. The Council has 23 councillors covering 10 wards and is one of the largest Community Councils in Wales. Following the death of Queen Elizabeth II, a book of condolence was placed in Pontypridd Museum for members of the public to sign and includes messages from the Town Mayor and Town Clerk. This item has been deposited by the Clerk to the Council

Côr Merched Cwm Llynfi Records (D1912)

A collection of records created by a local choir has been donated. Côr Merched Cwm Llynfi was formed 1989. The Choir promoted public education in and appreciation of music particularly through the presentation of public concerts and recitals and was active in support of charities. It held an annual concert locally and performed at numerous festivals in the United Kingdom and abroad. The choir was dissolved during 2022. Records received include minutes of choir committee meetings, minutes of choir AGMs, annual concert programmes and posters, photographs of the choir and scrapbook of choir activities covering the period 2000-2022

Butetown Historic Railway Society (BTRC) Records, (D1914)

The Butetown Historic Railway Society was founded in 1978 with the aim to bring steam trains back to Cardiff and establish a steam railway centre at Bute Road Station (the original terminus of the former Taff Vale Railway). The Society was based for some time at the Welsh Industrial and Maritime Museum, Cardiff and by 1994 a short section of track existed and the steam locomotive, Sir Gomer, hauled short passenger trains. Any progression of the project came to an end when the newly formed Cardiff Bay Development Corporation did not adopt the idea of a steam railway service as part of their plans. The records include minutes, newsletters, publicity material and membership cards, c1977-1982

Rosemary Chaloner of Cardiff, Papers (D1916)

A diary compiled during the Covid pandemic has been donated by a local author and museum volunteer. Rosemary Chaloner's diary entitled 'Wales Closed - Go Home': 200 Days in 2020' is arranged chronologically with daily observations and illustrated by a collection of photographs taken by the author during the Covid lockdowns

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
Nov 2021-Jan 2022	158	0	0	1587
Feb-Apr 2022	227	0	0	1625
May-Aug 2022	471	164	5	2414
Sep-Nov 2022	666	431	19	1855
Dec 2022-Feb 2023	517	262	15	1911

	Remote Enquiries	Website Hits
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
Sep-Nov 2022	1041 (+ 204 un-printed thank you emails)	9133
Dec 2022-Feb 2023	894 (+ 174 un-printed thank you emails)	6300

Interesting Enquiries

The searchroom and remote enquiries services have been busy this quarter with enquiries from both students and academics. A researcher from the AHRC-funded Moving Mountains project at the University of Leeds visited to examine documents relating to the removal of tips at Aberfan. The project is looking at community responses to industrial and tectonic disasters, and the Aberfan Disaster is a case study.

A PhD student visited from Japan as part of his studies on the redevelopment of regional ports in Britain and civil participation. He is working on a comparative study of Cardiff and Bristol. Prior to his visit we advised him on relevant items within our collection and provided digital copies, helping him to narrow down exactly what he needed to view during his limited time in Wales.

A small number of the William Burges drawings of Cardiff Castle were consulted by a student undertaking research on Burges. She was particularly interested in items relating to the nursery and the Chaucer Room.

A student exploring political radicalism in the French revolutionary period was referred to items within the Quarter Sessions records, the records of the Society of Friends and the Blandy Jenkins of Llanharan Estate Collection. A variety of items from several collections were consulted by a student researching the history of dining and its relation to social class in the late-19th and early-20th centuries. An undergraduate student contacted us for advice on his dissertation on the Domino Club in Barry, which was the first mixed race youth club in Wales, and on Barry Carnival.

We often receive enquiries from artists and authors. Recently we have provided advice to an artist exploring the history of Rhiwbina for a poster featuring line drawings of buildings, railway and parks in the area, and to an author undertaking research for a book which features pit ponies.

