

**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  
14 June 2019**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

	AGENDA ITEM NO
<b>REPORT FOR THE PERIOD 1 March - 31 May 2019</b>	

## **1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1 March to 31 May 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*

The Glamorgan Archivist began flexible retirement in March and is now working reduced hours in preparation for full retirement on 1 April 2020.

Stephanie Jamieson, Project Conservator, has been successful in obtaining the post of photographic conservator at the Victoria and Albert Museum. She leaves the project in early June having completed much of the required conservation and planned out the remaining tasks. She has been an asset to the office and all staff wish her well in her future career.

Hannah Price, Archivist, has returned from maternity leave to slightly reduced hours. The Cultural Ambition Trainees moved on to their next placements at Caerphilly Castle and the National History Museum, St Fagans. The Corporate Trainee came to the end of his placement. Grace Mountjoy, temporary Records Assistant, has also ended her employment. Their contribution has been very welcome and staff were sorry to lose them.

Lewis Elmer, Records Assistant, completed her distance learning studies in Archive Administration at Dundee University and has been appointed to the role of part time Archivist working on externally funded projects.

References were supplied for 2 former members of staff seeking new roles.

#### *Continue skill sharing volunteer programme*

During the quarter, 52 volunteers have contributed 1,950 hours to the work of the office. Of these, 32 came from Cardiff, 8 from the Vale of Glamorgan, 5 from Bridgend, 1 from Rhondda Cynon Taf, 3 from Caerphilly, and 3 from outside the area served.

5 volunteers, originally introduced through supported employment agencies, have contributed 192 hours of the total above. Four Conservation Sciences MSc student volunteers from Cardiff University have contributed 128 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 three of these were provided. These work placements are included in the volunteer hours above.

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 Gelligaer Urban District Council and have started to digitise photographs of the South Wales Police. Conservation students have almost completed the reconstitution of the Deep Navigation colliery map on the wall board and have departed on their summer placements. A student who completed a work experience placement has returned as a volunteer and is repairing mould damaged volumes. Pat and Mark are working on the Glamorgan Constabulary newspaper-cutting books.

The Conservator gave all volunteers refresher training in handling and packaging.

Elite Supported Employment Agency have requested a further placement. Rhys has an interest in history and a desire to gain more

experience of using ICT in the workplace. He will be indexing records into Excel and Word. Another volunteer, Owen, has begun a work placement in Conservation arranged through Quest Supported Employment Agency.

Two pupils have joined from Trinity Fields School in Ystrad Mynach, following the success of their Takeover Day experience at the Archives. Attending for one day each week, they split their time between cleaning documents in the Conservation Studio and helping to digitise photographs from the South Wales Police collection.

A Catalan student hoping to secure a placement with the Archives under Europeana funding has withdrawn her application because of the continuing uncertainty around Britain's membership of the European Union.

This year's volunteer trip was to the South Wales Police and Heritage Centre, of particular interest as some volunteers have been working on records of the South Wales Police Authority. Twenty one volunteers attended and many positive responses have been received. In addition to visiting the on-site museum, volunteers were given a tour of the emergency response room which fields calls to police and fire services for the area. Melanie Thalayasingam, together with her colleagues, were very generous with their time.

#### *Continuing Professional Development*

Glamorgan Archives hosted a workshop by the National Archives on collaboration between archives and higher education. The event was attended by representatives from both sectors. The Senior Archivist presented a case study based on Glamorgan Archives' experience of working with the HE sector.

The Welsh learners amongst the staff continue to attend classes. On St David's Day Louise Clarke, Project Archivist, attended the first event held by Cardiff Council's Clwb Cymraeg, a social gathering intended to encourage interaction between the authority's Welsh speakers and learners.

Development reviews for staff are current and up to date. All staff undertake on-line training as required by Cardiff Council.

Louise Hunt, Archivist, attended the Axiell European User Conference in May to learn about the latest updates and developments in CALM, the collection management software. A workforce development grant was obtained from ARCW to help pay for the travel and accommodation costs. A report on the conference will be circulated to other ARCW members.

The Administrative Officers received training in Cardiff Council's procurement system.

*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.

The Glamorgan Archivist and administrative staff met Cardiff Council's Health and Safety Officer to discuss adding the Archives to the council's electronic monitoring system for maintenance and insurance.

A meeting of the Emergency Planning Network South Wales was hosted at the Archives. Speakers included the emergency planning officer for Swansea City and County Council and the event was attended by archive and museum staff from across the region.

**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.

External funding is sought for cataloguing projects, new equipment and training expenses. This quarter, travel costs for the Axiell conference have been grant funded, and a major grant has been received for a multifunction suction table. The Transformation grant of £46,478 has come from the Museums Archives and Libraries Division of Welsh Government (MALD) and will be used for the table (currently under construction), lights, and an extraction unit. The table will speed up the process of flattening documents and will be useful both for the Collection and as part of conservation's income generation offer.

*Maximise benefit from income generation*

Donations continue to be received from depositors following the addition of a note on costs to the accessioning documentation. A project to make the Quarter Session Rolls more accessible is being supported by a series of donations from the Masonic Province of South Wales, thanks largely to the promotional efforts of Dr Calderwood who used the series for his research project.

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.

Additional clients have been sourced for vacant space in the repositories.

A segment of the television programme "Who Do You Think You Are?" was filmed in the searchroom with the Glamorgan Archivist presenting

findings about their ancestor to the celebrity concerned. Several meetings have been held with a locations scout and film crew on the use of Ogmore, the upstairs office space, and front hall for a short feature film.

On-line payment for services has been set up and the system will go live in June.

