

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

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

REPORT OF:

THE GLAMORGAN ARCHIVIST

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

PURPOSE OF REPORT

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

2. BACKGROUND

As part of the agreed reporting process the Glamorgan Archivist updates the Joint Committee quarterly on the work and achievements of the service.

3. Members are asked to note the content of this report.

4. ISSUES

MANAGEMENT OF RESOURCES

Staff: establishment

Maintain appropriate levels of staff

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

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

Review establishment

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

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

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

Develop skill sharing programme

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Staff: development

Ensure all staff access appropriate training

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

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

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

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

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

Continue training in building systems and procedures

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

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

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

Maintain commitment to good health and safety practices

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

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

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

One Occupational Health referral has been made.

Budget

Manage to best advantage

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

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

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

Maximise benefit from income opportunities

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

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

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

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

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

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

Promote partnerships

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

Conserving Local Communities Heritage: CLOCH

CLOCH is a Heritage Lottery Fund (HLF) Skills for the Future project through which a consortium of local heritage institutions, led by Glamorgan Archives, has prepared 16 unemployed young men for entry level posts in the sector. The project has a Facebook presence and a Twitter feed, accessible through the CLOCH page on the Archives' web site.

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

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

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

National

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

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

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

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

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

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

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

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

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

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

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

Local

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

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

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

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

Potential partnerships

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

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

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

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

Building and systems

Maintain and develop building and systems

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

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

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

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

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

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

Review electronic filing system

The administration folder has been reorganised.

Archive accreditation

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

THE COLLECTION

Conservation

Finalise policies, strategies and procedures

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

Manage repositories environment and storage issues

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

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

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

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

Implement conservation and preservation plans

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

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

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

Cataloguing

Review current policies, strategies and procedures

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

Refine, populate and maintain CALM database

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

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

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

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

Implement cataloguing strategies and plans

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

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

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

Implement deposit strategies and plans

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

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

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

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

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

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

Continue to plan for the management of born-digital records

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

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

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

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

ACCESS

1. On-site use

Monitor service and implement improvements

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

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

Continue programme of events for users

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

Education

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

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

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

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

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

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

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

Events programme

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

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

2. External events

Contribute to heritage events programmes across our local authorities

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

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

Identify and respond to major anniversaries and celebrations

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

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

3. Remote access

Monitor service and implement improvements

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

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

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

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

Publicise service

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

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

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

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

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

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

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

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

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

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

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

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

SUMMARY

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

5. LEGAL IMPLICATIONS

The Glamorgan Archivist is appointed by the Committee to manage the joint archives service on behalf of the Committee; to exercise the duties powers and functions of the parties under the enactments agreements and instruments set out in the Joint Archives Committee agreement dated 11 April 2006; to comply with national standards for archive keeping; to satisfy the requirements of the National Assembly for Wales with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.

The Glamorgan Archivist acts at all time under the direction and supervision of the Committee and the quarterly reports of the Glamorgan Archivist to the Committee enable the Committee to discharge its duty to provide maintain and develop a joint archives service for the parties.

6. FINANCIAL IMPLICATIONS

Any direct financial implications arising from this report have been accounted for in the 2014-2015 monitoring position and will be met from within the revenue budget, supplemented by the earmarked reserve and, where necessary, the General Reserve.

Susan Edwards
Glamorgan Archivist
2 March 2015

Local Government Act 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

REPORT OF THE GLAMORGAN ARCHIVIST

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

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Appendix I

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Wellings Family of Pontlottyn Photographic Collection

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

Stephenson and Alexander Estate Agents Records

Accession No:	2015/3	Reference No:	DSA
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Client files and other records
Date of records: 19th-20th century

Charity Commission Records

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

Penarth and Llandough Parish Records

Accession No:	2015/5	Reference No:	P46CW
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The Link Parish Magazines 2014, Weekly Bulletin 2014, photographs of church 20th century
Date of records: 2014