We continue to receive requests for advice and information from local and family historians. The Air Raid Precautions Records for Glamorgan were consulted by a local historian for details of bombing raids on Skewen, and to help in tracing people who were awarded bravery medals for their actions during air raids. We referred a researcher exploring turf mazes in Wales to several early maps of Cardiff as he believes there may have been a turf maze on the Hayes; the ground there was at one time known as 'Little Troy', and Troy Town or the Walls of Troy were popular maze names. An enquiry was received from Canada from a researcher who grew up in Caswell Bay and was interested in a sale catalogue for Eryldon - his childhood home, now demolished – which he found listed on our catalogue. And a family historian from the US was referred to licencing records and trade directories in his efforts to trace an ancestor who once ran a pub in Blaenllechau.

Appendix III

Events		
An Introduction to the JHASW Holocaust Education Resources		9
The #CrowdCymru Digital Archives Volunteering Project		16
Glamorgan Family History Society Coffee & Chat: School Records		46
Ask the Experts		2
JHASW Volunteers: Training on listing records		6
JHASW Volunteers: Training on document handling		9
Innovate Trust, Secret Garden Project		9
Education		
Ysgol Gynradd Gymraeg Tonyrefail		16
Ysgol Gyfun Bro Eder		6
Ysgol y Gymraeg Prifysgol Caerdydd / Cardiff University School of Welsh		3
Local and Family History Groups		
Grangetown Local History Society x2		30
Glamorgan Family History Society Cardiff Branch x2		25
Filming		
University of South Wales undergraduate film students		10
Training		
Kiran Cymru / People's Collection Wales		8
Individuals meeting staff		67

Social Media						
	Twitter		Facebook		Instagram	
	<i>Followers</i>	<i>Engagement</i>	<i>Likes</i>	<i>Engagement</i>	<i>Followers</i>	<i>Engagement</i>
<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
<i>Sep</i>	6109	4023	1948	2150	1311	117
<i>Oct</i>	6133	6498	1974	15,957	1317	100
<i>Nov</i>	6146	14,090	1993	5229	1321	116
<i>Dec</i>	6150	3232	2002	4663	1358	115

<i>Jan</i>	6179	4467	2019	7508	1362	121
<i>Feb</i>	6193	2830	2027	4673	1384	115

* Figures are now provided based on followers, not likes

Appendix IV

Bench work		
DXNO/12/6/1-3	3 Women's institute photo albums	Loose photos reattached in place to allow temporary removal and display.
DMW/6	Letters patent appointing Walter Hamilton, captain-general and governor-in-chief of the Leeward Islands, William Mathew, and others, commissioners (? for the suppression of piracy)	Wax seal repaired, parchment document flattened, repaired and re-packaged
DCONC/296/5/7	Police Occurrence book	Cleaned, repaired, rebound & repackaged
DCONC/5/57, 54, 53,	3 Police Newspaper cutting books	Cleaned & repaired
DNCB/1/4/48/3a	Pit Building plans and elevations	Cleaned, flattened, splinted, and repackaged
Lib/W/950	2nd Battalion the Welch Regiment	Text block re-adhered into case.
Q/S/R/1853C, 1854B, 1851A	3 Quarter session roll	Cleaned, flattened and repaired
DBR/204	9 volumes	Unstuck, repaired and re-adhered into covers.
New Accession	an account of the fabric of Llandaff Cathedral 1860	Support inside joints
CCA/C/RE/12	24 Electoral registers	Bound into volumes
	27 OS maps and chapel plans	Hangers reattached
Cleaning and Packaging		
Various	7 boxes of crew lists	Cleaned and re boxed
DABP/Plans/12, 46, 56	3 bundles of plans	Cleaned
DNCB	10 plans	Repackaged
DCBDC/12/23,24	2 folders of photographs	Repackaged
Bespoke boxes made		
Various	183 Boxes	Made
Barcoded and Re-located		
Various	971 Boxes and maps	Barcoded
	183 items	Moved
External Work		
Private individual	9 volumes and journals	Repaired
Private conservator	4 Boxes	Made
Local Archive	157 Boxes	Made
Local History Association	6 Boxes	Made
English Archive	631 Boxes	Made

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