### *Promote partnerships and networks*

#### *National*

The Glamorgan Archivist attended meetings of the Archives Accreditation Committee at London Metropolitan Archives, Archives and Records Council Wales (ARCW), and the Learned Society of Wales Welsh Studies Steering Group on which she is the ARCW representative. She spoke at the Senedd as part of a Women's Archive Wales (WAW) event, *Setting the record straight: capturing women's records and voices in Welsh politics*, which sought to encourage women politicians to deposit their records. A note of the talk has been contributed to the summer WAW newsletter. She attended a meeting of the Cultural Ambition Lead Partners and the Creative and Cultural Skills national Conference and awards dinner, and was interviewed for a vacancy on the National Library of Wales Board of Trustees. Appointments will be announced later in the year.

Although 2019 will be the 10<sup>th</sup> year in the current building the Archives is still approached for advice on the brief and the move. Lincolnshire Archives is in the early stages of a potential move and telephoned to discuss priorities and for advice on details of access and control.

#### *Visits*

The Archives welcomed a second visit from a delegation of archivists and records managers from Botswana. They were looking at a number of high performing archives in Britain to inform plans for a new national archives building in Gaborone.

A Russian delegation also visited after premiering at Chapter a feature film set in Donetsk (Hughesovka). The Glamorgan Archivist attended the premiere and showed the visitors items from the Hughesovka Research Archive.

#### *Local*

The Glamorgan Archivist attends meetings of the Heritage and Cultural Exchange (HCE) steering group and assisted in the appointment of the staff for their National Lottery Heritage Fund project to catalogue the legacy material from the Butetown History and Arts Centre, currently held at the Archives. She attended a joint meeting with the Museum of Cardiff, National Museum Wales and HCE to discuss collecting priorities and project planning in the Butetown area.

The Senior Archivist met with the project co-ordinator for the Living Levels RATS research project to discuss volunteer work at the Archives. The project co-ordinator and a volunteer from their oral history project, Life on the Levels, visited to learn more about documents relating to the Gwent Levels held at Glamorgan Archives.

Cardiff University's Cultural Participation Research Network met at Dyffryn Gardens in March, with a focus on heritage initiatives. The Senior Archivist attended.

The Head for Arts Exhibition in a Box community showcase events have been taking place at venues in the Heads of the Valleys area. The Senior Archivist attended the launch of the exhibition at Merthyr Tydfil Central Library.

The Senior Archivist attended the inaugural meeting of the Vale People First Dejavu in the Vale project. Over two years project participants will visit the Archives to research the history of Barry, culminating in an exhibition at Barry Memorial Hall. Cardiff People First held their AGM and Conference in May. The Senior Archivist was invited to speak about our partnership work and to promote People First Takeover Day.

The Senior Archivist has been invited to join the South Wales Police Heritage Board in an advisory capacity. Attending her first meeting in May. The Board oversees the work of the Heritage Centre and ensures deposit of archival material at the relevant archive service.

An intern from Chapter arts centre in Cardiff visited to discuss the work currently being undertaken on consolidating the organisation's archive. The Head of Strategy at BBC Wales was advised on options for a commemorative plaque from the Llandaff building.

Glamorgan Archives continues to contribute to the Cardiff Fusion programme, with the Senior Archivist attending a planning meeting in April.

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

Norena Shopland, LGBT Researcher and co-author of the Queering Glamorgan Research Guide delivered two training sessions based on the Guide for staff at the National History Museum St Fagan's.

#### *Potential partnerships*

Discussions continue with the National Archives regarding the exhibition on the 1919 Race Riots which will be displayed at Glamorgan Archives over the summer.

The Senior Archivist met with William Sims from the South Wales Miners' Museum to discuss bringing their Vernon Hartshorn exhibition to the Archives in early-2020.

Dr Donovan of St Andrews University is engaged in a joint project with academics in Ukraine to examine the history of the region's industry and its connection with south Wales. She is in conversation with the Glamorgan Archivist about potential future collaboration with the museum in Donetsk.

## **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.

In the Conservation Studio the most used workbench has been fitted with LED lights in place of fluorescent tubes. The illumination is better for working, adjustable, and cool, as well as being cheaper to run and longer lasting. As the tubes on other benches burn out, the units will be replaced with LEDs.

### *Ensure compliance*

Both gates to the secure compound have been upgraded to meet current safety requirements.

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

Administrative staff attended internal training on Cardiff Council's procurement system to ensure continued compliance.

In response to an audit requirement a formal risk register has been adopted after full staff consultation and will be monitored for any areas of escalation.

In compliance with Cardiff Council's sickness absence procedures, 2 staff members were interviewed, with assistance from Human Resources, as a result of which, one first stage written warning was issued.

As part of Cardiff Council's move to Office 365, the Senior Archivist attended a meeting to discuss preparations. The work has been put on hold until all laptops and PCs have been upgraded.

All building health and safety checks are completed and current.

## B. THE COLLECTION

### 1. Conservation

#### *Repositories*

The temperatures in the repositories are beginning to rise, in line with anticipated seasonal shift, although the conditions remain within the set parameters. Air conditioning is called on whenever conditions drift too far off the parameters which have been broadened to avoid conflicting instructions and to reduce running times for the equipment and thus costs. The Air Handling Units for 2 repositories have run for 42 minutes each this quarter, another for 1 hour 42 minutes and the fourth for 3 hours 42 minutes, a total of 6 hours and 48 minutes. An issue with one of the units has been identified and parts ordered.

The insect traps have been mostly clear with nothing inimical to the Collection discovered.

#### *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.

Scouting and Guiding records have been condition assessed as part of preparation for items that could be requested by the Independent Inquiry into Child Sexual Abuse. Only one item was unfit for production due to fire damage, although pressure sensitive tape was found on a number of items. This will be flagged and dealt with should they be called upon for inspection.

Conservation staff have completed the treatments needed on the police records and begun sample treatments on Quarter Session Rolls in preparation for the project planned on that series. The exercise has produced more accurate timings which will feed into future grant applications. Preservation Assistants have started to repackage flattened rolls and to replace heavy covers.

Magistrates Court records are continuing to be assessed and cleaned as they are transferred.

