

**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  
15 March 2019**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

	AGENDA ITEM NO
<b>REPORT FOR THE PERIOD 1 December 2018 - 28 February 2019</b>	

## **1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1 December 2018 to 31 January 2019.

## **2. BACKGROUND**

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

Members are asked to note the content of this report.

## **3. ISSUES**

### **A. MANAGEMENT OF RESOURCES**

#### **1. Staff**

##### *Maintain establishment*

This quarter has seen the loss of a long-term supporter of the Archives, Mr Murray McLaggan, former Lord Lieutenant of Mid Glamorgan, whose funeral was held in February. Mr McLaggan served as Chair of the Joint Committee up to its revision during the 1996 local government reorganisation, staying on as a depositor representative. His wisdom and guidance were invaluable over a period of major changes and his informed contributions to discussions in meetings were always welcome. He will be greatly missed.

Hannah Price, Archivist, has indicated an earlier than anticipated return to work following maternity leave. Laura Cunningham, Temporary Archivist, and Jake MacDonald, have been supported in applications for employment when they reach the end of their current contracts.

The Cultural Ambition trainees are near the end of their 6 month placement. A handover meeting for the Cardiff/Caerphilly Cluster was held at the Archives with the current and future hosts in attendance. The project has been successful so far with the trainees contributing to the work of the office while learning work-based skills and progressing their NVQ under guidance from Cardiff and Vale College.

#### *Continue skill sharing volunteer programme*

During the quarter, 57 volunteers have contributed 1,712 hours to the work of the office. Of these, 35 came from Cardiff, 9 from the Vale of Glamorgan, 6 from Bridgend, 4 from Rhondda Cynon Taf, 1 from Caerphilly, and 2 from outside the area served.

3 volunteers, originally introduced through supported employment agencies, have contributed 161 hours of the total above. Distance learning students following the Archive Administration MSc distance learning programme at Aberystwyth University continue to attend, with 2 such students each week contributing a total of 61 hours. 6 Conservation Sciences MSc student volunteers from Cardiff University have contributed 117 hours of the total above.

For individuals considering a career in archives, one-off, 30 hour placements can be arranged to give a taste of the range of jobs available. During the quarter 4 of these were provided. These work placements are included in the volunteer hours above.

Lettie Chatham has joined the volunteering team having previously completed a 30 hour work experience placement. She is applying to study the Archive Administration MSc at Aberystwyth University and is volunteering in support of her application. Lettie has been helping to index local authority records. A work placement and job shadowing opportunity was provided to Anna Sharrard from Cardiff University Special Collections and Archives, who was interested in learning more about work within a local authority archive service. A tour of the building and a discussion of services was provided to Holly Morgan-Davies, a National Museum Wales intern.

Two pupils from Trinity Fields School in Ystrad Mynach visited with their job coach to discuss volunteer placements after their Takeover Day experience. They will start in March, splitting their time between cleaning documents in the Conservation Studio and helping to digitise photographs from the South Wales Police collection.

Volunteers are continuing to work on long term projects including indexing Glamorgan Petty Sessions Depositions, vehicle licensing files,

Cardiff Crew Agreements, Merthyr Tydfil Poor Law creed registers, Cardiff Union lists of paupers, Stanley Travers photographs, records of the Cardiff Exhibition 1896, building plans for Maesteg Urban District Council and the records of Bird and Son, tar distillers. Conservation students have been working on items from the NCB collection, including a large map of Deep Navigation colliery, Treharris, on the wall board, Shipping Registers and the Glamorgan Constabulary collection, assisted by the Cultural Ambition trainees who are carrying out red rot treatment on the volumes, and repackaging files.

Former Conservation student and volunteer Devin Mattlin is now working at the University of Los Angeles in the library's collection care department. The Conservator gave Devin a reference for this post.

Volunteers were invited to the annual Christmas get together to thank them for their work during the year. A slideshow highlighting projects and activities undertaken by the Archives during 2018 was shown.

#### *Continuing Professional Development*

Rhian Diggins, Senior Archivist, has completed the University of London's Digital Preservation Training Programme. Delivered online, the programme of 14 modules provides comprehensive training in planning for and implementing digital preservation and was funded by Welsh Government through Archives and Records Council Wales (ARCW).

Records Assistants, David Hail, Melanie Taylor and Stefan Walker visited the Cardiff Reform Synagogue for a tour organised by the Jewish History Association of South Wales. The knowledge gained will be of use when advising researchers in the searchroom consulting records of Cardiff's Jewish Community.

Louise Clarke, Glamorgan's Blood Project Archivist, visited Cardiff University Special Collections and Archives for a tour and to learn more about their collections.

Laura Cunningham, Temporary Archivist, attended a fully funded workshop on Researching and Curating Medieval Cartularies. It was run by the University of Glasgow and held at the National Library of Scotland.

All staff undertake on-line training as required by Cardiff Council.

#### *Maintain commitment to good health and safety practices*

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

Melanie Taylor, Records Assistant, attended training in manual handling.

## **Budget**

### *Manage to best advantage*

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

Roof drains were cleared to prevent water pooling, reducing the risk of leaks.

### *Maximise benefit from income generation*

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

External orders for conservation work, cleaning and custom made boxes continue to be received. It is currently possible to manage these without impacting service needs although demand is growing and may be more difficult to balance in the future.

Clients for the expansion storage space are beginning to withdraw as their own storage becomes available. The major client is likely to leave within a year. Spare capacity will remain, despite the growth of the Collection, and the service will be promoted once the vacating dates are confirmed.

On-line payment for services is not yet available although some progress has been made. A service for research only was offered in December. It was decided to wait for the full service to avoid confusion for users.

### *Promote partnerships and networks*

#### *National*

The Glamorgan Archivist attended a meeting of the Learned Society of Wales Welsh Studies steering group on which she represents ARCW. She attended the launch of the National Lottery Heritage Fund strategic framework in Cardiff. As a lead partner, and with the Director of the Cardiff Story Museum, she was interviewed by David Melding AM about the benefits of the Welsh Government's Fusion programme. She was a member of the judging panel for the CCSkills annual awards which will be presented at their conference in April. She attended the launch at the National History Museum of Welsh Women's Aid's exhibition, 40 Voices, 40 Years, and the Women's Archive Wales' event in Merthyr Tydfil celebrating the life of Ursula Masson and the premiere of the film, Century of Hope, which looks at the development of the Archive through interviews with founder members, including the Glamorgan Archivist. With Rhian Diggins, Senior Archivist, and Lydia Stirling, Conservator, she contributed to a professional workshop on proposals for a national archive for Wales, held at Glamorgan Archives.

