

**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  
22 May 2020**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

	AGENDA ITEM NO
<b>REPORT FOR THE PERIOD 1 March 2020 - 30 April 2020</b>	

## **1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1 March 2020 to 30 April 2020.

## **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 Archivist, Susan Edwards retired on 31 March and her successor Laura Cotton took up the role on 1 April.

Cultural Ambition Trainee Tawhida Kaur began her placement with us on 16<sup>th</sup> March. This had to be curtailed soon after her start due to the Covid 19 pandemic. Tawhida is now working from home on the qualification which forms part of her traineeship.

In order to ensure communication and morale are maintained while staff are working from home, a virtual 'tea break' was held on 30 April.

### *Continue skill sharing and volunteer programme*

Attendance figures for the period before lock down cannot be provided as the required paperwork is held onsite. Figures will be collated and reported in the next quarterly report. Currently we have 45 volunteers signed up with us.

Contact with volunteers is being maintained through weekly email updates. These include information about content being added to social media, which many of our volunteers do not use, together with an update on tasks that staff are working on. These updates have drawn many positive comments from volunteers and it has been encouraging to hear regularly from so many of them.

The week before lockdown saw the completion of a significant volunteer project – records of Stanley Travers Photographers (DSTP), 1971-1999. Fred Davies has spent three years listing and repackaging the collection of photographs from this Cardiff based company. His background in photography has enabled him to include useful technical details. His work can now be viewed on the catalogue and he has written a blog post scheduled for later in the year.

Volunteers continued to work until lockdown on long term projects including indexing vehicle licensing files, Cardiff Crew Agreements, Merthyr Tydfil Poor Law admission registers, Cardiff Union lists of paupers, records of the Cardiff Exhibition 1896, building plans for Gelligaer Urban District Council and digitising photographs of the South Wales Police.

Conservation volunteers, including Arts Society members and Cardiff University Conservation course students, continued to work on the National Coal Board collection and police news cutting volumes, and began work on the externally-funded project for the Royal Welsh College of Music and Drama.

### *Continuing Professional Development*

A significant amount of training and development has been undertaken during the lockdown period with most staff taking the opportunity to improve their skills or knowledge.

Welsh Language training has continued, with classes now delivered online through Zoom.

A successful application to the Archives and Records Council Wales (ARCW) Workforce Development grant stream allowed Records Assistant Melanie Taylor to attend the Library and Information Association (CILIP) Copyright Course, delivered online.

Stefan Walker, Records Assistant, attended a webinar on archives and Wikimedia, outlining the potential for contributions from archive services.

Lydia Stirling, Conservator, enrolled on a free online course in British Sign Language (BSL). A grant application has been prepared for submission to the ARCW Workforce Development stream for funding to continue her studies with a higher level, paid course. The skills developed will be shared with the wider staff team. She has also been reading professional literature and has attended several online lectures arranged by the Institute of Conservation's (ICON) Book and Paper Group, the Image Permanence Institution and the American Institute of Conservation.

Mike Hodgson, Assistant Conservator, has been reading professional literature and undertaking small, private projects from home in order to maintain and improve his skills and dexterity whilst away from the studio.

Staff have undertaken several online courses whilst working from home. These include the Open University's 'Picturing the Family' course which will assist in the interpretation of photographs within the Collection; a National Archives course on fundraising for archives; training in palaeography and Latin; collections care courses; training in diversity and inclusion, and programmes on creating online content.

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

The building closed on 24 March in line with government guidance and in order to protect staff, volunteers and users during the current crisis. Staff have been working from home as far as possible since then.

At the start of the Coronavirus crisis, a request for protective equipment (PPE) was received from HM Prison Service. Gloves and Tyvek suits were transferred, although only those in large sizes were requested. The remaining gloves, along with some goggles and a quantity of isopropanol have been transferred to Cardiff Council Social Care Service.

## **Budget**

#### *Manage to best advantage*

The financial year-end reporting and management was completed on time. The new Glamorgan Archivist has been in contact with colleagues in Finance to discuss the end-of-year report and possible ways of reporting in future. Income is a concern for this year because of the pandemic and the building being closed, but this is being monitored. There are some possible routes for claiming for expenditure and loss of income and those are being investigated.

#### *Maximise benefit from income generation*

Discussions have been held by email with Ancestry concerning the management of their ongoing digitisation work when we return to the building.