Cardiff University Special Collections and Archives has been awarded a National Manuscripts Conservation Trust grant for one of its collections. The work is being undertaken by the Conservator with assistance from 2 Cardiff University Conservation students.

The Conservator has carried out condition assessment of the Carmarthen Collection, part of Cardiff University Special Collections and Archives. Her report contains recommendations on storage, packaging, cleaning and necessary repairs.

Details of work completed are given in *Appendix IV*

## 2. Cataloguing

### *Strategies and plans*

The upgrade to the CALM software was successfully completed. This has enabled exports of catalogue descriptions to be submitted to the Archives Hub. So far an additional 16 descriptions have been added to the Archives Hub site. Log in details for the self-service upload system have been requested to speed up the addition of further descriptions. Following the CALM upgrade the new version of the online catalogue has been indexed by Google so that catalogue descriptions should show up in general internet searches.

A Stage 2 application has been submitted to Archives Revealed for funding to catalogue the records of Associated British Ports and the Cardiff Bay Development Corporation. A decision will be made in mid-June.

The Senior Archivist confirmed with the National Archives that instruments for Public Records were held and correct.

### *Collection development*

Initial receipts were issued within the target time. Full receipts were issued within 15 working days for 66% of the accessions; the target is 60%. 92% of the accessions received between June and December 2018 had receipts issued within the 6 months target for more complicated deposits. Collections days have continued with a focus this quarter on listing of County Council building plans following a request for specific plans from a local authority.

Collections Days have continued with a focus on the papers of activist Beatrice Smith and on Glamorgan County Architect plans.

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

### *Digital preservation*

The Glamorgan Archivist took part in a Skype conference with MALD officers and Cardiff Council's IT Service Manager, who is also an active member of Socitm. The discussion was intended to inform local authority IT managers of proposals for the long term preservation of born digital records and to move towards a closer working relationship between archivists and IT managers as the digital preservation project progresses. A paper on the possible supplier options was presented to the ARCW meeting. The next steps will be to tender for a consultant to carry out a full options appraisal using funds secured by MALD from Welsh Government's digital transformation stream. Socitm's assistance and advice will be needed to move this forward with confidence.

Louise Hunt, Archivist, represents the Archives on the national digital preservation working group. Development work with the National Library's system for a workflow for restricted access content continues.

### *Glamorgan's Blood*

The National Coal Board negative catalogue, totalling 3,737 images of the south Wales coalfield, has been edited and uploaded to CALM. This follows preservation and digitisation work undertaken by trainees Jake MacDonald, Adam Latchford and Freya Chambers. 60% of the negatives have now been scanned and a volunteer project has been created to upload the images to CALM, with 75 images uploaded so far. Project Archivist Louise Clarke has cleaned and rehoused many of the plastic negatives whilst proof reading catalogue entries. Further plastic negatives are currently stored in a freezer due to conservation and digitisation issues.

Catalogues for plans relating to the Aberfan Tribunal (132 plans) and underground colliery plans (192 plans) have been edited and uploaded to CALM.

John Arnold, volunteer, has assisted with research for the coal records family history resource, which is now at the final editing stages.

The Project Archivist attended the following project related events this quarter: the launch of the Vernon Hartshorn exhibition at South Wales Miners' Museum; an afternoon of lectures at Gwent Archives on 'Public Health in Monmouthshire: An Historical Perspective'; the launch of the 'Digging Deep: Coal Miners of African Caribbean Heritage, National Narratives from across the UK' exhibition at Pontypridd Museum; Richard Jones' 'The Coal Face' installation at the Senedd.

Under the direction of the National Archives, identification and transfer of NCB material with no Glamorgan connection has been undertaken, with material transferred to Gwent Archives, Carmarthenshire Archives, The Industrial Railway Society, Bristol Archives, The National Mining Museum for England and others.

The project continues to be promoted through social media.

Stephanie Jamieson, Project Conservator, has continued the project to paginate and re-house the NCB files with the help of Arts Society volunteer Katrina Coopey. A total of 146 files have now been completed and 159 folded plans have been removed from the files and re-housed. She is surveying the boxes in order to prioritise the files containing folded plans so that these can be removed and re-housed.

Arts Society volunteers continue to clean the volumes from the collection, with 205 cleaned to date. The survey of the 697 volumes of varying sizes and conditions within the NCB collection has been completed.

Work has been completed on the damaged glass plate negatives using techniques learnt at the Conservation on Glass symposium and

workshop attended by the Project Conservator in October 2018. All glass plate negatives requiring conservation treatment have been treated and re-housed. The plastic negatives have been surveyed, re-housed and cleaned where needed.

The condition survey of the rolled material in the NCB collection has been completed and a volunteer project created to re-house the different types of rolled material. All 21 plans on degrading plastic bases have been repaired, re-housed and digitised.

The Project Conservator has continued her work as Communications Officer for the Icon Photographic Materials Committee. The next committee event will be a daguerreotype re-housing workshop in July at the National Library of Scotland.

## **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 5 attendees this quarter.

Results of the ARA Survey of Visitors to UK Archives 2018 have been published. Glamorgan Archives once again scored well across the board. Details are reported in *Appendix V*.

Several visits have been organised through the Out of the Box 2 artist residency. 11 pupils and former pupils from Fitzalan High School visited to learn about the work of the Archives. They had a tour of the building and looked at a selection of documents chosen by Fern Thomas, the Artist in Residence. Fern talked to them about her work and the documents that have inspired her. They also learned about the various work experience and volunteering opportunities offered by Glamorgan Archives. Two groups largely made up of tenants from Taff Housing Association visited for tours and to participate in workshops led by Fern. Inspired by her research on protest, participants were invited to create a protest banner of their own.

Two visits have been made by the Jewish History Association of South Wales, the first by project volunteers and the second by members of the Cardiff Reform Synagogue and Cardiff United Synagogue.