Garw Valley Community Council Records

Accession No:	2015/6	Reference No:	P248
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Minutes 2003 - 2011 (2004 - 2005 not deposited), records of the regional development plan projects including the Llynfi Environmental Action Forum (LEAF) 2007 - 2011, records of footpaths and rights of way 2008 - 2011, annual financial statements 1992 - 2005, annual returns 2001 - 2010 and account books 1995 - 2008.
Date of records: 1990-2014

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

Accession No:	2015/7	Reference No:	DWAW55
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School report, 1960; pay packets and pay slips, 1960-1967; staff sales order from J R Freeman & Son Ltd, 1960s
Date of records: 1960s

Cardiff Labour Party Records

Accession No:	2015/8	Reference No:	DLPCW
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Cardiff West Constituency Labour Party Records 1988-2007, Canton Branch Labour Party Records 1983-1997 and 1999-2004,
Date of records: 1988-2007

Bridgend Magistrates Court Records

Accession No:	2015/9	Reference No:	PSNEW
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Register of Clubs, 1962-2003; Register of Bookmakers Permits and Betting Office Licences, 1967-1997; Register of Premises Licensed under the Gaming Act, 1968, 1981-1987; Register of Grants of Occasional Permission, 1983-2001; Register of Licenses, 1962-2005
Date of records: 1962-2005

Miskin Regeneration Trust Records

Accession No:	2015/10	Reference No:	D1034
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Payments book, final record (on CD), letters of thanks from Miskin Primary School

Date of records: Feb 2000-May 2014

D L Davies of Aberdare Papers			
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Accession No:	2015/11	Reference No:	D1208
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Research notes and records relating to nonconformity, society and politics in Aberdare and Merthyr Tydfil and papers relating to the Mormon church in Wales

Date of records: c1850s-2010

Vale of Glamorgan Constituency Labour Party Records			
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Accession No:	2015/12	Reference No:	D1210
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Minutes of general management and executive committees, selection papers, correspondence

Date of records: 1970s-2000s

Women's Archive of Wales/Archif Menywod Cymru Records: Records of projects on the history of the Women's Liberation Movement			
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Accession No:	2015/13	Reference No:	DWAW56
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Records of South Wales Feminist History and Archive Project (University of Glamorgan); WLM Project in UK (Women's Library/London Metropolitan University); Sisterhood and After: an oral history of the WLM (British Library/Women's Library/University of Sussex)

Date of records: 1996-2012

J Jane James Collection			
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Accession No:	2015/14	Reference No:	D1209
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Receipt from Evans and Short, Printers, Publishers, Bookbinders and General Stationers, Tonypany. Receipt from George Oliver Footwear Ltd [Cardiff branch]

Date of records: 1871 - 20th century

Glamorgan Federation of Women's Institutes Records

Accession No:	2015/15	Reference No:	DXNO
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Minutes, reports, scrapbooks of individual branches
Date of records: 20th century

Llandow Ecclesiastical Parish Records

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

Gwaelod-y-Garth Women's Institute Records

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

Cowbridge Amateur Dramatic Society Records

Accession No:	2015/19, 30	Reference No:	D1211
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Society programmes, posters, newsletters, newscuttings, stage designs and
photographs
Date of records: 20th century

Llanedeyrn High School Records

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

Glamorgan County Council Records: Social Services Department

Accession No:	2015/21	Reference No:	GD/S
Adoption files Date of records: c1950s-1970s			

Gwyneth Richards of Caerphilly Papers

Accession No:	2015/22	Reference No:	D878
Barry Training College essays; photographs; 'A history of the sailing barque Melbourne' Date of records: 1924-1978			

Mrs Muriel Bettina (Betty) Davies of Cardiff Papers

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

Gilgal Baptist Church, Porthcawl, Records

Accession No:	2015/25	Reference No:	D626
Church magazines Date of records: 1993-2004			

Barry Constituency Labour Party Records

Accession No:	2015/26	Reference No:	D1212
Minute book, correspondence, notes on prominent members Date of records: 1977-1983			

Rowland Pittard Railway Collection

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

John James of Pontypridd Plaid Cymru Papers

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

Mrs Anne Mahoney Theatre Programmes Collection

Accession No:	2015/29	Reference No:	D1222
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Programmes for local amateur dramatic productions, including Cardiff Municipal Operatic Society, Splott and District Operatic Society and Llandaff Musical Society
Date of records: 1983-2001

