

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

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
13 September 2019**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

	AGENDA ITEM NO
<b>REPORT FOR THE PERIOD 1 June - 31 August 2019</b>	

## **1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1 June to 31 August 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*

Glamorgan's Blood Project Conservator Stephanie Jamieson left in early June, shortly before the end of her two year contract, having secured a position at the Victoria and Albert Museum in London.

Laura Cunningham, Temporary Archivist covering maternity leave, completed her placement at the end of June. The underspend on the Glamorgan's Blood project resulting from Stephanie's early departure was used to employ Laura through Cardiff Works for a four week period to finish the cleaning, repackaging and digitisation of the National Coal Board negative collection. Laura has moved on to a project post at Warwickshire Archives cataloguing their coal collections.

Cultural Ambition Trainee Lloyd has started a six month placement at the Archives. This is the final of three placements which together make up a twelve month traineeship and, on submission of a complete portfolio, will provide Lloyd with an NVQ Level 2 qualification in Cultural Heritage. Following an introductory period during which he worked in all areas of the office he is now focusing on activities in the searchroom and collections. This will enable him to complete the remaining modules for his portfolio.

*Continue skill sharing volunteer programme*

During the quarter, 48 volunteers have contributed 1,615 hours to the work of the Office. Of these, 29 came from Cardiff, 10 from the Vale of Glamorgan, 5 from Bridgend, 1 from Rhondda Cynon Taf, 1 from Caerphilly, and 2 from outside the area served.

5 volunteers, originally introduced through supported employment agencies, have contributed 210 hours of the total above. Conservation Sciences MSc student volunteers from Cardiff University have contributed 112 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 3 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 admission registers, Cardiff Union lists of paupers, Stanley Travers photographs, records of the Cardiff Exhibition 1896, building plans for Gelligaer Urban District Council and digitising photographs of the South Wales Police.

National Volunteers' Week (1-7 June) provided a good opportunity to thank volunteers for their contribution to the work of the Archives. The week was marked on social media, featuring a different volunteer and project each day with accompanying photograph.

Owen, a placement through Quest Supported Employment Agency, has asked to increase his hours from two and a half to four each week. He will divide his time between data entry and conservation, both of which he is enjoying. A further placement through Elite Supported Employment Agency has started. Jonathan is typing up indexes to building plans held by Cardiff City Council, currently only available on handwritten index cards. This will eventually be added to Canfod.

Annual volunteer feedback sessions held in April have been assessed. Overall feedback was positive, most citing an interest in the history of the local area as their reason for volunteering. Points to address include provision of training in the use of conservation equipment and

photography. Visits arranged to places of historical interest were appreciated.

Following a very positive response to last quarter's volunteer visit to the South Wales Police Heritage Centre, Melanie Thalayasingam organised a visit to Roath Police Station to see a Victorian station and cells. A volunteer working on the Petty Sessions depositions indexing project had specifically asked for this. Four volunteers attended, accompanied by the Glamorgan Archivist.

#### *Continuing Professional Development*

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

The Glamorgan Archivist and the Senior Archivist attended Unconscious Bias training arranged by the Cardiff Fusion programme and hosted by the Cardiff Story Museum (now Museum of Cardiff).

Seven staff attended a training session delivered by the Museum of Cardiff on exhibition development and production. The session was arranged in advance of work to create an exhibition based on the coal collections catalogued as part of the Glamorgan's Blood project. It covered overall planning, writing content and selecting appropriate images. All staff found the session valuable and an excellent opportunity to look at the most effective ways to plan and deliver exhibition content.

The Office's Investors in People status has been withdrawn as the cost of continuing in the scheme is too great.

#### *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.

At the end of August the main water pump began to fail. A replacement was ordered but the supply to the building was interrupted for a few days at the very end of the month before repairs could be effected. Arrangements were made for staff but it was necessary to close the building to other users. Fortunately, this is a very quiet week and disruption was minimised.

#### **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.

*Maximise benefit from income generation*

Donations continue to be received from depositors following the addition of a note on costs to the accessioning documentation. The wording has been amended slightly to reflect payment options.

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. The Conservator is providing conservation advice to a local archive. Private conservators are hiring space in the Studio.

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

Work has begun on digitising the Registers of Electors for Glamorgan. Operatives from Ancestry are based on site and will be imaging the registers, followed by additional material from the Collection, over a period of 9 months. The images will be made available on the Ancestry site and the Archives will receive a set annual fee for the use of the images.

A film company producing shorts to introduce young people to the demands of adult life rented Ogmore and the front hall as a location for one of its productions.

On-line payment for services is now live.

*Promote partnerships and networks*

*National*

The Glamorgan Archivist attended a reception at the House of Lords to celebrate the 150<sup>th</sup> anniversary of the Historical Manuscripts Commission, National Lottery Heritage Fund's 25<sup>th</sup> anniversary launch at the Principality Stadium, and a Gypsy Romany Traveller LGBTQ+ international conference at the Senedd. She hosted meetings of the Archives Accreditation Panel and Archives and Records Council Wales (ARCW) at Glamorgan Archives, and attended the national Fusion Co-ordinators meeting at the National Library of Wales.

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.

The Senior Archivist and Temporary Archivist, Laura Cunningham, attended the 2019 ARCW Forum held in Builth Wells. The Senior Archivist spoke with Johanna Hartwig of Art Shell on the artist residencies hosted by Glamorgan Archives. LGBT researcher Norena Shopland spoke about her work on the Queering Glamorgan research

guide. Our partnership work was also noted in the presentation by Polly Groom of CADW on their Unloved Heritage programme, which in south Wales focuses on Fernhill Colliery, Blaenrhondda.

#### *Visits*

Sara Griffiths, Outreach Manager at the National Archives, visited to see the exhibition curated by the National Archives on the 1919 Race Riots.

#### *Local*

The Glamorgan Archivist attended the launch of the Windrush Generation project at Butetown Community Centre. She is a member of both the Heritage and Cultural Exchange (HCE) steering group and the reference group for their National Lottery Heritage Fund project and has attended meetings of both during the quarter. Volunteers from the project visited the Archives for a tour of the building and training in conservation and searching the catalogue. Louise Hunt, Archivist, met Project Officer, Jenine de Vries, to discuss cataloguing templates to ensure compatibility as items are likely to be deposited in future.