Members of the Cardiff and Vale of Glamorgan Branch of the Glamorgan Family History Society visited to learn more about estate records. 17 members received a tour of the building and saw a selection of records from various estate collections. Archivist Laura Russell talked to members about the wide variety of information that can be found in these collections and how they can be used to further local history research.

### *Programme of user events*

The Out of the Box 2 artist residency closed at the end of May with a public performative lecture, *The Dream of the Archives*, by Fern Thomas. Documents which had inspired her work at the Archives were displayed as part of the event, and cakes were made for the occasion with edible toppers featuring images from the Collection.

The Whitchurch Hospital Historical Society displayed their exhibition in Llynfi during March. A talk was given on the history of the hospital, and in particular its role during the First World War, by Gwawr Faulconbridge of the Society and Dan Jewson of Cardiff University.

Dr Joan Andrews gave a talk on the history of the parish of St Andrew's Major, based on her recent publication *A Cast of Fourteen* which explores the area's past through the lives of 14 former residents.

Catrin Stevens, Chair of Women's Archive Wales, gave a talk in Welsh on the work of the Women's Archive. Documents deposited by WAW at Glamorgan Archives were displayed following the talk.

Grangetown Local History Society's May meeting included a public talk by the Jewish History Association of South Wales, co-hosted by the Archives.

Glamorgan History Society and South Wales Records Society held their AGMs at Glamorgan Archives. The formal meetings were followed by a talk from the Jewish History Association of South Wales.

### *Education*

Undergraduate political history students from the University of South Wales visited to learn more about the Archives and to gather ideas for potential dissertation topics.

Students from the University of South Wales Photojournalism course visited for a tour and to view a selection of items from the photographic collections. Following the visit one student returned to undertake filming as part of an assignment which involved producing a short documentary. He chose to focus on the work of the Archives in preserving documents.

## **2. External events**

### *Contribute to heritage events*

The Glamorgan Archivist attended the launch of Cardiff City Community Table Tennis Club exhibition at the Cardiff Story Museum. She contributed to a conference on the role of the cultural Heritage sector to Ageing Well in Wales, *Creating opportunities through culture*, at the same venue. The Senior Archivist attended a careers event at Grangetown Hub with Art Shell, promoting potential careers in art and conservation.

Louise Clarke, Project Archivist, attended the Gelligaer Historical Society's annual conference at Llancaiach Fawr.

*Identify and respond to major anniversaries*

The 70<sup>th</sup> anniversary of the opening of Bute Park to the public was noted on social media through the posting of an image from the Bute Estate Survey of 1824.

**3. Remote access**

*Monitor service and implement improvements*

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

*Just wanted to say a huge thank you to you both for supplying the image. It has been lovely working with you and I appreciate the amount of time you have spent ensuring the reproduction could be made available to us.*

Interesting enquiries are reported in *Appendix II*.

*Publicity*

The Senior Archivist appeared on S4Cs nightly magazine programme Heno discussing the impact of the Blitz on Cardiff as part of a piece commemorating 75 years since the bombing of the Royal Ordnance Factory in Llanishen.

A film crew from Germany visited to film a segment for a programme reuniting long lost relatives. The subject of this episode had relatives who once lived in Grangetown, Cardiff.

The Barry and District News featured a short piece on the sale of the Barry Hotel and its contents in 1897, drawing on information from the records of Stephenson and Alexander.

The blog series on the Ocean and Coal Magazine continued, with articles produced by volunteer Andrew Booth. The series on the sketches of artist Mary Traynor has continued, with volunteer David Webb tracing the history of the buildings featured. A short piece by volunteer Tony Peters looked at the entertainment on offer at the Theatre Royal, Cardiff in April 1889.

The work of the Archives continues to be highlighted on social media. Subjects have included St David's Day, International Women's Day, British Science Week, World Poetry Day, World Penguin Day, Local History Month, National Vegetarian Week, Grondlovs Dag (Norwegian Constitution Day on 17 May), World Turtle Day, the Urdd Eisteddfod and the Cricket World Cup.

ARCW has paid for a photographer to update images of archive services in Wales for use in publicity. In Glamorgan a number of shots were taken of areas left out of the original photoshoot.

## **SUMMARY**

It has been a busy quarter for developing partnership projects with a number of new opportunities presenting as existing projects draw to a close. The on-line profile is growing with the help of volunteers who research content and write the blogs. Staff manage the high demand for access to the Collection and are keeping to targets for accessioning additions to the Collection. They are to be commended for their commitment and hard work which is maintaining the high profile and status of the service in Wales and beyond.

## **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 2019-2020 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 June 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 March – 31 May 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	Contribute to external partnerships	1 in each funding authority	Bridgend, Cardiff, Merthyr Tydfil, Vale of Glamorgan, Caerphilly
	Deliver educational service	10 educational visits	2
	Deliver on-site events	6 public events	10
The Collection	Contribute to Archive Hub	200 catalogues	16
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months 90%	Initial 100%; formal 66%; complex; 92%
	Repository conditions maintained	AHUs in full working order	Working although minor issue due for repair on one
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	50 cleaned; 104 conserved; 316 boxes made
Resources	Meet income target	£92,200	£22,373
	Meet agreed revenue budget	£887,100	
	Manage volunteers workforce	6,600 hours; 100% reviewed	1,950
	Maintain establishment	14 fte	14 fte