English Congregational Church, Ogmere Vale, Records

Accession No:	2015/31	Reference No:	D1214
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Deeds
Date of records: 1896-1966

Llantwit Major Parish Records

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

Ann Botham, Glamorgan, Papers

Accession No:	2015/33	Reference No:	D1216
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Letter from Ann Botham to the Camarthenshire and Glamorgan Friends meeting

Date of records: 1799

Cousins, Botsford and Leonard, Solicitors, Records

Accession No:	2015/34	Reference No:	D1224
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Ledgers and cash journals, personal papers of Sir Harry Cousins, 3 packets of deeds, papers relating to properties in Adam Street, Cardiff

Date of records: c1895-1940s

Cardiff Archaeological Society Records

Accession No:	2015/35	Reference No:	D717
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Committee meeting minutes, 1967-1964, report on ringwork at Llantrithyd, 1977

Date of records: 1967-1977

Porth United Reformed Church Records

Accession No:	2015/36	Reference No:	D1220
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Duplicate marriage registers

Date of records: 1963-2013

Noddfa Welsh Baptist Chapel, Ynysybwl, Records

Accession No:	2015/37	Reference No:	D1219
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Duplicate marriage registers

Date of records: 1931-2003

Mountain Ash Ecclesiastical Parish Records

Accession No:	2015/38	Reference No:	P195CW
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Duplicate marriage registers for St Illtyd's Church, Cefnpenner
Date of records: 1986-2013

Peniel Congregational Chapel, Llanharry, Records

Accession No:	2015/39	Reference No:	D1218
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Duplicate marriage registers
Date of records: 1938-1988

Kingdom Hall, Aberdare, Records

Accession No:	2015/40	Reference No:	D1217
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Duplicate marriage registers
Date of records: 1982-2013

Cardiff City Council Records

Accession No:	2015/41	Reference No:	CC
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Papers of Trevor Gough, head of Culture, Leisure and Parks
Date of records: 2002-2009

Llantrisant and District Local History Society Records

Accession No:	2015/42	Reference No:	D134
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Meisgyn and Glynrhondda Local History Research, Volume VIII no 2
Date of records: 2 Jul 2014

Miskin Lower Petty Sessional Division Records/Pontypridd Magistrate's Court Records

Accession No:	2015/44, 46	Reference No:	PSMLO
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Court registers

Date of records: 1960s-1980s

Circle Cinemas Records			
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Accession No:	2015/45	Reference No:	D1183
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Title deeds and documents relating to the Theatre Royal, Barry Date of records: 1910-1985

Eglwysbrewis Ecclesiastical Parish Records			
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Accession No:	2015/48	Reference No:	P9CW
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Baptism register, 1813-1990; marriage register, 1781-1808, burial register, 1814-2000 Date of records: 1781-2000

Glamorgan Deeds Collection			
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Accession No:	2015/49	Reference No:	D1223
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Collection of deeds relating to properties and individuals in Glamorgan Date of records: 1852-1918

Howell's School, Llandaff, Records			
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Accession No:	2015/50	Reference No:	D131
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Hywelian guild magazine, 2015 Date of records: 2015

St Athan Ecclesiastical Parish Records			
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Accession No:	2015/51	Reference No:	P7CW
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Register of services, 1951-1966; register of burials, 1940-2014 Date of records: 1940-2014

Wick Ecclesiastical Parish Records

Accession No:	2015/52	Reference No:	P102CW
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Register of services, 1982-2001, confirmation register for Marcross with Monknash and Wick, 1962-1989

Date of records: 1962-2001

Accrual rate

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

Notable accessions

Hobbs Family of Cardiff Papers (D1207)

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

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

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

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

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

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

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

Western Co-operative Convalescent Fund Records (D1203)

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

Cowbridge Amateur Dramatic Society Records (D1211)

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

Appendix II

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

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

Interesting Enquiries

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

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

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

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

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

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

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

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

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

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

Appendix III

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

Appendix IV

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

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