The Jewish History Association of South Wales lottery funded project, based in the Archives, is approaching the end. Support has been offered for future projects.

Glamorgan Archives continues to contribute to the Cardiff Fusion programme.

Hannah Price, Archivist attended an event held by the new owners of Fonmon Castle. Intended to showcase plans for the castle and estate the event was attended by representatives from local businesses and neighbouring properties.

The co-ordinator for the Living Levels Research Group (the RATS) held meetings with her volunteers in Llynfi, allowing them to combine these with research in the searchroom.

#### *Potential partnerships*

The Senior Archivist met with Iqbal Singh from the National Archives and representatives from the Heritage and Cultural Exchange in Butetown to discuss ongoing partnership work stemming from the collaboration on the 1919 Race Riots centenary exhibition.

Representatives from the Romani Cultural & Arts Company in Cardiff met the Senior Archivist to discuss the potential for developing a research guide based around gypsy and traveller heritage.

Meetings have been held with heritage partners in Cardiff and Cardiff Council's Tenants Participation section to discuss events to commemorate the centenary of council housing in the city.

As a result of attendance at a workshop by the National Archives on collaboration between archives and higher education, hosted by Glamorgan Archives, discussions have been held with representatives from Cardiff Metropolitan University on restarting partnership work around creative writing courses.

The recently appointed County Archivist of Gwent visited to discuss options for an all-Wales grant application to an innovation fund at the National Archives.

## **2. Building and systems**

### *Maintain building*

Maintenance contractors continue to carry out regular maintenance and to replace failing components as required.

Staff had been experiencing some issues with the document locations database frequently crashing. These problems, possibly linked to the use of old computer hardware, appear to have abated and new computers are on order.

### *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.

Discussions are continuing regarding migration to the Office 365 operating system.

All building health and safety checks are completed and current.

## **B. THE COLLECTION**

### **1. Conservation**

#### *Repositories*

During routine maintenance the power supply to the ground floor repository was disrupted triggering the fire suppression system. The gas was not released as the system is switched to manual during working hours, but the incident revealed a fault in the fire protocol program link to the building management system (BMS). This has been rectified. Filters for the strongroom air handling units (AHUs) have been replaced and the thermohygrometer on the roof moved to a more neutral position. Demand notices have been added to BMS so that calls for heating can be easily monitored.

The repository environments have been comfortably within the recommended ranges for the storage of archives with AHUs called for only 3.50 hours in the quarter.

The insect traps have been entirely clear.

#### *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, currently, Quarter Sessions rolls and Glamorgan Constabulary newscuttings books.

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

Work is nearing completion on the NMCT funded project for Cardiff University Special Collections and Archives. The Conservator has been assisted by 2 Cardiff University Conservation students, Rafail and Stella. The Conservator ran a training day on cleaning and packaging, and identifying and treating mould and red rot for staff of Special Collections and Archives.

She has carried out conservation assessments for the Royal Welsh College of Music and Drama and for West Glamorgan Archives Service.

Councillor Rhys Lewis visited the conservation studio to view plans from the National Coal Board collection and discuss options for photography. Three former Cardiff University conservation students brought their families for a tour of the premises on graduation. Conservation by Design came to discuss new product lines. A photographer who has been commissioned to produce a copy of the Llantrisant Charter was shown it in the Studio.

Details of work completed are given in *Appendix IV*

## **2. Cataloguing**

#### *Strategies and plans*

The bid to the Archives Revealed programme for funding to catalogue the records of Associated British Ports and Cardiff Bay Development Corporation has been successful. A grant of £37,996 has been awarded which will be used to employ an archivist for one year to fully catalogue this material. The project was praised for its transformational potential and local, national and international significance.

Cataloguing of The Motorway Trust Archive has been completed. The work was funded through the Business Archives Council's John Armstrong Award for Transport Archives and undertaken by Archivist Lowis Lovell.

Since acquiring log-in details to the self-service CIIM (a solution to synchronise catalogue data with the Archives Hub systems), 444 catalogues from Glamorgan Archives have been added to the Archives Hub website, amounting to over 23,000 entries. More descriptions will be added in the forthcoming months. Work continues on preparing

catalogue data for upload to the system ensuring that descriptions are as accurate and user friendly as possible.

Security settings have been updated in CALM so that logging into the software is linked to council IT accounts. This should provide greater accountability, make it easier to track changes and make the system more secure. A new field has been added to the CALM accessions template to record the size of digital accessions as more material starts to be received in electronic format.

Testing has been carried out on Axiell Collections, a product that may be used alongside CALM as part of the existing license, allowing staff to access the database securely through a browser rather than software installed on a computer. Queries and potential bugs have been fed back to the software provider. It would appear that the programme will allow for editing the database over a wireless connection, something that is not currently possible with CALM.

The procedure and forms for temporary withdrawals have been updated to ensure that documents are returned in the same condition as they were in at the time of withdrawal.

#### *Collection development*

Initial receipts were issued within the target time. Full receipts were issued within 15 working days for 80% of the accessions; the target is 60%. 96% of the accessions received between September and March had receipts issued within the 6 months target for more complicated deposits; the target is 90%. Collections days have continued with a focus on listing County Council building plans and reorganising Council agenda and reports.

Collections Week was held at the end of June. Significant progress was made on unaccessioned material. Collections catalogued comprised Bridgend County Borough Council committee meeting papers, Vale of Glamorgan County Borough Council Conservation Department files, Pontypridd County School records, Cowbridge with Llanblethian Community Council files, records received from the South Wales Baptist Association, Richmond Road Congregational Church records, and records of Cymdeithas Carnhuanawc.

The Senior Archivist has met with representatives from Bridgend Local and Family History Centre, Chapter Arts Centre, Cardiff and Atlantic College, St Donat's to advise on their collections. Grangetown Local History Society which holds monthly meetings at the Archives, has deposited their large collection of material relating to the Grangetown area.

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. Development work with the National Library's system for a workflow for restricted access content continues.