## Appendix 1

<b>Glamorgan Family History Society Records</b>			
<b>Accession No:</b>	2019/35	<b>Reference No:</b>	D37/1/133
Journal number 133 Date of records: Mar 2019			
<b>Pendoylan Civil Parish Records</b>			
<b>Accession No:</b>	2019/36	<b>Reference No:</b>	P24
Pendoylan Parish Houses Charity, minutes and accounts Date of records: 20th century			
<b>John Lewis Jones, Cowbridge, Papers</b>			
<b>Accession No:</b>	2019/37	<b>Reference No:</b>	D1665
Scrapbook compiled by Mr Jones during his time as a Town Councillor Date of records: 1981-1983			
<b>Gronow Family Papers</b>			
<b>Accession No:</b>	2019/38	<b>Reference No:</b>	D48
Papers for properties in Canton; dividend slips for shares; ledgers for Renton & Fisher. Date of records: 20th century			
<b>R J Hill of Upton Lovell Photographs</b>			
<b>Accession No:</b>	2019/39	<b>Reference No:</b>	D1659
Photographs of Barry Town Hall showing work carried out by R J Hill in his role as a building surveyor and consultant. Date of records: c2003			
<b>Tremorfa Occupation and Training Centre Records</b>			
<b>Accession No:</b>	2019/40	<b>Reference No:</b>	SD/SO
Admission register for Tremorfa Occupation and Training Centre; attendance registers for Tremorfa Adult Training Centre. Date of records: 1925-1979			
<b>Christine Chapman, Labour Politician, Papers</b>			
<b>Accession No:</b>	2019/41	<b>Reference No:</b>	D1660
Ynysybwl Ward Labour Party accounts book; Abercynon Ward Labour Party minutes Date of records: 1977-2005			
<b>Deeds relating to Oakland Garage, Bedlinog</b>			
<b>Accession No:</b>	2019/42	<b>Reference No:</b>	D1661
Deeds of conveyance for a commercial garage in Bedlinog. Date of records: 1931-1985			

**Dr L P Stoter of Monmouth Collection**

<b>Accession No:</b>	2019/43	<b>Reference No:</b>	D1662
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Photographs of Abercynon taken by Dr Stoter, 1979. School photographs, 1920s-1960s. Prize tickets from Mountain Ash Gardeners Show, 1963.

Date of records: 1920s-1979

**Vale of Glamorgan County Borough Council Records**

<b>Accession No:</b>	2019/44	<b>Reference No:</b>	CVG
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Conservation department: photographs and records of historic buildings, surveys of buildings, records of grant funding.

Date of records: 1980s-2010s

**Colin Atkins of Sully Photographic Collection**

<b>Accession No:</b>	2019/45	<b>Reference No:</b>	D1515
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Photographs and slides of Cardiff Bus Station and local railways, including Cefn Onn and Rover Way, Tremorfa.

Date of records: 1982-1988

**Calvary English Baptist Church, Trefforest, Records**

<b>Accession No:</b>	2019/46	<b>Reference No:</b>	DBAP36
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Ledgers, minutes and photographs

Date of records: 19th-20th century

**Bridgend County Borough Council Records**

<b>Accession No:</b>	2019/47	<b>Reference No:</b>	CBR
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Budget book, 2019-2020.

Date of records: 2019

**South Glamorgan County Council Records**

<b>Accession No:</b>	2019/48	<b>Reference No:</b>	SD/TR
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Final Balance Sheets, County Fund and Consolidated

Date of records: 1975-1983

**William Charles May, Superintendent, Papers**

<b>Accession No:</b>	2019/49	<b>Reference No:</b>	D1667
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Police diaries of William Charles May, Superintendent, 1937-1943.

Date of records: 1937-1943

**Lease of two houses, Amherst Street, Grangetown, Cardiff**

<b>Accession No:</b>	2019/50	<b>Reference No:</b>	D1664
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Counterpart lease of two dwelling houses in Amherst Street, Grangetown, between the Honorable R C Herbert, the Earl of Bradford and Thomas Thomas

Date of records: 23 Dec 1875

**John Henry and Audrey Brown of Cardiff Papers**

<b>Accession No:</b>	2019/51	<b>Reference No:</b>	D1577
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John Henry Brown papers

Date of records: 20th century

**Howells (House Of Fraser), Cardiff, Records**

<b>Accession No:</b>	2019/52	<b>Reference No:</b>	D1680
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Records of Howells Department store including annual reports, accounts and plans  
Date of records: 19<sup>th</sup>-20<sup>th</sup> century

**Captain Henry Cedric 'Bill' Fellingham of Cardiff, Papers**

<b>Accession No:</b>	2019/53	<b>Reference No:</b>	D1673
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Handwritten account of career and voyages; speeches written for schools and articles written for magazines; video of interview with H C Fellingham, 2004; photograph of H C Fellingham, c1941.

Date of records: 1934-2004

**Cardiff Borough Council, Records**

<b>Accession No:</b>	2019/54	<b>Reference No:</b>	BC/T
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General funds and accounts ledger

Date of records: c1936-1980

**Joan Mark of Cardiff, Papers**

<b>Accession No:</b>	2019/55	<b>Reference No:</b>	D1666
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Diary of Nurse Joan Mark; also scrapbook, photographs and certificates

Date of records: 1921-1951

**Conrad Phillips Colliery Photograph Collection**

<b>Accession No:</b>	2019/56	<b>Reference No:</b>	D1656
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Modern copy of photograph showing unveiling of statue of Archibald Hood of Royal Glamorgan (Scotch) Colliery, 1906

Date of records: 2019

**Kingdom Hall of Jehovah's Witnesses, Ogmore Vale Records**

<b>Accession No:</b>	2019/57	<b>Reference No:</b>	D1670
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Marriage register

Date of records: 1982-2000

**Pisgah Baptist Chapel, Pyle, Records**

<b>Accession No:</b>	2019/58	<b>Reference No:</b>	D1545
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Marriage registers

Date of records: 1999-2013

**Penyfai Ecclesiastical Parish Records**

<b>Accession No:</b>	2019/59	<b>Reference No:</b>	P202CW
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Marriage registers

Date of records: 1959-2018

**John I Howells of Cardiff, research papers**

<b>Accession No:</b>	2019/60	<b>Reference No:</b>	D999
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Welsh Titles and Glamorgan Families

Date of records: 20th century

**David Vaughan, Architect of Bonvilston Papers**

<b>Accession No:</b>	2019/61	<b>Reference No:</b>	DV
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Catalogue of architectural fittings; catalogue of contents of Llwyn Glas  
Date of records: 19th century-1969