Peoples Collection Wales (PCW) is an on-line digital resource for the history and stories of Wales, funded by Welsh Government. It holds images from national bodies and allows individuals to upload their own

pictures. There has been little contact with local institutions in the past. The Glamorgan Archivist, representing ARCW and the Cardiff Story Museum Director, as Chair of the Federation of Welsh Museums, are working with PCW to correct this and to develop a true partnership between the organisations. A number of meetings have been held this quarter and considerable progress looks to have been made.

An article co-written by the Glamorgan Archivist and Jane Henderson, Reader in Conservation at Cardiff University, was published in the Archives and Records Association Journal. The paper, *Setting our direction: working together to develop a national approach to the conservation of cultural heritage in Wales*, describes the creation of the Statement and Principles which have been adopted by professional bodies across the Welsh heritage sector. The Conservator gave a talk at the Conservation Matters Wales day conference on the removal of the image layer from degrading cellulose nitrate and cellulose acetate negatives.

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

Stephanie Jamieson, Glamorgan's Blood Conservator, has continued her work as a member of the Icon Photographic Materials Committee.

The Archives has secured ARCW funding for a national training project, following on from the publication of *Queering Glamorgan: A Research Guide to Sources for the Study of LGBT History*. *Queering the Archives* training was delivered at Glamorgan Archives and Wrexham Museum in February by LGBT Researcher and co-author of the guide, Norena Shopland. The training instructs participants in recognising, and searching for, LGBT content in historic material. Both days proved very successful, with 13 attending in south Wales and 14 in north Wales. Attendees were from archive and museum backgrounds and included an archivist from St Andrew's University Library who featured the training on the Library's blog. Feedback received includes:

*Keep the excellent work going. Thank you!!!*  
*Most invaluable training. Can't thank you enough.*  
*Comprehensive and very useful... fabulous and fascinating session.*

Norena Shopland was invited to speak on the guide at the London Metropolitan Archives LGBT Conference, Edgy. In addition she has written a blog on the guide for Birbeck College, University of London.

#### *Visits*

Wayne David MP visited the searchroom in connection with his research for a forthcoming book on Morgan Jones, MP for Caerphilly during the inter-war years.

An architect from Cardiff University who is working on a planned new library facility was shown around the building and discussed the functional brief with the Glamorgan Archivist.

### *Local*

Fern Thomas, artist in residence at Glamorgan Archives, continues her exploration of the Collection. Her progress can be followed through the Liminal Archives account on Twitter and Instagram. The Senior Archivist met with Fern and representatives from project lead organisation Art Shell and Cadwyn housing association to discuss potential engagement activities stemming from the residency.

The Cardiff Fusion project has continued with the Glamorgan Archivist leading a network event at the Cardiff Story Museum.

The Archives continues to support the Heritage and Cultural Exchange which has been successful in obtaining a Heritage Lottery Fund grant to catalogue the collection inherited from Butetown History and Art Centre. BBC Wales filmed the Chair of Trustees looking at items from the collection in the Archives and the Glamorgan Archivist is working with Trustees to appoint a Project Officer to carry out the work.

Partnership with Cardiff University continued with two Conservation Science students interviewing the Glamorgan Archivist for their mentor module. Following the visit they are asked to sum up the organisation in a few words. For the Archives these were: **transparency outreach public awareness, community, nice**. Their tutor reported, *“They just think it is such a good and supportive place to work and volunteer.”*

The Glamorgan Archivist also attended an event to mark the retirement of the University Librarian and was invited to membership of a review panel assessing impact case studies for the University’s Research Excellence Framework preparations.

Volunteers from the Jewish Heritage Association of South Wales were given a tour of the building. Many of the volunteers undertake work at the Archives and were very keen to learn more about the service.

The Senior Archivist attended a meeting of the steering group of the Head for Arts project, Exhibition in a Box. The project explores the silences of the First World War through items placed in boxes which are available to visitors at partner venues. The boxes have been displayed at Gwent Archives and are currently at the Winding House Museum in New Tredegar. They will then travel to Cyfarthfa Castle Museum and Big Pit National Coal Museum before concluding at Glamorgan Archives. The Senior Archivist continues to represent Glamorgan Archives on the committee of the South Wales Records Society and attended the January meeting held at Cardiff University Special Collections and Archives.

Heather Mountjoy, Archivist, met Gareth Thomas, project worker with the Supporting Gypsies and Travellers group, to advise on sources for their current project to research the history of the gypsy and traveller community in Cardiff.

Staff attended exhibition launches at the Cardiff Story Museum for the Awen Whitchurch Hospital project and the animated film produced by Cardiff West Community High School pupils.

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

#### *Potential partnerships*

Planning continues with The National Archives (TNA) for collaborative community engagement events based around the race riots of 1919 in the UK's port cities.

A grant has been awarded by ARCW to digitise the photographs in the police collections in a collaborative project with the South Wales Police Heritage Centre at Bridgend. The grant will pay for new computers for especially recruited volunteers to use.

Cyfarthfa Museum has been in contact to discuss a potential exhibition on John Hughes in the 150<sup>th</sup> year since the foundation of Hughesovka, now Donetsk. St Andrews University has also been in touch with prospective continuation projects on the subject including an exhibition at the Durham Miners' Gala, a student exchange with Ukraine and an article on Hughesovka by Dr Victoria Donovan using letters from the Hughesovka Research Archive.

## **2. Building and systems**

#### *Maintain building*

Maintenance contractors continue to carry out regular maintenance and to replace failing components as required. The underfloor heating is not responding to the set timers and is being controlled by hand rather than the building management system. The searchroom had been overheating because sensors were affected by cold air from an unheated adjacent room. When the sensors were raised from the wall the temperature settled.

#### *Ensure compliance*

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

In response to an audit requirement a formal risk register has been drafted and is currently in consultation with staff.