Glamorgan Archives has been accepted as a contributor in a project led by the National Archives and the University of Brighton to develop capacity for delivering robust and practical digital preservation. The two year project will involve testing and deploying various digital tools, attending training events and evaluating guidelines.

### *Glamorgan's Blood*

Glamorgan's Blood Project Archivist Louise Clarke has edited and uploaded the catalogues for 540 National Coal Board seam plans. All NCB plans are now listed on the catalogue. She has begun work on cataloguing digital copies of degrading negatives held in the conservation freezer. These images were scanned in 2016.

She attended a workshop on the History of Medicine in Wales held at the National Library of Wales.

Prior to her departure, Stephanie Jamieson, Project Conservator completed the conservation survey of all National Coal Board material, leaving recommendations for work going forward.

Arts Society volunteers continue to clean volumes from the collection, with 216 cleaned to date. Katrina Coopey, Arts Society volunteer, has begun repackaging the building plans collection, with 45 repackaged so far.

All remaining negatives have been scanned and the 1200 images uploaded to the catalogue. 885 items from other NCB photographic series have also been digitised.

Lloyd Purnell, Cultural Ambition Trainee, is digitising material from the NCB print collection, with 218 prints scanned so far.

The project continues to be promoted through social media.

## **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 4 attendees this quarter.

During the quarter several teams of researchers working on behalf of the ongoing Infected Blood Inquiry have visited the searchroom. The teams have consulted local hospital and health authority records for evidence.

Members of National Museum Wales' Youth Forum visited the searchroom to consult documents related to the 1919 Race Riots, to inform their work commemorating the centenary of the riots. They were also given a short tour behind the scenes.

Members of Vale People First have been regular visitors to the searchroom during the quarter, undertaking research on the history of Barry for their Dejavu in the Vale project. All participants in the project were given an introductory tour of the office on their first visit.

Volunteers and staff from the Attic Heritage Project visited to learn more about the service. The project pairs volunteers with elderly people helping them to declutter and also to reminisce. The visit to the Archives helped make them aware of any archive material which could be identified during this process.

A group involved in the River Ogmore research project visited in July. They received a tour and display of documents relating to the river and buildings along it.

As part of Cardiff University's CUROP programme, undergraduate student Eve Lewis has been funded to undertake transcription of letters by Lady Charlotte Guest within the Dowlais Iron Company collection. This work will inform ongoing research at the University by Dr Marion Loeffler. The transcripts will be made available for use by Glamorgan Archives.

#### *Programme of user events*

Cardiff City Community Table Tennis Club's exhibition was hosted in June. The display chronicles the history and development of table tennis in Cardiff. A talk, 'It's not just Ping Pong', was held to coincide with the exhibition.

The travelling exhibition prepared by the Jewish History Association of South Wales visited the Archives during the first week in July, as part of its tour to heritage venues across south Wales. During the week a talk, 'Don't put your daughter on the stage...' by Jane Manuel for the Association, was hosted.

For six weeks during July and August the Office hosted 'From Cardiff to the Caribbean', an exhibition curated by the National Archives to commemorate the 1919 Race Riots. Two tours were arranged to coincide with the exhibition, where people would also have an opportunity to consult records relating to the Riots.

August also brought the Head for Arts 'Exhibition in a Box' at the Archives. This innovative exhibition features a number of boxes, each containing items which relate to the silences in the First World War. It is a partnership project between Head for Arts, Glamorgan Archives, Gwent Archives, Cyfarthfa Castle Museum, the Winding House Museum and National Museum Wales.

Glamorgan Archives was once again taken over by members of People First groups as part of the annual People First Takeover, this year held on 29 July. Members of Vale People First and Cardiff People First took over the events programme, arranging an open afternoon to showcase their work with Glamorgan Archives, in particular their current projects Dejavu in the Vale and Events for All.

The July meeting of Grangetown Local History Society included a talk by Society member, and Glamorgan Archives volunteer, Zena Mabbs on the poor law and Grangetown. This stems from Zena's work as a volunteer indexing Cardiff Union Lists of Paupers.

### *Education*

Students from Fitzalan High School visited during their end of term enrichment week to learn more about the 1919 Race Riots. In the morning they were given a tour of the Archives, introduced to material from the Collection relating to the Riots, and spent time viewing the National Archives' exhibition. As part of the partnership work with the National Archives, a workshop on the riots was delivered by a member of their education team. It focussed in particular on the story of James Gillespie of Barry. The workshop was featured on the National Archives' blog.

A group of Year 10 students from Porthcawl Comprehensive visited for a tour and to explore documents relating to the history of medicine and public health in south Wales, with a particular focus on 19<sup>th</sup> century cholera epidemics. This will link to their GCSE programme of work in Year 11. They combined their afternoon visit to the Archives with a morning at Cardiff Castle.

Cardiff University undertook a project in July with Fitzalan High School and used Glamorgan Archives' front hall as a base for activities being undertaken in the retail park. Louise Hunt, Archivist, provided a brief introduction to the work of the Archives while they were here.

## **2. External events**

### *Contribute to heritage events*

The Glamorgan Archivist attended an event held at the Cardiff Story Museum (now the Museum of Cardiff) to commemorate the 1919 Race Riots. Copies of relevant documents were displayed along with a short presentation on an iPad. She spoke at an event in the Pierhead Building, sponsored by Vaughan Gething, to launch a lottery funded project on the riots with the Horn Development Association, and attended

commemoration events at the Norwegian Church with Cymru'n Cofio, and at Butetown Community Centre where a drama based on the events was read.

Hannah Price, Archivist attended a day school organised by the Glamorgan-Gwent Archaeological Trust. Held in Aberdare the topic of study was the iron industry in south Wales.

The Senior Archivist and Glamorgan's Blood Archivist Louise Clarke attended the Youth Voice event held at the Senedd in July. An event to celebrate the impact of heritage and culture on young people's lives, it highlighted several projects, including the work of the Penynglyn Valleys Kids group on the Unloved Heritage project, exploring the history of Fernhill Colliery. Their visits to Glamorgan Archives to undertake research for the project were featured.