*Promote partnerships and networks*  
*National*

The Glamorgan Archivist attended an Archives Accreditation Panel as the Welsh representative for the last time. Her role has transferred to the County Archivist of Anglesey. As the ARCW representative she attended the final partnership event of Cymru'n Cofio, the Welsh Government programme to commemorate the centenary of World War 1. The partnership event was followed by a reception at the Senedd at which the 1919 Race Riots exhibition, a partnership between Glamorgan Archives and the National Archives, was displayed. The reception was attended by a number of Assembly Members, current and former First Ministers, the Llywydd, and the Deputy Minister for Culture, many of whom discussed the display and the Archives' work.

ARCW is continuing work on the renegotiation of the contract to host Welsh parish registers online. This is currently done with Find My Past but the 10 year contract comes to an end in June 2020. Draft contracts have been received from Find My Past, Ancestry, The Genealogist and My Heritage for non-exclusive rights to host the registers. The new Glamorgan Archivist has joined the working party looking at this.

The Senior Archivist continues as a member of the ARA Survey Group. Meetings are now being held remotely with discussions focussing on capturing user experience of the digital delivery of services.

Discussions have been held with GEM, the UK group for Heritage Learning, regarding a potential Twitter takeover, leading a discussion on education provision within archive services.

*Visits*

We welcomed the Board of the Archives and Records Association UK and Ireland (ARA) to Glamorgan Archives in early-March. Members were given a short tour of the building as part of their visit.

Engineers working on 2 archive projects for Capita were shown around the building and given an explanation of the repository environment controls.

*Local*

The Senior Archivist attended a meeting of the Cardiff Branch of the Glamorgan Family History Society held at Insole Court. The meeting was addressed by Assistant Coroner for South Wales Central, Rachel Knight, who spoke in detail about the work of coroners and the records they produce, which will inform our ongoing work to catalogue coroners records.

Our partnership with Vale People First continues, with the Senior Archivist meeting members and staff to discuss their ongoing Dejavu in the Vale project.

The Senior Archivist was invited to attend a meeting of Cardiff People First's Self-Advocacy University on Zoom, where she introduced the idea to members of recording their responses to the Covid19 crisis for deposit at the Archives, receiving an enthusiastic response. This work will continue in partnership with the Museum of Cardiff.

The Glamorgan Archivist and the Senior Archivist continue to advise the Heritage and Cultural Exchange in Butetown.

Grangetown Local History Society hold their monthly meetings in Llynfi. Future meetings have been suspended.

#### *Potential partnerships*

The Archives is a partner in an application to the Local Government Digital Transformation Fund 'Discovery Phase' to look at digital preservation. An expression of interest was successful and a full application for funding is due to be submitted in mid-May. This is being led by Anglesey Archives, supported by ourselves, Ceredigion Archives, Conwy Archive Service, North East Wales Archives (Flintshire and Denbighshire), Gwent Archives and Gwynedd Archives.

## **2. Building and systems**

#### *Maintain building*

Work has commenced on fitting the gates to replace the rising bollards at the entrance to the Archives' site, which are no longer operative. This is being done by the contractors working on the House of Sport, in return for allowing them temporary access through the Archives rear car park to facilitate work on their extension.

#### *Ensure compliance*

Rasheed Khan, the Corporate Trainee, attended a four day induction programme for trainees and apprentices held at Cardiff County Hall during the first week of March.

## **B. THE COLLECTION**

### **1. Conservation**

#### *Repositories*

The building and the environment continue to be monitored on a weekly basis during the current closure. Conditions within the strongrooms remain stable, becoming warmer and slightly dryer in line with the seasonal shift in outside temperature, but remaining within the boundaries outlined in BS 4971 (2017). As a result of the seasonal shift there is additional call on the strongroom air handling units. The units in strongroom 3 remain switched off due to an issue with air supply leading

to negative pressure. Once staff return to the building contractors will be called to address the issue as part of the annual servicing of the Building Management System.

#### *Conservation and preservation plans*

Prior to lockdown, work had been continuing on rebinding 456 volumes for Pontypridd Register Office. A further 75 volumes have been rebound. The Conservator has progressed work on the Thomas Hornor painting, originally attached to the Briton Ferry Estate map, for West Glamorgan Archive Service. The majority has been relined and small pieces are being put back in place.

Training was provided to a conservation volunteer from the Museum of Welsh Cricket.

## **2. Cataloguing**

#### *Strategies and plans*

Normal staff access to the CALM database is not possible while accessing the council network wirelessly or from home. In advance of staff moving to home working during lockdown a new piece of software was therefore installed. Axiell Collections works with CALM to provide access to the databases through a web-browser and had been tested last year by Louise Hunt, Archivist, following a demonstration at the Axiell Users Conference. In-house instructions for using the software have been written.