An emergency evacuation drill was successfully carried out. The increase in the production of documents in Ogmore for both staff and volunteers prompted the decision to purchase additional fire blankets to use in that area of the building.

All building health and safety checks are completed and current.

## **B. THE COLLECTION**

### **1. Conservation**

#### *Repositories*

Conditions within the strongrooms remain within the preferred parameters with a slight fluctuation in relative humidity due to seasonal shift. Since September the use of conditioned air in the rooms has been logged as the use of the air handling units is reduced to save cost. Strongroom 3, which is next to the plant room, a heat producing area, has required conditioned air for 22 hours in this period. All other areas have maintained conditions on a total of 10 minutes intervention.

Quarterly inspection of the insect traps identified a few spiders and a moth, none in areas of concern.

Applications have been made to ARCW and to the Transformation capital grant stream of Welsh Government's Museum Archives and Libraries Division (MALD) for grants to purchase conservation equipment. Results are pending.

#### *Conservation and preservation plans*

Conservation staff respond to requests from the search room and to assess new accessions as they come in. Staff and volunteers are working through the identified priorities. The Conservator and Assistant Conservator have mainly been cleaning and repairing Glamorgan Constabulary volumes, and cleaning Magistrates' Court registers on arrival. Preservation Assistants are boxing the registers and responding to income generation box making requests.

The Conservator visited West Glamorgan Archive Service to carry out a conservation and preservation assessment. An agreement has been reached for this to be repeated quarterly. External conservation commissions completed during the quarter have included a Roll of Honour, 2 bibles, 1 small volume and an Orthodox Jewish marriage certificate.

Details of work completed are given in *Appendix IV*

## 2. Cataloguing

### *Strategies and plans*

The Glamorgan Archivist attended the presentation of the Business Archives Council's John Armstrong Award of £4,000 for Transport Archives. Presented by Mr Armstrong's widow, the award in his memory will be used to fund cataloguing of the Motorway Trust Archive.

A Stage 1 application to Archives Revealed for a project to catalogue records of the Cardiff Bay Development Corporation and Associated British Ports has been successful. A Stage 2 application is in preparation.

Archive students continue to work on improving finding aids for local authority records which may be called upon for the Independent Inquiry into Child Sexual Abuse. Box listing and cataloguing of relevant material from Glamorgan County Council has been completed and work has now commenced on box listing uncatalogued material from Mid Glamorgan County Council.

Testing of the new version of CALM has been completed and the upgrade will be carried out in the first week of March. Following the upgrade it will be possible to continue with the programme of uploading catalogue descriptions to the Archives Hub website. Work continues on checking the catalogue for consistency and making improvements where necessary.

A total of 58 PDFs have been added to the catalogue in a new field which will be labelled 'Supporting documents'. These files add extra information or context, including maps, transcripts and family pedigrees.

### *Collection development*

Initial receipts were issued within the target time. Full receipts were issued within 15 working days for 75% of the accessions; the target is 60%. 88% of the accessions received between March and September 2018 had receipts issued within the 6 months target for more complicated deposits. This continues to be slightly below the 90% target owing to a temporary change in focus for collections days and closure periods when the backlog would usually be tackled. Collections which may include information relating to the care of children are instead being prioritised in light of the IICSA. It is worth noting that if accessions from the previous 6 months, listed during the last 2 quarters, are included in the statistics the completion rate for the year is 90%.

Collections days have continued with a focus this quarter on the administrative records of the Women's Archive Wales. 29 boxes of material have been sorted and weeded.

The accrual rate for the year is reported in Appendix I. The larger quantity of material is mainly due to a high volume of court registers

being deposited on a regular basis. These are now being cleaned and catalogued as soon as they are received. New Burdens funding from the National Archives contributes towards the cost of packaging the volumes.

A full list of accessions is given in *Appendix I*

#### *Digital preservation*

Louise Hunt, Archivist, represents the Archives on the national digital preservation working group and has contributed to meetings via telephone. The Glamorgan Archivist joined Louise at a roundtable discussion in Aberystwyth in December.

Due to the sensitive nature of some of the records included in the pilot project a data processing agreement has been drafted, by the Glamorgan Archivist, for the digital preservation service provider to sign. This is currently under consideration by the ARCW Digital Preservation Working Group. An agreement is needed before restricted access content can be ingested into a digital preservation system.

Investigations into the collection and transfer of electronic committee papers continues.

Louise Hunt, Archivist, has worked with project staff based at the National Library to improve the way in which metadata about digital records can be provided at the time of ingest. It now looks possible to export much, if not all, the required data from the cataloguing software, CALM. This should mean that the process is much more efficient for Archive staff.

#### *Glamorgan's Blood*

Louise Clarke, Project Archivist and Stephanie Jamieson, Project Conservator presented a project update to staff. Louise has undertaken appraisal of the colliery building plans collection and has uploaded the catalogue of 915 plans to CALM. She has also edited and uploaded the National Coal Board Tip Plans catalogue of 861 plans. Work has begun on compiling a family history resource for coal related records.

Jake MacDonald, Corporate Trainee, and Adam Latchford and Freya Chambers, Cultural Ambition Trainees, have continued with the cleaning, repackaging and scanning of the glass plate negative collection. Over 1,500 negatives have been cleaned, repackaged and scanned. Tom Rowlands and Peter Ford, volunteers, completed work to add additional specialist information to descriptions of the NCB negative and photographic collection.

The project continues to be promoted through social media.

The project to paginate and re-house the NCB files has continued under Stephanie's supervision, with the help of trainee Freya Chambers and

Arts Society volunteer Katrina Coopey. A total of 118 files have now been completed with 120 folded plans removed from the files and re-housed.

Arts Society volunteers are cleaning the large and flat volumes from the collection, with 7 cleaned to date. Cardiff University students have been re-lining one of the large seam plans from the collection. Trainee Adam Latchford has been cleaning the surveyed plans, with 39 completed.

Stephanie has continued work on the damaged glass plate negatives using new techniques learnt at the Conservation on Glass symposium and workshop which she attended in October 2018. All the broken glass plate negatives have now been re-housed.

The condition survey of the rolled material in the NCB collection has been completed. The final part of the survey looked at a series of rolled pay sheets which will be stored flat. All 21 of the plans on degrading plastic bases have been repaired and re-housed. 12 of these plans have been digitised so far.