The Unloved Heritage Penynglyn group held an open day at the site of Fernhill Colliery on 25 July. They showcased their work exploring the history of the colliery and the archaeological excavations that have been undertaken on the site of former colliery housing on Caroline Street. The Senior Archivist and Glamorgan's Blood Archivist Louise Clarke attended.

The Senior Archivist attended a lecture arranged by Cardiff University's Exploring the Past programme. Delivered by Dan Jewson, former Records Assistant at Glamorgan Archives, it explored the experiences of patients at the Glamorgan Asylum. Dan has undertaken a great deal of research among the Asylum records and his talk drew on case notes, particularly the letters written by patients which are occasionally found attached to these notes. Dan is continuing to develop this research for his PhD.

Archivists Louise Hunt and Hannah Price, along with the Senior Archivist, visited Cardiff United Synagogue for a tour arranged by the Jewish History Association of South Wales.

#### *Identify and respond to major anniversaries*

To mark the 80<sup>th</sup> anniversary of the establishment of Glamorgan Archives, originally Glamorgan Record Office, a series of blog posts are being published, each based on documents from every decade since 1939. The series began with the diary of Joan Mark of Cardiff, who wrote about starting her nursing career at the Prince of Wales Hospital in 1939. The post for the 1940s looked at Air Raid Precautions Records; for the 1950s the focus was on Cardiff's bid to become capital city of Wales; the 1960s looked at the scrapbooks of WI branches compiled in 1965; the Motorway Archive was chosen to represent the 1970s, the decade when motorway building in Wales reached its peak. Posts will continue in September.

The 50<sup>th</sup> anniversary of South Wales Police has been marked with a series of blog posts.

The Albion Colliery Disaster of 1894 was commemorated by the Glamorgan's Blood team using papers within the collection, including inspectors' notes and a copy of the Albion Steam Coal Company's inquiry report.

A short blog post looked at the reaction in south Wales to the moon landing in 1969.

Staff have been involved in a number of events to mark the centenary of the Race Riots in south Wales, details of which are reported under other headings.

### **3. Remote access**

*Monitor service and implement improvements*

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

*Thank you so much for your kind and generous assistance and guidance. It's been very helpful.*

*I would like to thank the staff for their valuable help in this endeavour and praise them for their diligent and professional approach to my enquiries. It is very clear to me why the services available at the Glamorgan Archives have such a good reputation with those who access them*

Interesting enquiries are reported in *Appendix II*.

#### *Publicity*

A number of television programmes on the 1919 race riots have included segments filmed at the Archives, showing related documents. BBC Wales Today filmed a short piece with Huw Thomas, as did TV company Boom Cymru with Yasmin Khan for Hansh on S4C, and a film crew from S4C's nightly magazine programme Heno filmed the Senior Archivist introducing the documents relating to the riots held within the Collection. The Senior Archivist also met with a producer from Tinopolis, the company which produces Heno, to discuss a potential programme further exploring the 1919 Race Riots.

A segment of the television programme 'Who Do You Think You Are?' was filmed in the searchroom showing the Glamorgan Archivist revealing to Paul Merton the ultimate fate, and final resting place, of his grandfather. The programme was broadcast at the end of August.

Wales Online featured an article looking at the old Cardiff Gaol, which drew on documents held at Glamorgan Archives.

A photograph of Dowlais bogies is to be published in an upcoming book on Steam on the Sirhowy Tramroad and Its Neighbours by Michael Lewis. Photographs from the Hughesovka Research Archive have been used in a Ukrainian publication and requested for a BBC programme about canals.

To celebrate the Cricket World Cup, the blog featured an article on Miss Constance Hill of Cardiff, who captained the Glamorganshire Cricket XI. It also looked back to August 1909 and the National Pageant of Wales.

The work of the Archives continues to be highlighted on social media. Posts this quarter have featured the Cricket World Cup, with matches hosted in Cardiff; the Royal Welsh Show; the National Eisteddfod; International Cat Day; National Allotment Week and Pride Cymru.

### **SUMMARY**

As always in the Archives, the summer quarter saw no let-up in demand and activity, much of which was related to the centenary commemorations of the race riots in south Wales. Like the other exhibitions and engagement reported, much of this is a result of partnerships and long-term networking. Applications for grant funding take time and effort but persistence is rewarded and it has been a pleasure to report success in some very competitive rounds in recent years. Catalogue improvements proceed apace and access to the catalogues is improving rapidly as entries on Archives Hub grow. Digital preservation is a priority with staff training and involvement in national developments an essential preparatory element. Staff respond to these new and increasing demands with energy and good humour; their expertise and commitment cannot be overstated.

## **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**  
**2 September 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 June – 31 August 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 heritage events	1 in each funding authority	Bridgend, Cardiff, Caerphilly, Merthyr Tydfil, Rhondda Cynon Taff, Vale of Glamorgan
	Deliver educational service	10 educational visits	5
	Deliver on-site events	6 public events	17
The Collection	Contribute to Archive Hub	200 catalogues	460
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months 90%	Initial 100%; formal 80%; complex; 96%
	Repository conditions maintained	AHUs in full working order	Working
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	336 cleaned; 364 conserved; 779 boxes made
Resources	Meet income target	£92,200	£38,277
	Meet agreed revenue budget	£887,100	
	Manage volunteers workforce	6,600 hours; 100% reviewed	3565, reviews complete
	Maintain establishment	14 fte	14 fte