**Denis Verity of Bridgend Collection**

<b>Accession No:</b>	2019/62	<b>Reference No:</b>	DXEI
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Local history records relating to Glamorgan and Bridgend.  
Date of records: 19th century-20th century

**All Saints Church, Barry, Records**

<b>Accession No:</b>	2019/63	<b>Reference No:</b>	P28CW
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Photographs and line drawings of All Saint's Church with captions.  
Date of records: 1946-2018

**Llancarfan Society Records**

<b>Accession No:</b>	2019/64	<b>Reference No:</b>	DLNS
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Newsletter 177

Date of records: Mar 2019

**South Wales Police Constabulary Records**

<b>Accession No:</b>	2019/65	<b>Reference No:</b>	DSWP/41
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The Police of South Wales and the Great War Roll of Honour 1914-1919  
Date of records: 2019

**Casgliad Dafydd Prys o Gaerdydd**

<b>Accession No:</b>	2019/66	<b>Reference No:</b>	D1671
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Cymdeithas Dysgwyr Caerdydd a Chymdeithas Canna: cofnodion a phapurau'r gymdeithas, gan gynnwys eisteddfodau, Cwrs Cymraeg gan Gwilym Roberts a Tudor Williams; Braslun Wlpan gan Ken Kane; paparau am Gwilym Roberts  
Date of records: c.1973-1990

**Tonypandy Primary School Records**

<b>Accession No:</b>	2019/67	<b>Reference No:</b>	D1676
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School log books, 1937-1998. Photographs, 1980s-2000s. Reports, 1997-2014.  
Date of records: 1937-2014

**Rectorial Benefice of Barry Magazines**

<b>Accession No:</b>	2019/68	<b>Reference No:</b>	D1674
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Benefice magazines detailing service times, church courses, new appointments and details of fundraising, charity and community events  
Date of records: 2018

**Cardiff Registers of Tuberculosis**

<b>Accession No:</b>	2019/69	<b>Reference No:</b>	D1675
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Public Health tuberculosis regulations registers.  
Date of records: 1963-1972

**Grangetown Primary School Records**

<b>Accession No:</b>	2019/70	<b>Reference No:</b>	EC41
Boys'/Junior Mixed Log Book, 1920-1953; Junior Mixed Log Book, 1954-1985; Infants Log Books, Oct 1956-Jul 1994; Infants admissions registers, 1945-1999; school photographs and histories Date of records: 20th century			

**242 Heavy Anti-Aircraft Battery R.A.T.A, 1939, Old Comrades Association Records**

<b>Accession No:</b>	2019/71	<b>Reference No:</b>	D1677
Battery Magazines. Date of records: 1987-1994			

**James N Davies of Bedlinog Papers**

<b>Accession No:</b>	2019/72	<b>Reference No:</b>	D1678
Llanharry Action for Change: An Environmental Audit. Date of records: 2004-2005			

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

<b>Accession No:</b>	2019/74, 75	<b>Reference No:</b>	DWAW8, 63
Paparau Gweinyddol yn ymwneud a'r prosiect 'Canrif Gobaith/Century of Hope'; Llun a thybiwyd i fod o staff y Coleg yng ngwisg draddodiadol Gymreig. Nodir ar y cefn 'Dydd Gŵyl Dewi, Coleg y Barri 1951'. Date of records: 2018-2019			

**Stephen Newman of Barry Collection**

<b>Accession No:</b>	2019/76	<b>Reference No:</b>	D1679
New Testament with inscription by the Abermorlais Unsectarian Ragged Sunday School and The Brecon Road Children's Mission; Invitation to a meeting of the Cadoxton and District Gardeners and Poultry Keepers' Association Date of records: 1895-1928			

**Anthony M Ernest and Robert M Ernest of Penarth Collection**

<b>Accession No:</b>	2019/77	<b>Reference No:</b>	D387
Cardiff Consular Association correspondence and papers including the appointment of Robert Ernest as Consul, 1930s-1940s; Councillor Ernest's papers relating to his term of office as Mayor of Penarth, 2010-2012; HM Coastguard Penarth Permanent Station Record; Amateur Dramatic Society papers; the National Day St David's Day Service; Penarth Leisure Centre official opening Date of records: 19th-20th century			

## **Notable accessions**

### **R J Hill of Upton Lovell Photographs (D1659)**

An interesting collection of photographs of a well-known civic building has been donated. The images of Barry Town Hall and library were donated to Wiltshire and Swindon Archives by Mr R J Hill and subsequently transferred to Glamorgan Archives. Mr Hill is a building surveyor and consultant and the photographs detail the work to be carried out to the interior and exterior of the Town Hall and library prior to its restoration in 2003

### **Deeds relating to Oakland Garage, Bedlinog (D1661)**

A donation of property deeds outlining the ownership of a local commercial garage has been received. A garage had been at the site on Oakland Street, Bedlinog during the 1930s and by 1958 the building was known as Oakland Garage. The deeds confirm ownership changed hands several times during the subsequent years with the garage being acquired by EC Motors Limited by the 1970s

### **Joan Mark of Cardiff, Papers (D1666)**

Joan Mark was born in Cardiff in 1921 and worked as a nurse during the late 1930s and 1940s. She worked at various local hospitals, including the Prince of Wales Orthopaedic Hospital, Cardiff, City Lodge, Cardiff and Crossways Branch Hospital, Cowbridge. The collection includes her diary for 1939 where she gives a fascinating insight into the life of a nurse, including her duties, issues with staff and the matron and sicknesses on the wards. She also records details of her social life, visits to family and the start of the Second World War