## **C. ACCESS**

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

#### *Monitor service and implement improvements*

Ask the Experts family history advice sessions, delivered by an expert volunteer, continue with 11 attendees this quarter.

Members of the Welsh Norwegian Society visited in preparation for the 150<sup>th</sup> anniversary of Cardiff's Norwegian Church in December 2019. They were given a tour of the building and saw records relating to the Norwegian community in Glamorgan.

Volunteers from the Boys and Girls Clubs of Wales' Ogmere Valley Heritage Project received training in document handling and archive research, a tour, and an introduction to resources relating to their locality.

The Archives hosted a workshop arranged by Stiwdio Arts as part of their Rookwood Through the Trees project, which links to the recent centenary of Rookwood Hospital and will explore the history of the site. Participants were introduced to the Archives, received training in undertaking archive research, and were supported whilst consulting records of the Hill Family of Rookwood, who lived at the house prior to it becoming a hospital.

Recovery Cymru, a peer led community organisation that supports people to recover from drug and alcohol misuse, attended the archives for a tour, a display of documents, and an introduction to using the searchroom.

### *Programme of user events*

During the first fortnight in February an exhibition by AWEN, the Whitchurch Library Arts and Support Group was hosted. A talk was held to coincide with the exhibition, delivered by Gwyn Prescott and Ceri Stennett on their recent publication, *In Proud and Honoured Memory*, which details the servicemen remembered on the Whitchurch War Memorial.

### *Education*

The popularity of school workshops has continued this quarter. Three classes from Victoria Primary in Penarth visited for workshops on the Victorians. It was the first visit made by the school. Two classes from Grangetown Primary, Cardiff also attended workshops on the Victorians. The Second World War workshop was delivered in Welsh to two classes from Ysgol Treganna, Cardiff.

Pupils from Ysgol y Deri in Penarth visited for a workshop on the theme of the seaside, focussing on Barry Island and Penarth. They were given a tour of the office and had time to consult a variety of records relating to the resorts, which will be used in their submission to this year's Welsh Heritage Schools Initiative.

There have been enquiries from several schools entering both the Welsh Schools Heritage Initiative competition and the John Hopla Award, requesting guidance on holdings.

A group of history undergraduates from Cardiff University, studying through the medium of Welsh, visited for an introduction to the Archives. The session was delivered in Welsh.

Students from Cardiff University undertaking a Masters in History visited for an archives skills session. They had a tour of the archives, were given guidance on searching the catalogue and looked at a variety of items from collection.

Cardiff University Continuing and Professional Education students visited in support of their module on the history of Cardiff.

## **2. External events**

### *Contribute to heritage events*

Laura Russell, Archivist, attended Suffrage and the Aftermath of WWI, a day of talks hosted by the Cardiff Story Museum with contributors from Llafur, Bristol University and Cardiff University.

### *Identify and respond to major anniversaries*

2018 marked the centenary of the establishment of Rookwood Hospital. On 13 December a celebratory carol service was held and panels were unveiled in the boardroom detailing the history of the Hospital. These

were based on research undertaken by Glamorgan Archives volunteer Tony Peters, and thanks were given to the Archives for the support.

Commemorations of the centenary of the First World War concluded with a blog post on war memorials, with a particular focus on the unveiling of the Penarth war memorial in 1924.

### **3. Remote access**

#### *Monitor service and implement improvements*

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

*I'd like to thank you so much for the service you provided – quick, polite and so efficient. Thank you! It was amazing to be able to read something from a century ago. Terrifying and sad too.*

*Thank you and the staff at Glamorgan Archives so much for your very thorough and conscientious help.*

*Thank you very much for the time and effort you have put into providing me with the above information. It is greatly appreciated. It has brought some closure to discovering who my grandmother was.*

*Many thanks for your prompt and very comprehensive reply to my email. I will certainly follow up on your suggestions, and thank you again for pointing me in the right direction.*

Interesting enquiries are reported in *Appendix II*.

#### *Publicity*

The Archives featured in a number of Wales Online articles, including an exploration of the history of the Norwegian Church and a look at the Centreplan 70 proposals, with the latter featuring a short interview with Records Assistant, Stefan Walker. An image from the Collection was used in a gallery of photographs of Roath Park, and a visit here was suggested as a potential destination for NextBike riders in a listicle of '15 clever, productive and fun ways to spend your lunch break in Cardiff'.

Glamorgan Archives featured on the Archives Wales blog in January with an article by Glamorgan's Blood Project Conservator Stephanie Jamieson on her work on the NCB glass plate negative collection.

Christmas was celebrated with a blog post on a performance of Aladdin at the Theatre Royal, Cardiff in 1889, where rivalry with a competing pantomime led to both casts facing each other on the Arms Park. In the lead up to Christmas, social media posts promoted posters, maps and books for sale. In January, selected accessions from 2018 were highlighted. Student Volunteering Week in February celebrated the work of Cardiff University conservation students in the Studio.

Other topics featured on social media included LGBT History Month, the Six Nations rugby, Handwriting Day, Dydd Santes Dwynwen (St Dwynwen's Day), Ballet Day, Dydd Miwsig Cymru (Welsh Language Music Day), and a performance by Charles Chaplin at the Theatre Royal.

#### **SUMMARY**

Grant applications continue to bear fruit and are invaluable to complete listing the larger and more complex collections. The contribution of volunteers who add value to the catalogue and improve the condition of the Collection remains essential to the quality of service delivered by a reduced core of highly trained and committed staff. The inclusion of Trainees on the establishment has been equally beneficial, providing staff with an opportunity to share their expertise as well as their work load. The demand for the service is not lessening and Glamorgan Archives is committed to meeting that demand.

#### **4. LEGAL IMPLICATIONS**

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

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

#### **5. FINANCIAL IMPLICATIONS**

Any direct financial implications arising from this report have been accounted for in the 2018-2019 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve. In line with previous agreement, any underspend will be added to the General Reserve to support future budgetary pressure.

**Susan Edwards**  
**Glamorgan Archivist**  
**5 March 2019**

**Local Government Act 1972**

**As amended by the**

**Local Government (Access to Information) Act 1985**

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item** : WORK OF THE ARCHIVES  
1 December 2018 – 28 February 2019

**Background Papers**

CALM database.