## Appendix I

<b>Dr D P Evans of Porth Collection</b>			
<b>Accession No:</b>	2019/78	<b>Reference No:</b>	D1681
Photographs from the Cardiff student climate change strike, part of the second wave of global climate strikes inspired by Greta Thunberg. Date of records: 24 May 2019			
<b>Cofnodion Cymdeithas Carnhuanawc</b>			
<b>Accession No:</b>	2019/79	<b>Reference No:</b>	D1646
Papurau'n ymwneud a gweithgareddau'r Cymdeithas ar hanes a ddiwyliant Cymru Date of records: 1990-2004			
<b>Cardiff and District Table Tennis League Records</b>			
<b>Accession No:</b>	2019/81	<b>Reference No:</b>	D1683
League records including handbooks, photographs, rule book, score books, and programmes Date of records: 1936-2019			
<b>Sergeant Reginald George Greening, Glamorgan Constabulary, photographs</b>			
<b>Accession No:</b>	2019/82	<b>Reference No:</b>	D1682
Group photographs Date of records: 20th century			
<b>Photograph of Castle Street, Duke Street and High Street, Cardiff</b>			
<b>Accession No:</b>	2019/83	<b>Reference No:</b>	D1684
View includes Cardiff Castle wall and tower Date of records: 12 Sep 1863			
<b>South Wales Police Constabulary Records</b>			
<b>Accession No:</b>	2019/84	<b>Reference No:</b>	DSWP/78
'Billboard' magazine, 50th Anniversary Special Edition Date of records: 2019			
<b>Casgliad Norena Shopland Collection</b>			
<b>Accession No:</b>	2019/85, 131	<b>Reference No:</b>	D1227
'Sarah at Plas Newydd, July 5th 1788' by Gillian Clarke; Papers relating to Emily Davies' pool win; photographs collected by Frank Wheeler, including views of Cardiff Docks and Grangetown Date of records: 1929- 2012			
<b>Cardiff Magistrates Court Records</b>			
<b>Accession No:</b>	2019/86	<b>Reference No:</b>	PSCBO
Court registers and Fines and Default Registers. Date of records: 12 Jul 1990-31 Dec 1992			

**Ivor Richards of Penarth, Seaman, Papers**

<b>Accession No:</b>	2019/87	<b>Reference No:</b>	D1685
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Personal papers

Date of records: 20th century

**Glamorgan Family History Society Records**

<b>Accession No:</b>	2019/89	<b>Reference No:</b>	D37
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Journal number 134; Unaudited Financial Statements, 2018

Date of records: Jun 2019

**Breacher Family, Blaengarw, Papers**

<b>Accession No:</b>	2019/91	<b>Reference No:</b>	D1686
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Ocean colliery photographs, papers and certificates relating to James Breacher's qualifications and career. Report of visit to Scottish Coalfields by James Breacher and others, 1930. Papers and photographs relating to Brynbedw House, Blaengarw (Colliery Manager's House), including memoirs from Eileen Pughe. Postcards of Blaengarw, photographs and papers relating to Ysgol Y Garw, Pontycymer, Blaengarw School photographs

Date of records: 1898-1966

**Cofnodion Eglwys y Bedyddwyr Noddfa**

<b>Accession No:</b>	2019/92	<b>Reference No:</b>	D1688
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Adroddiadau Eglwys y Bedyddwyr Noddfa, Treorci.

Date of records: 1893-1981

**Roger L Brown, Vicar of Tongwynlais, Papers**

<b>Accession No:</b>	2019/93	<b>Reference No:</b>	D1691
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Items of ephemera collected by Mr Brown during his time as vicar of Tongwynlais

Date of records: 1968-1993

**Jeffrey Strong of Cardiff Papers**

<b>Accession No:</b>	2019/94	<b>Reference No:</b>	D1300
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Territorial Army in Cardiff: photographs of parades, training and army personnel

Date of records: c1970s-1980s

**Friends of Llandaff Cathedral Records**

<b>Accession No:</b>	2019/95	<b>Reference No:</b>	D127
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Eighty-Sixth Annual Report

Date of records: 2018-2019

**Cardiff Docks Plan and Photographs**

<b>Accession No:</b>	2019/96	<b>Reference No:</b>	D1690
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Mounted photographs and copies of plans relating to Cardiff Docks - these appear to have been put together for an exhibition or learning resource

Date of records: 20th Century

**Tondu Ecclesiastical Parish Records**

<b>Accession No:</b>	2019/97	<b>Reference No:</b>	P222CW
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Baptism register, 1915-1947; Burial register, 1933-1985

Date of records: 1915-1985

**Canton and Riverside Study**

<b>Accession No:</b>	2019/98	<b>Reference No:</b>	D1692
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An outline district plan for Canton and Riverside with a planning brief for the development of the Wellington street area

Date of records: 1967

**Commemorative certificates**

<b>Accession No:</b>	2019/99	<b>Reference No:</b>	D1693
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Certificate presented to William Edmund Vaughan by the County Borough of Cardiff for services to the borough; certificate presented to William Edmund Vaughan by the Manchester Unity Institute of Odd Fellows Cardiff District to commemorate his accession to the position of chief magistrate.

Date of records: 1893

**Bettws Ecclesiastical Parish Records**

<b>Accession No:</b>	2019/100	<b>Reference No:</b>	P77CW
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Baptisms, 1939-1986; Marriages 1963-1989

Date of records: 1939-1989

**St Bride's Minor Ecclesiastical Parish Records**

<b>Accession No:</b>	2019/101	<b>Reference No:</b>	P78CW
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Baptisms, 1966-2003; Marriages, 1947-2001; Banns of Marriage, 1913-1944

Date of records: 1913-2003

**St Bride's Minor with Bettws / Llansantffraid, Bettws and Aberkenfig Ecclesiastical Parish Records**

<b>Accession No:</b>	2019/102	<b>Reference No:</b>	P253CW
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St Bride's Minor, marriages, 2001-2018; St David, Bettws, marriages, 1989-2018; St John, Tondu, marriages, 1971-2013

Date of records: 1971-2018

**Grangetown Local History Society Records**

<b>Accession No:</b>	2019/103	<b>Reference No:</b>	D1026
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Collected material donated to and collected by the society

Date of records: 1900s-2000s

**Aerial Photographs of the construction of A470**

<b>Accession No:</b>	2019/104	<b>Reference No:</b>	D1694
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Aerial photographs recording the construction of the A470

Date of records: 1970s

**Alan Roy Thorne of Penarth Collection**

<b>Accession No:</b>	2019/105	<b>Reference No:</b>	D1230
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Photographs of Cardiff and the Vale

Date of records: 20th century

**Penarth Motorboat and Sailing Club Scrapbook**

<b>Accession No:</b>	2019/106	<b>Reference No:</b>	D1695
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Scrapbook comprising photographs, newscuttings and programmes reflecting activities of the Club; obituary of Dick Begg, former Club Commodore; 'Penarth Motorboat and Sailing Club post-war revival' by Alan Thorne