### **William Charles May, Superintendent, Papers (D1667)**

Diaries of a long serving and senior officer of Glamorgan Constabulary have been donated by a family member. William Charles May was born in Wick on 4 June 1892. He joined the Glamorgan Constabulary in 1914 and was promoted to Sergeant ten years later. He was subsequently promoted to Inspector and served at the headquarters of the Glamorgan County Constabulary, Canton, Cardiff. During the summer of 1936 May transferred back to Bridgend, where he was appointed Superintendent. He remained at Bridgend until he retired on 1 March 1946 following over 30 years of service with the Glamorgan Constabulary. His diary entries cover the period 1937-1944 and comprise observations made in connection with his duties including a record of wartime incidents such as air raids in the Bridgend area during the early 1940s

### **Casgliad Dafydd Prys o Gaerdydd (D1671)**

Sefydlwyd Cymdeithas Dysgwyr Caerdydd yn y 1970au gan grŵp o athrawon. Cymerodd rhan flaenllaw yn trefnu gweithgareddau i ddysgwyr yn Eisteddfod Genedlaethol Caerdydd, 7-17 Awst 1978, ac aeth ymlaen i drefnu eisteddfodau lleol i dysgwyr. Ffurfiwyd Cymdeithas Canna yn y 1980au cynnar gan athrawon oedd yn dysgu Cymraeg yng Nghanolfan yr Urdd, Heol Conwy, Treganna. Nod y Gymdeithas oedd meithrin a hybu addysg y cyhoedd yn nefnydd o'r iaith Gymraeg. Gwnaed hyn drwy hybu dosbarthiadau Cymraeg yng Nghaerdydd. Cofrestrwyd y Gymdeithas fel elusen yn Ionawr 1985. Ceir cyfarfodydd o'r Gymdeithas yng Nghanolfan yr Urdd, Heol Conwy, Treganna. Penderfynwyd gwasgaru'r Gymdeithas yng nghanol y 1990au ac fe'i tynnwyd o'r rhestr elusennau yn 2000. Cofnodion a

phapurau'r gymdeithas, gan gynnwys eitemau'n ymwneud ag eisteddfodau a llawlyfrau cyrsiau Cymraeg.

### **Calvary English Baptist Church, Trefforest, Records (DBAP36)**

Records revealing the activities of Calvary English Baptist Church, Trefforest have been received. Formed on 20 November 1849, members met for worship at Gwernygerwn and Oddfellows Hall until 1851, when the church was officially opened. With increased membership and the establishment of a successful Sunday school, the church took an active part in the 1904-1905 revival. Deposited items comprise minutes, ledgers and photographs

### **Howells (House of Fraser), Cardiff, Records**

A large donation of records of the Howells (House of Fraser) store, St Mary Street, Cardiff has been received. The iconic store which has been trading in Cardiff since the mid-nineteenth century was recently threatened with closure and has since received a reprieve. Items include plans, accounts, annual reports, inventories, photographs and news cuttings books

## **Appendix II**

	<b>TOTAL</b>	<b>Number of Visits (groups and meetings)</b>	<b>No. of Groups</b>	<b>Documents Produced</b>
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
Mar – May 2019	2007	(1322)	58	2602

	<b>Remote Enquiries</b>	<b>Website Hits</b>
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
Mar – May 2019	830 (+ 137 un-printed emails)	9515

## Interesting Enquiries

In response to an enquiry relating to Cathays Community Centre, information from building regulation plans was provided on the past use of the building, including as a bingo hall and skating rink.

Early-May saw a number of American visitors to the searchroom, all researching their family roots in Glamorgan. A variety of genealogical sources were consulted, along with estate records relating to the Colwinston and Llantrithyd areas. Another American family historian was researching the life her grandfather, Rufus Elester Fennell, arrested during the 1919 race riots in Cardiff. The family had no photograph of him, and were supplied with a copy of his image from the Cardiff Police photographic register.

Local historians have visited in connection with research on notable buildings within their locality. The Mid Glamorgan Chapels Survey and records of individual causes were consulted by a researcher writing an article on the chapels of Merthyr Tydfil. Building regulation plans and Goad Insurance plans were used by a local historian investigating the history of Curran Embankment, Cardiff, in light of ongoing and proposed development work in the area.

The tithe plans were used by a house historian who had recently purchased a property in Whitchurch, Cardiff and wished to give it a name with historic connections, ideally drawn from the field names once used in the area.

Academics and students continue to draw on the Collection for their research. An architectural historian from Edinburgh sought advice on his research on the history of St David's Hall in Cardiff; the programme for the Hall's official opening, St David's Hall planning group papers, local authority records and photographs were recommended. Vale of Neath Railway plans and Quarter Sessions Deposited Plans were used to inform a paper on the Merthyr (Abernant) Tunnel. Cardiff Police newscuttings books and photographic registers were used by a student researching for a dissertation on the Cardiff Race Riots of 1919. Records of the Glamorgan Asylum were consulted for a student dissertation on deaths in asylums during the 19<sup>th</sup> century.

An artist from the Vale of Glamorgan has drawn on several series of records in his work on the area around Llandough, Cowbridge, including the photographs of Edwin Miles, tithe plans, estate records and papers of the Welsh Historic Gardens Trust. Information on shipping records was provided to an author writing a novel based on her great grandfather, a ship's cook who sailed with his wife from Barry to Barbados during the 1880s. A Welsh triple harpist was directed to several items within the Collection concerning folk music and harp players, as part of his research on the history of the instrument.