**Officer to Contact: Susan Edwards – 029 2087 2202**

## Dashboard—how well are we doing

	<u>OBJECTIVES</u>	<u>MEASURE/TARGET</u>	<u>CURRENT OUTCOME</u>
Access	Promote service via anniversaries	12 social media posts	18
	Contribute to external heritage events	1 in each funding authority	Bridgend, Cardiff, Caerphilly, Merthyr Tydfil, Rhondda Cynon Taff
	Deliver educational service	10 educational visits	39
	Deliver on-site events	6 public events	10
The Collection	Contribute to Archive Hub	200 catalogues	0
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months 90%	Initial 100%; formal 75%; complex; 88%
	Repository conditions maintained	AHUs in full working order	Working
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	1844 cleaned; 527 conserved; 1638 boxes made
Resources	Meet income target	£83,750	£97,320
	Meet agreed revenue budget	£852,750	
	Manage volunteers workforce	6,600 hours; 100% reviewed	7656
	Maintain establishment	14 fte	14 fte

## Appendix I

<b>Guy Clarke of Cardiff Collection</b>			
<b>Accession No:</b>	2018/235	<b>Reference No:</b>	D1638
Vesting deed (copy) relating to Aberdare estate, including list of properties, names of lessees and maps; photograph of Colonel Sir Gerald Bruce Date of records: 1926-c1940s			

  

<b>Jenny Sloman Collection</b>			
<b>Accession No:</b>	2018/236	<b>Reference No:</b>	D1635
Reminiscences on her life Date of records: 1986			

  

<b>South Glamorgan County Council Records</b>			
<b>Accession No:</b>	2018/237	<b>Reference No:</b>	SD/EP
Plans of Barry Docks Link Road and Western Welsh bus routes and stop locations. Date of records: 1979-1983			

  

<b>Vale of Glamorgan Borough Council, Records</b>			
<b>Accession No:</b>	2018/238	<b>Reference No:</b>	DCVG
Registers of Local Land Charges Date of records: 1950s-c1994			

  

<b>Mid Glamorgan County Council Records</b>			
<b>Accession No:</b>	2018/239	<b>Reference No:</b>	MD/C
Provisional register maps of common land (CL111, CL96, CL32, CL32 inset map, CL115) and provisional register map of town or village green (VG38). Date of records: 1986-1989			

  

<b>National Coastwatch Institution, Nells Point, Barry Island Records</b>			
<b>Accession No:</b>	2018/240	<b>Reference No:</b>	D694
Daily Watch Record, Official Station Logbooks Date of records: 2014-2015			

  

<b>U3A South Wales Network Records</b>			
<b>Accession No:</b>	2018/241	<b>Reference No:</b>	D1640
Minutes, reports and correspondence. Date of records: c2005-2015			

  

<b>Llancarfan Society Records</b>			
<b>Accession No:</b>	2018/242	<b>Reference No:</b>	DLNS
Newsletter 176 Date of records: Dec 2018			

  

<b>D &amp; J Exports, Cardiff, Collection</b>			
<b>Accession No:</b>	2018/243	<b>Reference No:</b>	D953
Papers of John Thomas Broughton, Glamorgan Constabulary and South Wales Police Date of records: 20th century			

**Penarth Urban District Council Records**

<b>Accession No:</b>	2018/244	<b>Reference No:</b>	UDPE/S
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Building plans

Date of records: 1900s

**Cardiff Rural District Council Records**

<b>Accession No:</b>	2018/245	<b>Reference No:</b>	RDC/S
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Town Planning Scheme map number 4

Date of records: 1928

**Cowbridge Rural District Council Records**

<b>Accession No:</b>	2018/246	<b>Reference No:</b>	RDCOW/S/1
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Planning Scheme Number 3 (Central Area) Resolution Map

Date of records: 19 Jul 1938

**Llantrisant and Llantwit Fardre Rural District Council**

<b>Accession No:</b>	2018/247	<b>Reference No:</b>	RDLL/S
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Proposed extension of boundary

Date of records: 1920s

**Mr Frederick Jenkins of Cardiff Collection**

<b>Accession No:</b>	2018/248	<b>Reference No:</b>	D1642
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Photographs of removal of sea lock gates, Queen Alexandra Dock.

Date of records: 1967-2016

**Glamorgan County Council Records**

<b>Accession No:</b>	2018/249	<b>Reference No:</b>	GD/PL
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Glamorgan Area 2 Development Plan maps

Date of records: c1957-1959

**VCS Cymru Records**

<b>Accession No:</b>	2018/250	<b>Reference No:</b>	D1618
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Reports, financial records, photographs, events correspondence

Date of records: 1964-2017

**Deeds relating to 69 Beda Road, Cardiff**

<b>Accession No:</b>	2019/2	<b>Reference No:</b>	D1643
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Leases, mortgage papers, temporary and movable buildings licences.

Date of records: 1899-1984

**Norena Shopland Collection**

<b>Accession No:</b>	2019/3	<b>Reference No:</b>	D1227
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Women of the World Festival, Cardiff, 24-25 Nov, programme and agenda for discussion panel (chaired by Norena Shopland); 'Edgy...' 16th Annual LGBTQ+ History and Archives Conference' programme and conference booklet (Norena Shopland was a speaker at this event)

Date of records: 2018

<b>Linda Fidler Papers</b>			
<b>Accession No:</b>	2019/4	<b>Reference No:</b>	D1644
Genealogy research papers and personal papers, bequeathed in will			
Date of records: 20th century			

<b>Cardiff Jewish Community Records and Papers</b>			
<b>Accession No:</b>	2019/5	<b>Reference No:</b>	DJR
CAJEX magazines filling gaps in existing series			
Date of records: 1950-1994			

<b>Mervyn Crawshay of Llantwit Major, Papers</b>			
<b>Accession No:</b>	2019/6	<b>Reference No:</b>	D787
Photograph of Mervyn Crawshay, cap badge and WW1 medal.			
Date of records: c1914			