Date of records: 20th century

**Cofnodion Eglwys Y Bedyddwyr, Caersalem, Dowlais, Merthyr Tydfil / Caersalem Baptist Church, Dowlais, Merthyr Tydfil Records**

<b>Accession No:</b>	2019/107	<b>Reference No:</b>	D1700
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Minutes, plans, photographs, contributions book, correspondence

Date of records: 20fed ganrif / 20th century

**Jewish communities across Wales**

<b>Accession No:</b>	2019/108	<b>Reference No:</b>	D1701
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Newscuttings and photographs relating to Jewish communities across Wales, material collected by David Jacobs

Date of records: 1913-2011

**Cofnodion Capel y Bedyddwyr, Moriah, Dowlais, Merthyr Tudful / Moriah Baptist Church, Dowlais, Merthyr Tydfil, Records**

<b>Accession No:</b>	2019/109	<b>Reference No:</b>	D1697
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Sisterhood expenses book, accounts book, dismissal forms

Date of records: 20<sup>th</sup> century

**Cardiff Rugby Football Club records**

<b>Accession No:</b>	2019/110	<b>Reference No:</b>	D1702
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Cardiff RFC minutes and House Committee minutes

Date of records: 20th century

**Newcastle and Ogmere Petty Sessional Division Records**

<b>Accession No:</b>	2019/111	<b>Reference No:</b>	PSNEW
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Court registers, Jan 1989-Jan 1993; juvenile court registers, Oct 1985-Mar 1992

Date of records: 1985-1993

**John Armstrong Raven, Collection of Cardiff Theatre Programmes**

<b>Accession No:</b>	2019/112	<b>Reference No:</b>	D1696
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Programmes, newscutting

Date of records: 20th century

**The Reverend Dr. Thomas John Prichard, of Ystradyfodwg, Collection**

<b>Accession No:</b>	2019/113	<b>Reference No:</b>	D1573
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Photographs, correspondence and research notes of Reverend Prichard

Date of records: 20th century

**Abercynon, St Donat Ecclesiastical Parish Records**

<b>Accession No:</b>	2019/114	<b>Reference No:</b>	P138CW
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Register of services, St Gwynno, 1971-1979; Articles of Inquiry, 1976-1988; Archdeacon's Return, 1990; Receipts and Payments Account, 1989-1990; Annual Membership Returns, 1991-1997

Date of records: 20th century

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

<b>Accession No:</b>	2019/115	<b>Reference No:</b>	DWAW
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Century of Hope papers, WAW/AMC conference packs, papers of meeting relating to Jess Heritage Wales administrative archive, correspondence between Ursula Masson and Jenny Sabine about creating a body for women's history in Wales, report (re costs David Woolley) relating to first conference, 1998; AGM agenda and packs; publicity material; conference reports. Grandmother's Peace (not WAW) papers, WOW event papers (not WAW)

Date of records: 1998-2018

**Hawthorn Board School, Pontypridd/ Hawthorn Infants' Department Punishment Books**

<b>Accession No:</b>	2019/116	<b>Reference No:</b>	D1698
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Punishment books

Date of records: 1898-1978

**John Gwilym Roberts of Aberthin, Architect, Drawings**

<b>Accession No:</b>	2019/117	<b>Reference No:</b>	D1703
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Architect's drawings created by John Gwilym Roberts while working from his private practice at his home, Awelfan, Aberthin

Date of records: 1950s-1970s

**Porth Ecclesiastical Parish Records**

<b>Accession No:</b>	2019/118	<b>Reference No:</b>	P212CW
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Men's society minute books, 1908-1953; PCC minute books, 1888-1989; weekly receipt book, 1952-1955; statements of account, 1939-1947; Sunday School savings bank book, 1928-1944; inventory, 1953; electoral roll, c1930s; registers of services, 1915-2004; freewill offerings book, c1920s-1930s; churchwarden's accounts, 1901-1947; book recording donations to WWII servicemen; communicants roll book, 1896-1897; terrier and inventory; drawings of new altar and reredos; other papers.

Date of records: 1888-2004

**Reverend Charles Llewellyn, Rector of Coychurch, Papers**

<b>Accession No:</b>	2019/119	<b>Reference No:</b>	P79CW
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Papers of Reverend Charles Llewellyn, Rector of Coychurch, 1832-1895

Date of records: 19th century

**Cofnodion Eglwys y Bedyddwyr, Blaenycwm, Treherbert, Records**

<b>Accession No:</b>	2019/120	<b>Reference No:</b>	D1249
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Cofnodion gan gynnwys cofestri aelodaeth ac llyfrau cofnodion cwrdd eglwys.

Date of records: c1869-2018

**Treorchy Male Choir Records**

<b>Accession No:</b>	2019/121	<b>Reference No:</b>	D851
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'Excelsior' annual record, anniversary programmes and newsletter  
Date of records: 2010-2019

**Llwyn-y-Grant Farm, Llanederyn Road, Penylan, Cardiff**

<b>Accession No:</b>	2019/122	<b>Reference No:</b>	D1699
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Sale notice of farming stock, agricultural machinery and household goods for Llwyn-y-Grant Farm, Llanederyn Road, Penylan, Cardiff  
Date of records: 27 Feb 1941

**Ferndale Methodist Church**

<b>Accession No:</b>	2019/123	<b>Reference No:</b>	D1704
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Minutes of church meetings  
Date of records: 20<sup>th</sup> century

**Ynyswen Methodist Church**

<b>Accession No:</b>	2019/124	<b>Reference No:</b>	D1705
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Secretary's book and church papers  
Date of records: 19-20<sup>th</sup> century

**Stanley Soffa Cardiff Jewish Community Records**

<b>Accession No:</b>	2019/125	<b>Reference No:</b>	D1706
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Cardiff Maccabi minutes, South Wales and Monmouthshire Zionist Council minutes, Cardiff United Synagogue papers  
Date of records: 20<sup>th</sup> century

**Laurence Kahn Cardiff Jewish Community Records**

<b>Accession No:</b>	2019/127	<b>Reference No:</b>	D1707
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Cardiff Jewish Community Records  
Date of records: 20<sup>th</sup> century