## Appendix III

<b><i>Local and Family History Groups</i></b>	
Ask the Experts! family history sessions	5
Grangetown Local History Society x3	52
Out of the Box 2 artist in residence visits x3	26
Jewish History Association of South Wales x2	10
Glamorgan Family History Society: Cardiff and Vale Branch	17
Glamorgan History Society / South Wales Records Society AGMs	40
<b><i>Professional Organisations</i></b>	
Glamorgan Archives Joint Committee	10
The National Archives, Archives and HE Collaboration Workshop	20
Emergency Planning Network Wales	20
Information Management delegation from Botswana	10
<b><i>Events</i></b>	
The Dream of the Archives	43
The Human Impact of WW1 on Whitchurch Hospital	29
St Andrew's Major and Neighbouring Parishes: Local History with a Twist	30
Darganfod a Gwarchod Hanes Menywod yng Nghymru	10
<b><i>Exhibitions</i></b>	
Whitchurch Hospital Historical Society	101
<b><i>Education</i></b>	
University of South Wales History students	16
University of South Wales Photojournalism students	13
<b><i>Filming</i></b>	
Endemol Germany	5
Heno	3
Wall to Wall Productions	8
<b><i>Individuals Meeting Staff</i></b>	271
<b><i>Tours for prospective volunteers</i></b>	4
<b><i>Room Hire</i></b>	
Cardiff Council Training/Workshop x 48	856

## Appendix IV

<b>Bench work</b>		
DCON/3/9	Register of PC's	Cleaned and repaired
DCON/297/1/1	General orders and Circulars	Cleaned and repaired
DCON/UNL/83	Chief Constables Memoranda	Cleaned and rusty metal work removed
DCON/5/1, 17, 3/1, 3/2, 12, 45, 71,	7 Newscuttings volumes	Cleaned, repaired, rebound
DCON/278	Chief Constables Circulars	Cleaned, paper consolidated, repaired, repackaged
BUBC/1/2/6	Burial Register	Red rot treated and leather adhered back down
BLL/1	Charter	Seal tag repaired.
DXNO/2/1/1	Dinas Powis WI minute book	Paper consolidated and repaired
D515, D1586, DGUIC, DSCO	Scouts and Guides records	Condition assessed
44.NW, 18.SW, 25.NE, 18.5	4 OS Maps	Cleaned, repaired, hangers attached
Q/S/R	57 Quarter session rolls	Re-sewn and packaged
Q/S/R/1931/A,B	2 Quarter session rolls	Disbound, repaired and rebound
Q/S/R/1931/A,BC,D, 1930/C,D, 1932/A,B,C,D, 1933/A , 1921/B,D 1922/A, 4924/D, 1925/A,B, 1937/B,C, 1936/A,B, 1935/C,D	23 Quarter session rolls	Disbound, old repairs removed where possible, repaired, paginated and repackaged.
<b>Cleaning and Packaging</b>		
Q/S/R	14 boxes of QS rolls	Metal work removed and re-packaged
Crew lists	36 Crew Agreements	Cleaned
<b>Bespoke boxes made</b>		
Various	316 Boxes	
<b>Barcoded and Relocated</b>		
Various	1275 Boxes and maps	Barcoded
<b>External Work</b>		
Local University	4 handwritten magazines, 2 common place notebooks, 1 diary, 1 bundle of letters	Cleaned, rebound and repaired.
Private company	1318 Boxes made	
South west archive	100 Boxes made	

## Appendix 5 ARA Survey of Visitors to UK Archives 2018

### 1. Introduction

The Survey of Visitors to UK Archives looks at on-site searchroom services from the adult individual's point of view. It is a survey of individuals who visit the searchroom; those visiting as part of groups or for events are not included. All searchroom visitors were invited to take part provided they were aged 17 or older.

The 2018 survey took place from Monday 1 to Sunday 27 October 2018. A total of 106 archive services across the UK participated in the survey including 19 Welsh services.

The same survey questions were used in the 2018 survey as the 2016 and 2014 survey, which has allowed for comparisons between the years.

### 2. Comparison with other Welsh archive services:

In comparing the results of all participating Welsh archive services, Glamorgan Archives is on a par with colleagues, with only a small variation between the scores of the majority of services. We don't excel beyond most of our neighbours, but neither are we falling behind.

### 3. What we're doing well

We aim for a score of 90% or higher across the good/very good or fairly/very satisfied categories. This was achieved in all areas bar those listed in section 4 below.

Highlights include:

- Staff

	2018	2016	2014
Welcome / reception	100%	95%	100%
Availability of staff	96%	96%	97%
Attitude of staff	98%	98%	98%
Quality and appropriateness of staff advice	98%	97%	98%
Welsh verbal communication	94%	100%	100%

This is particularly heartening in light of the reduction in staffing levels since 2015. Despite these pressures we have continued to provide a high level of public service.

- Building

	2018	2016	2014
Upkeep	100%	96%	100%
Physical access in and around the building	97%	97%	100%
Lockers / toilets / rest or refreshment area	98%	97%	100%

Despite being almost 10 years old, the building continues to provide an excellent environment for visitors.

- Visitor experience

	2018	2016	2014
I have improved my knowledge in an area of interest	100%	100%	100%
I developed new skills / improved existing skills	90%	93%	89%
I have a greater understanding of my community, its history and people	98%	100%	90%
I enjoyed myself	100%	99%	100%
I am inspired to find out more	100%	99%	100%

#### 4. Areas for improvement

We did not reach our target of 90% or higher across the good/very good or fairly/very satisfied categories in the following section of the survey. Although not a poor score, this result highlights an area for improvement. Recommendations for delivering these improvements are outlined in section 5.

- Online catalogue

	2018	2016	2014
Usability of our online catalogue	88%	85%	83%

This refers to our online catalogue, Canfod, which is accessed using CALMView software. Issues relating to access to and use of the online catalogue are common across archive services in Wales.

#### 5. Recommendations

##### Online catalogue

- Continue programme to upload catalogue data to the Archives Hub
- Work with Axiell, the provider of CALMView software, and other CALMView users within the sector, to propose improvements to the current system
- Work in partnership with colleagues across Wales to resolve common issues regarding online access to our catalogues
- Create a short film for our website and You Tube channel based on our guidance notes on using the catalogue
- Provide online guides to certain major collections

#### 6. Conclusion

The Survey of Visitors to UK Archives 2018 has shown that Glamorgan Archives has continued to provide a high quality service to the public despite reductions in resources.

Improvements have been made in several areas since the 2016 survey and solutions have been identified to help us improve scores in those areas where we are currently falling below our own high standards.

Rhian Diggins  
Senior Archivist  
May 2019