<b>Cofnodion Cymdeithas Carnhuanawc</b>			
<b>Accession No:</b>	2019/7	<b>Reference No:</b>	D1646
Papurau'n ymwneud a gweithgareddau'r Cymdeithas ar hanes a ddiwylliant Cymru.			
Date of records: 1989-2016			

<b>Glamorgan County Gaol, Cardiff Plans</b>			
<b>Accession No:</b>	2019/8	<b>Reference No:</b>	D1647
Glamorgan County Gaol, Cardiff, plans for alterations to Central Hall of Males Wing. Martin and Chamberlain, Architects, Birmingham.			
Date of records: late 19th century			

<b>Roath Park United Reformed Church, Records</b>			
<b>Accession No:</b>	2019/9	<b>Reference No:</b>	D601
Worship certificate and for marriage ceremonies, 1904; Sunday School minute book, 1913-1917; visitors book, 1958-1986			
Date of records: 1904-1986			

<b>Rhondda Cynon Taff County Borough Council Records</b>			
<b>Accession No:</b>	2019/10	<b>Reference No:</b>	CRCT/1/208-213
Council and committee meeting papers			
Date of records: 7 Dec 207-20 Dec 2018			

<b>Cardiff Juvenile Welfare Council, Plan</b>			
<b>Accession No:</b>	2019/11	<b>Reference No:</b>	D1648
Cardiff Street Plan, 1937-1938; Lewis's Touring Maps map of Cardiff; Cardiff and District Day Drives, plan of Cardiff Juvenile Welfare Council Silver Jubilee Camp Porthcawl, proposed additional buildings etc.			
Date of records: c1930s-1960s			

<b>University Hospital of Wales, Building Plans</b>			
<b>Accession No:</b>	2019/12	<b>Reference No:</b>	D1649
Building plans for University of Wales Hospital, Cardiff.			
Date of records: 1964-1973			

**St Mary's Church, Glyntaff, Papers**

<b>Accession No:</b>	2019/13	<b>Reference No:</b>	P178CW
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Order of service for 'Lest We Forget', a service of remembrance at St Mary's Church, Glyntaff, with Hawthorn High School.

Date of records: 2018

**St Quentin's Masonic Lodge, Cowbridge, Records**

<b>Accession No:</b>	2019/14	<b>Reference No:</b>	D1650
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Bundle of deeds, 1888-1926; declarations book, 1926-1968; signature books (attendance books), 1938-1994; minutes books, 1926-1991; committee minutes book, 1947-1975; ledger, 1929-1936; photographs showing presentation to Hubert Thomas by Rev Norman Lee celebrating 50 years membership, 2000; additional papers including certificates, lodge photograph, Feb 2000 on 75th anniversary of Lodge at Cowbridge Town Hall, booklet on history of Freemasonry in Cowbridge, bye-laws, menu card for installation, 1882

Date of records: 1882-2000

**Cardiff Market, Records**

<b>Accession No:</b>	2019/15	<b>Reference No:</b>	BC/MKT
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Applications for tenancy of stalls at Cardiff Market.

Date of records: 1934-2002

**Jill McAndrew, Colliery Nursing Officer, Papers**

<b>Accession No:</b>	2019/16	<b>Reference No:</b>	D1652
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Research project and photographs relating to the coal mining industry and occupational health, compiled by Jill McAndrew, Colliery Nursing Officer at Taff Merthyr Colliery/Trelewis Drift Mine.

Date of records: c1981

**William Trimm of Cardiff Papers**

<b>Accession No:</b>	2019/17	<b>Reference No:</b>	D1651
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Receipts for car purchases

Date of records: 1932-1941

**Coroner for Cardiff and the Vale of Glamorgan Records**

<b>Accession No:</b>	2019/18	<b>Reference No:</b>	CORCV
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Coroners' files

Date of records: 1998-1999

**Stephenson & Alexander, Auctioneers and Chartered Surveyors, Records**

<b>Accession No:</b>	2019/19	<b>Reference No:</b>	DSA/16
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Indexes to files

Date of records: 1971-2014

<b>Cardiff County Council Records</b>			
<b>Accession No:</b>	2019/20	<b>Reference No:</b>	CC/C
Council and committee meeting papers Date of records: 2017-2018			

<b>Chris George of Aberthin Collection</b>			
<b>Accession No:</b>	2019/21	<b>Reference No:</b>	D1658
Cardiff City Council programmes, photographs of mayors and mayoresses, invitations from Cardiff Hebrew Congregation and the Cardiff Caledonian Society, Association of Mining and Electrical Engineers seating plan, Eglwys Dewi Sant Sefydliad Cyhoeddus Date of records: 20th century			

<b>Verity Family of Bridgend Papers</b>			
<b>Accession No:</b>	2019/22	<b>Reference No:</b>	DXCB
Bridgend Town Hall records; David Vaughan, Architect, records; Printed material Date of records: 1750-c. 1914			

<b>Cowbridge History Society Records</b>			
<b>Accession No:</b>	2019/23	<b>Reference No:</b>	D1254
Cowbridge Amateur Dramatic Society scrapbooks Date of records: 20th century			

<b>Conrad Phillips Colliery Photograph Collection</b>			
<b>Accession No:</b>	2019/24, 32	<b>Reference No:</b>	D1656
Photographs and modern copies of Glamorgan Colliery and Gelli pithead baths. Modern copies of photographs of Phillips family taken on the day of the opening of the pithead baths; photograph of postcard depicting the unveiling of the statue of the Late Archibald Hood, 1906 Date of records: c1955-2019			

<b>Stan Stennett, Entertainer, Papers</b>			
<b>Accession No:</b>	2019/25	<b>Reference No:</b>	D1235
Poster publicising a production of Mother Goose at the Grand Theatre, Swansea Date of records: 1959-1960			

<b>Dennis Sellwood of Llanbradach, Collection</b>			
<b>Accession No:</b>	2019/26	<b>Reference No:</b>	D163
Records of Friends of Caerphilly Music and research notes compiled by Mr Sellwood (including some original documents) Date of records: c1980s-2010s			

<b>Register of Electors: Cardiff</b>			
<b>Accession No:</b>	2019/27	<b>Reference No:</b>	CCF
Registers of Electors for Cardiff Central, Cardiff North, Cardiff West, Cardiff South and Penarth. Date of records: 2017-2018			

**A. W. McKinty of Cardiff, Collection**

<b>Accession No:</b>	2019/28	<b>Reference No:</b>	D80
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Photograph of members of Monthermer Road Presbyterian Church, Cathays, Cardiff.