**Pencare Jewish Home For The Elderly Records**

<b>Accession No:</b>	2019/128	<b>Reference No:</b>	D1708
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Records of Pencare a Jewish home for the elderly  
Date of records: 20<sup>th</sup> century

**Anthony Schwartz Cardiff Jewish Community Records**

<b>Accession No:</b>	2019/129	<b>Reference No:</b>	D1709
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Photographs of Cathedral Road Shul  
Date of records: 20<sup>th</sup> century

**Tony Blasebalk Jewish Community Records**

<b>Accession No:</b>	2019/130	<b>Reference No:</b>	D1710
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Cardiff United Synagogue Choir papers  
Date of records: 20<sup>th</sup> century

<b>Willmore Brothers of Penarth, Ledger</b>			
<b>Accession No:</b>	2019/132	<b>Reference No:</b>	D1711
Register of Members			
Date of records: 20th century			

## **Notable Accessions**

### **Treorchy Male Choir Records (D851)**

An additional donation of records has been received from the press officer of a local male choir. Treorchy Male Choir was formed in 1883, disbanded in 1943 and reformed in 1946. Its monthly newsletter 'Excelsior' was first published in 1948 but in 1953 it became an annual record of the choir's activities. Editions of 'Excelsior' covering 2010-2019 have been donated

### **Papurau'r Teulu Breacher, Blaengarw / Breacher Family, Blaengarw, Papers (D1686)**

A collection of colliery papers created by a local colliery manager have been received from a family member and volunteer at Glamorgan Archives.

James Breacher (1887-1956) was born at Ystrad into a mining family. He began work as a door-boy in a colliery in the Rhondda in 1899 and by 1911 he was employed by the Ocean Colliery Company Limited as a Fireman. From 1919-1929 he was employed as the under manager of the Garw Ocean Colliery and became manager there from 1929-1949. During that year he was transferred to manage the nearby International Colliery. He retired as manager of the International Colliery on the 31 August 1952 after having completed over fifty years service in the mining industry.

Items comprise professional papers including certificates and photographs of colliery staff together with a collection of personal records

### **William Edmund Vaughan Commemorative Certificates (D1693)**

Two certificates presented to Edmund William Vaughan have been deposited at Glamorgan Archives. The certificates were both presented to Vaughan in 1893, the year in which he served as Cardiff Mayor.

The first certificate presented by the County Borough of Cardiff for services to the borough is beautifully illuminated and features scenes from Cardiff and Glamorgan.

The second of the certificates, also ornately decorated, was presented to Vaughan by the Manchester Unity Institute of Odd Fellows Cardiff District to commemorate his accession to the position of chief magistrate.

### **Aerial Photographs of the construction of the A470 (D1694)**

This collection comprising of twelve photographs were taken for the Glamorgan Engineering Consultancy as part of their involvement in advising on the route of the then new A470 road. They were deposited by a former employee at the firm. The

photographs show the progress of construction of the approach to and around Pontypridd. The photographs include large amounts of detail, not just of the road and its construction but also of the surrounding landscape

**Penarth Motorboat and Sailing Club Scrapbook (D1695)**

Penarth Motorboat and Sailing Club was formed in 1932 and in 1999 changed its name to Cardiff Bay Yacht Club. The scrapbook was created by the late Richard 'Dick' Begg, a former Club Commodore and its collection of photographs, newscuttings and programmes provides a fascinating insight into the activities of the Club from the 1930s to the 1950s

**Llwyn-y-Grant Farm, Llanederyn Road, Penylan, Cardiff, sale notice (D1699)**

A donation of a notice of sale for Llwyn-y-Grant Farm in Penylan has been received through Chiswick Library. The sale notice is dated 27 February 1941 and has been instructed by a Mrs Annie Brown. The sale included livestock, cross-bred Hereford cattle, cross-bred Radnor ewes, pedigree Kerry rams, a registered bay mare (in foal to Wadsworth Peacehaven Fearnone), cart geldings, agricultural implements and machinery, milking machine, engines, car, household furniture and effects.

**Cofnodion Eglwys Y Bedyddwyr, Caersalem, Dowlais, Merthyr Tydfil / Caersalem Baptist Church, Dowlais, Merthyr Tydfil Records (D1700)**

A large collection of chapel records has been deposited by the Baptist Union of Wales. Caersalem Chapel, Dowlais, was built on land leased from the Dowlais Iron Company. It opened 1820 and with membership increasing dramatically over the next decades the branches of Hebron and Elim were opened in 1843. A further branch, Moriah, was opened 1856. During 1852 major building work took place at Caersalem including the extension of the gallery to seat larger congregations. Caersalem was demolished during the redevelopment of Dowlais during the 1970s and a new chapel was built nearby at Pant. This new chapel was officially opened 26 May 1977. Items received include minutes, accounts, attendance registers, collections and contributions books, correspondence, photographs and drawings. In addition the Baptist Union also deposited records of Moriah Chapel (D1697)

## Appendix II

	<b>Number of Visits TOTAL (groups and meetings)</b>	<b>No. of Groups</b>	<b>Documents Produced</b>
Sep – Nov 2018	2683 (2004)	86	3041
Dec 2018-Feb 2019	1996 (1428)	57	2434
Mar – May 2019	1871 (1245)	43	2806
June – Aug 2019	1847 (1238)	53	2961

	<b>Remote Enquiries</b>	<b>Website Hits</b>
Sep – Nov 2018	958 (+168 un-printed thank you emails)	12863
Dec 2018-Feb 2019	805 (+ 216 un-printed emails)	10844
Mar – May 2019	924 (+90 un-printed thank you emails)	10282
June – Aug 2019	840 (+231 un-printed thank you emails)	10522

### Interesting Enquiries

Academic researchers continue to make use of the searchroom and remote enquiries service. Several collections, including the records of Women for Life on Earth, were consulted by a student exploring responses to environmental issues during the 1980s. Records of Cardiff Borough Council proved useful for a dissertation on the development of Cardiff Bay.

Business representatives and developers draw on the Collection for historic information to inform ongoing work. Following the recent sale of Fonmon Castle, staff managing the property have consulted the Fonmon collection and tithe maps for the estate area. The company developing the former National Provincial Bank on Bute Street examined plans and photographs showing the structure of the building, along with office premises details from the Stephenson and Alexander records. Property details from the Stephenson and Alexander collection were also used by the architects working on the redevelopment of Hodge House, Cardiff.

Several authors have sought assistance with preparatory research for new publications. These include a history of Greek ship owning companies in south Wales, particularly the Theofilatos and Embiricos families; Lady Charlotte Guest's connection with the Dowlais Ironworks, and the 1947 wreck of the SS Samtampa in the Bristol Channel, with particular reference to the time taken to recover victims from the water. We also assisted a television researcher preparing a documentary on the Cardiff Blitz.

Family history continues to prove popular, with genealogists making contact from across the globe. A visitor from New Zealand discovered family links to the Thomas Family of Wenvoe Castle. A family historian from Belgium consulted local authority and chapel records for details of family members who arrived in Cardiff as refugees during the Second World War. Information was sought on a man who fell off a cliff in Ireland and whose body was swept out to sea, with a particular request for coroners papers relating to bodies washed ashore around that time. And Quarter Sessions records were used by a genealogist researching an ancestor who had appeared before the court in 1882 accused of committing fraud. An entry was found in the records confirming a guilty verdict.

## Appendix III

<b><i>Local and Family History Groups</i></b>	
Ask the Experts! family history sessions	4
Grangetown Local History Society	58
National Museum Wales Youth Forum	5
Vale People First	11
Attic Heritage Project	5
River Ogmore Heritage Project	7
<b><i>Professional Organisations</i></b>	
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Cardiff University Special Collections and Archives	8
<b><i>Events</i></b>	
It's not just Ping-Pong! The History of Table Tennis in Cardiff	5
'Don't put your daughter on the stage...'	28
From Cardiff to the Caribbean exhibition tours	6
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<b><i>Exhibitions</i></b>	
Cardiff City Community Table Tennis Club	59
Jewish History Association of South Wales	73
From Cardiff to the Caribbean: 1919 Race Riots	35
Head for Arts Exhibition in a Box	8
<b><i>Education</i></b>	
Fitzalan High School	19
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<b><i>Filming</i></b>	
Heno	3
Boom Cymru	4
Channel 4 Black Light Productions	30
BBC Wales Today	2
<b><i>Individuals Meeting Staff</i></b>	164
<b><i>Tours for prospective volunteers</i></b>	7
<b><i>Room Hire</i></b>	
Cardiff Council Training/Workshop x 39	595

## Appendix IV

Bench work		
DCONC/5/4,6,7,8,9	5 Newscuttings volumes	Cleaned and repaired
UM/29/4	Creed Register	Cleaned and repaired
DPL/984, DPL/972	Plymouth Estate rentals and general estate accounts, co. Glam.	Cleaned and red rot treated
DSWP/2/5/2	Register of Constables Joining	Cleaned and red rot treated
DCONC/1/1/1	Reports of the Chief Constable to the Watch Committee	Cleaned and red rot treated
DPL/983/5	Barry Dock and Railways Bill, Minutes of evidence in House of Commons	Cleaned and red rot treated
DNCB/75/141	Coal seam map	Cleaned, tape removed, adhesive reduced, rebacked, repaired
DRBS/1/11	Shipping Register	
Q/S/R/1938/A,B,C,D, 1939/A, 1926/A,B,C, 1939/C, 1934/A,B, 1933/B,D, 1937/A, 1936/C,D, 1929/A,B,C,D, 1930/A,B, 1896/A,B,C,D 1895/A,B,C,D, 1897/A,B,C,D, 1889/B,C,D, 1890/B,C, 1922/B,C,D, 1894/A,B,C,D, 1893,A,B,C,D, 1898/A,B,C,D, 1913/A,B,D, 1909/A,C,D, 1923/A, 1916/A,B,C,D 1915/A,B,C,D, 1913/C, 1952/A,B, 1951/A,B,C,D, 1953/A,B,C,D 1954/B,C,D, 1955/A,C,D 1956/A,B,C,D, 1957/A,B,C,D 1959/A,B,C,D, 1960/A,B,C,D, 1912/D, 1910/A,BC,D, 1914/A,B,C,D, 1917/A,B,C,D, 1918/A,B	248 Quarter session rolls	Disbound, old repairs removed where possible, repaired, paginated and repackaged.

C,D, 1908/B,C,D, 1919/A,B, 1920/C,D, 1921/A, 1943/A,B,C,D, 1941/A,B,C,D, 1942/A,C,D 1944/A,B,C,D, 1911/D 1928/A,B,C,D 1902/A,B,C,D, 1947/A,B, 1934/C,D, 1935/A, 1946/A,B,C,D, 1899/A,B,D, 1900/A,B,C,D, 1945/A,B,C,D 1907/A,D, 1908/A 1911/A,B,C, 1905/A,C, 1904/A,B,C,D, 1906/A, B,C,D, 1949/A,B,C,D, 1950/A,B,C,D, 1939/B,D, 1940/A,B,C,D, 1927/A,B,C,D 1926/D, 1903/A,B,C,D 1905/B, 1947/C,D, 1948/A,B,C,D, 1890/D, 1891/A,B,C,D, 1892/A,B,C,D, 1963/A,B,C,D, 1964/A,B,C,D, 1965/A,B,C, 1962/A,B, 1958/A,B,C,D, 1901/A,B,C,D,		
<b>Cleaning and Packaging</b>		
D1682/2-7	6 Photos	Put into sleeve
Crew lists	286 Crew agreements	Cleaned
	12 Large volumes	repackaged
<b>Bespoke boxes made</b>		
Various	463 Boxes	
<b>Barcoded and Relocated</b>		
Various	Boxes and maps	2060 Barcoded
<b>External Work</b>		
Private Individual	Birth certificate	Cleaned and repaired.
Local Archive	257 Boxes made	
Local Library Service	20 Boxes made	
Local Museum	490 Boxes made	
Private Company	Boxes made	
Local University	5 Boxes made	
Local University	8 volumes	Cleaned, repaired and rebound.
University in North Wales	20 Boxes made	
Private Conservator	4 Boxes made	
Private Individuals	3 Boxes made	