Date of records: c1934-1947

**Aberthin Village Hall Committee Records**

<b>Accession No:</b>	2019/29	<b>Reference No:</b>	D1653
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Minutes, newsletter, history

Date of records: 1988-2007

**Pamela Manfield of Abercynon Collection**

<b>Accession No:</b>	2019/30	<b>Reference No:</b>	D1654
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Papers collected by Pamela Manfield during her time at Mountain Ash Grammar School, 1959-1966 including school magazines, booklets from school trips and papers relating to a school cruise; theatre programmes; reminiscences, c1990s-2019; Abercynon RFC season programme, 1967-1968

Date of records: 1959-2019

**Keith Tucker, Collection**

<b>Accession No:</b>	2019/31	<b>Reference No:</b>	D834
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Photographs of the building of the Post Office tower block in Park Street taken from Thomson House, Western Mail Building

Date of records: c1974

**Leslie Price of Abercynon Colliery Collection**

<b>Accession No:</b>	2019/34	<b>Reference No:</b>	D1657
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Plans of underground workings at Abercynon, Albion, Penrikyber; calendar from colliery baths; OS sheets; plans of Abercynon Colliery (Cardiff Dowlais) showing sites of fatal accidents, 1932 and 1936, accidents between 1982-1985; Deep Duffryn Curitlage plan, mid-late C20th; Abercynon stone dust plans, transport plan, layout plan, c1980s

Date of records: c1880-1980s

**Notable accessions****Dennis Sellwood of Llanbradach, Collection (D163)**

Additional papers have been donated by a local historian and author. Dennis Sellwood has written several books on Llanbradach and has donated numerous records relating to the area. Items received comprise papers of the Friends of Caerphilly Music including press releases, minutes and newsletters together with Mr Sellwood's research notes.

**Mr Frederick Jenkins of Cardiff Collection (D1642)**

Frederick Norman Jenkins (c1934-2013) was born in Adelaide Street and worked at Cardiff's docks for most of his adult life. After serving in the Merchant and Royal Navy he worked as a lock gateman at Queen Alexandra Dock until he transferred to Roath Dock and was made foreman. Mr Jenkins was a keen photographer and images

donated include photographs of the removal of the sea lock gates, Queen Alexandra Dock.

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

Records have been received from a local masonic lodge. St Quentin's Lodge, Cowbridge was formed 1925 succeeding a similarly named St Quintin's Lodge that had closed a couple of years previously. Items received include attendance books, minute books, deeds and photographs.

### **Jill McAndrew, Colliery Nursing Officer, Papers (D1652)**

Elizabeth Jill McAndrew (1942-2011) was a Colliery Nursing Officer at Taff Merthyr Colliery and Trelewis Drift Mine. The donation comprises photographs of the buildings, pit and staff together with a study of the mining industry and occupational health service compiled by Jill McAndrew.

### **Pamela Manfield of Abercynon Collection (D1654)**

An interesting collection of papers has been donated by a former pupil of a local school. Pamela Manfield attended Mountain Ash Grammar School and collected a variety of records including school magazines, booklets from school trips and papers relating to a school cruise. Items associated with the local area such as theatre programmes and reminiscences were also received.

### **Verity Family of Bridgend Papers (DXCB)**

Additional papers of an influential Bridgend family has been received. Papers include Verity and family related records, documents concerning the preservation of the former Bridgend Town Hall, additional reference material relating to the work of David Montgomery Vaughan, architect, and material connected with Glamorgan local history.

### **Accrual rate**

<b>Quarter</b>	<b>Number of accessions</b>	<b>Accessions in cubic metres (approx)</b>	<b>Number of standard shelves (approx)</b>
March-May 2018	56	10.612	88
June-August 2018	78	11.186	93
September-November 2018	53	5.267	44
December 2018-February 2019	44	7.328	61
<b>Totals</b>	<b>231</b>	<b>34.393</b>	<b>286</b>
2017/18	242	15.675	131
2016/17	199	22.231	185

## Appendix II

	<b>Number of Visits TOTAL (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
Dec 2017-Feb 2018	1730	(1141)	57	3277
Mar – May 2018	1871	(1245)	43	2806
June – Aug 2018	1977	(1272)	59	2765
Sep – Nov 2018	2683	(2004)	86	3041
Dec 2018-Feb 2019	1996	(1428)	57	2434

	<b>Remote Enquiries</b>	<b>Website Hits</b>
Dec 2017-Feb 2018	797 (+106 un-printed thank you emails)	10085
Mar – May 2018	924 (+90 un-printed thank you emails)	10282
June – Aug 2018	942 (+106 un-printed thank you emails)	11170
Sep – Nov 2018	958 (+168 un-printed thank you emails)	12863
Dec 2018-Feb 2019	805 (+ 216 un-printed emails)	10844

### Interesting Enquiries

Officers from funding authorities regularly make use of the service. This quarter staff used minutes of Rhymney Valley District Council Environmental Health Committee to answer a query from Caerphilly CBC about the development of sewerage works during the 1970s. A photograph of a cross, formerly on the roof of St Mary's Church, Caerau, was provided for officers from Cardiff Council. The cross is to be replaced.

Buildings and structures form the basis of many enquiries. A civil engineer visited to research the development of the harbour and promenade at Porthcawl and viewed Porthcawl Urban District Council building regulation plans. The construction and uses of the Mission Church at Ogmores-by-Sea brought a historian to the searchroom. He consulted records of Penybont Rural District Council, including minutes and building plans, along with Glamorgan County Council Land Agent sale particulars and plans. House history continues to prove popular, with many individuals exploring the history

of their own properties. These include a visitor who discovered his house and land was once owned by Lord Aberdare, leading to a search of the records of the Dyffryn Estate.

Students and academics continue to make use of the searchroom. Research topics include the history of burns incidents in Britain in the 19<sup>th</sup> and 20<sup>th</sup> centuries, with staff suggesting consultation of the Cardiff Constabulary inquest books and statistical returns; the origins of county school orchestras, for which operatic and musical programmes and local authority education records proved useful; the history of AIDS, for which reference was made to A Survey on Knowledge on Aids in Wales from the Mid Glamorgan County Council records and The South Wales Aids Newsletter; and an ecology report on woodland history, which made use of estate and parish material. A student researching her dissertation on Welsh LGBT history looked at constabulary, prison, and Quarter Sessions records including calendars of prisoners. Advice was provided on researching women's football in Wales, in particular the tour of Wales in 1939 by the Dick Kerr Ladies / Preston Ladies. Images of Second World War bomb damage were provided to a student seeking to compare present day images with those of the early 1940s.

Requests from the media continue to be received. A journalist from Bloomberg News sought information on John Williams and Sons, and the Globe Foundry Company, East Moors Road, for an article on Britain's trading past, having found that a bollard made by the company is located in Buenos Aires. He was referred to the company records. A reporter from Media Wales was helped with research on Cardiff streets damaged during Second World War bombing, consulting Cardiff Borough pictorial collections and a fire service map plotting the location of bombs dropped in May 1943.

Genealogists have made use of Society of Friends records, with an American visitor searching for a member of the Dolobran Quaker meeting during the early-18<sup>th</sup> century, another seeking information on an ancestor who made a bequest to the Quakers during the later-18<sup>th</sup> century, and a researcher tracing the family history of Quakers Samuel and Griffith John, who left Wales for the USA in 1709. A coroner's inquest book and reports of the Chief Constable to the Watch Committee assisted in uncovering information on an ancestor who died while engaged as an ARP warden in Cardiff. Descendants of the Hill family of Rookwood House visited to consult the family papers, in particular the scrapbooks, some of which had been compiled by their mother.

Local historians have explored the history of Gilgal Baptist Church, Porthcawl, in order to an illustrated timeline of the Church, and a Second World War German aeroplane which crashed on Caerphilly Mountain. Local residents consulted Taff Ely District Council planning committee minutes as part of their research on the history of a 1970s housing development in Taffs Well, and the Maes-y-Ffynon Residents Association researched for an application to register the village green. Parish records were used in the compilation of a list of church organists at Cardiff St John. A teacher from Darren Park Primary, Ferndale, was assisted in developing resources for a class topic on leisure and entertainment in Ferndale and Blaenllechau; building plans for the Tudor Hall, Ferndale from 1897 proved particularly useful.

## Appendix III

<b><i>Local and Family History Groups</i></b>	
Ask the Experts! family history sessions	11
Grangetown Local History Society	21
Recovery Cymru	8
Welsh Norwegian Society	10
BGC Wales: Ogmore Valley Heritage Project	7
Stiwdio Arts: Rookwood Through the Trees	5
Jewish History Association of South Wales	9
<b><i>Professional Organisations</i></b>	
Glamorgan Archives Joint Committee	15
Archives and Records Council Wales	12
Queering the Archives	13
Cultural Ambition	9
<b><i>Events</i></b>	
In Proud and Honoured Memory, Gwyn Prescott and Ceri Stennett	19
<b><i>Exhibitions</i></b>	
AWEN: Arts and Support at Whitchurch Library	76
<b><i>Education</i></b>	
Victoria Primary, Penarth x2	61
Grangetown Primary x2	62
Ysgol Treganna x2	61
Ysgol y Deri, Penarth	16
Cardiff University History undergraduate students	12
Cardiff University History masters students	20
Cardiff University Continuing and Professional Education students	10
<b><i>Individuals Meeting Staff</i></b>	220
<b><i>Tours for prospective volunteers</i></b>	6
<b><i>Room Hire</i></b>	
Cardiff Council Training/Workshop x 39	722
All Wales Forum Training/workshop x 1	23

## Appendix IV

<b>Bench work</b>		
DCON/82	Chief Constable's correspondence	Cleaned, repaired and rebacked
DRBS/1/12, DRBS/4	Shipping register and index	Cleaned and red rot treated
DCON/152	General orders and circulars	Cleaned and red rot treated
DCONC/5/78, 67, 65, 76	4 newscuttings volumes	Cleaned and red rot treated
DCON/147	Register of prisoners in cells at Tynewydd	Cleaned and red rot treated
DMAT/13	Particulars of premises demised by Tho. Mathew to Jn. Pride	Cleaned, old backings removed, washed, alkalisied, repaired and repackaged
DCON/296/1/1	Register of Glamorgan Police Reserve and auxiliary	Cleaned and red rot treated
DCON/292/7, DCON/293/8/4 DCON/296/3/3	3 Occurrence books	Cleaned and red rot treated
DCON/294/1/4	Record of identity cards held by persons questioned by police	Cleaned and red rot treated
DCON/292/1/5	Personal record sheets of special constables	Cleaned and red rot treated
DCON/164	Description of prisoners books	Cleaned, pulled, repaired, rebound
CCA/C/RE/13,12, CVG/C/RE/13	16 electoral registers	Bound into volumes
DCON/143	Chief Constable's reports	Cleaned, repaired and repackaged
DCON/94, 31, 92, DCON/274/8, 7	5 volumes of General Orders and Divisional Circulars	Cleaned, mould consolidated, repaired
DCON/145	Instructions, orders and rules	Cleaned and red rot treated
	12 items that make up the group documents	Condition assessed
	89 Ordnance Survey maps	Repaired and new hangers attached
	78 photographic negatives	Repackaged
<b>Cleaning and Packaging</b>		
DSA/20/313		Cleaned of contamination
DPD/2/3/10/29	Lease book	Cleaned
Crew lists	108 crew agreements	Cleaned
<b>Bespoke boxes made</b>		
Various	753 Boxes	

<b>Barcoded and Relocated</b>		
Various	2,510 Boxes and maps	Barcoded
<b>External Work</b>		
Private individual	1 document	Cleaned, oxidised tape adhesive removed, lined, repaired and repackaged
Private individual	2 family bibles	Cleaned, pressed flowers encapsulated, repaired, rebaked, rebound and repackaged.
Private individuals	1 volume	Cleaned, pull out map washed, alkalised and lined, volume repaired and rebound
Local archive	Roll of Honour	Cleaned, washed, alkalised, backed and repaired.
Local archive	249 Boxes made	
Private company	87 Boxes made	