Despite limited access to the CALM software, over 1000 entries have been added to the catalogue database via remote access to the server. These include lists previously compiled by volunteers and project staff, adding to catalogues for Cardiff Bay Development Corporation, Llewellyn & Hann and Stanley Travers Photographers.

Retrospectively scoring every collection with regards to its priority for further cataloguing work was identified as a task which could largely be carried out while staff work remotely. Instructions have been written to carry out this work using Axiell Collections and staff have made a start on scoring the 4828 collections. This work will help identify collections suitable for future cataloguing projects.

Work has begun on setting up a system for indexing the catalogue database by place name. Currently work is focussed on creating a thesaurus of place names within the CALM database. Once index terms have been added and tagged to the relevant descriptions searchers will be able to more easily identify different collections that relate to a specific geographic place. This will be particularly useful in cases where various different spellings have been used for the same place and where places have both Welsh and English names.

### *Collection development*

Figures for the percentage of accessions receipted during this reporting period have not been included as there was limited activity due to staff working from home. Receipts were sent out within 6 months for 97% of the accessions received between May and October 2019 – the target is 90% within 6 months.

Further records have been received from the New Theatre, Cardiff, with the staff contacting us with their thanks for safeguarding the collection:

*It is so gratifying to know that our New Theatre history and information is in such good hands. On this note I am so sorry that I had not yet written to you to thank you and Lydia most sincerely for all the time and trouble you took to welcome our collection to the Glamorgan Archives. I really do not think I have ever met such dedicated people with such a caring attitude and interest in the job that they do. It is so heartening to know that our collection is going to be so expertly looked after.*

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

### *Digital preservation*

Louise Hunt, Archivist, has been enrolled onto free online digital preservation training that will be provided by the National Archives and Digital Preservation Coalition from May. The course will be run every 4 weeks with 11 hours of content designed to provide learners with the skills and confidence required to implement a simple and proactive digital preservation workflow within their organisation. The Senior Archivist and Hannah Price, Archivist, will also be put through the course in following tranches.

The Glamorgan Archivist and Louise Hunt, Archivist, attended ARCW's Digital Preservation Working Party meeting to discuss next steps for digital preservation across Wales.

### *Time and Tide*

Katie Finn, Project Archivist, has progressed cataloguing of the Cardiff Bay Development Corporation Records. 1700 new catalogue entries have been added to CALM covering consultant reports, valuation reports, papers relating to Cardiff Bay Opera House, papers relating to the CBDC and ABP agreement, papers of the Marketing Team, and papers regarding the Coal Exchange Building. These series have been repackaged into archival quality enclosures. Work has commenced on cataloguing the maps and plans, with 140 plans catalogued to date.

Rasheed Khan, Corporate Trainee has digitised, repackaged and described over 300 slides. The descriptions have been uploaded to CALM. David Hail, Records Assistant, has edited the digitised images, which are ready to be uploaded to CALM at a later date.

Whilst working from home the Project Archivist has improved the collection level description and completed series level descriptions for the Cardiff Bay Development Corporation Record. Material from the collection has been identified for use on social media in order to promote the project and the collection. A blog post on Cardiff Bay Development Corporation has been prepared.

## **C. ACCESS**

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

*Monitor service and implement improvements*

Ask the Experts family history advice sessions are currently suspended.

Feedback received on searchroom services includes the following:

*I have recently visited the Archives along with a patient receiving rehab here as part of a project he is carrying out into the history of Rookwood Hospital. ...I would just like to thank you for being so accommodating and helping to make our visits as easy and accessible as possible - your staff were of great help and these visits were a fantastic addition to his rehab.*

The software running Plwyf, the in-house digital parish register resource, is no longer sustainable. Cardiff Council ICT have devised and installed a solution on two of the public access PCs and it is currently working well.

The Senior Archivist and the Administrative Officer, Jennifer Christie, visited Cathays Heritage Library for a demonstration of their digital microfilm scanners. The microfilm reader-printer in the searchroom is now very old and a replacement is required. A grant application has been submitted to ARCW to fund the purchase of a digital scanner.

Members of Barry and District Soroptimist International visited the office on Monday 16 March. This was the last group visit prior to the closure of the office. The group wrote of the events on their Facebook page:

*...our last day out for a while. We had a super tour and asked hundreds of questions, it was so interesting.*

Volunteers from the Jewish History Association of South Wales visited for training in archive research, genealogical research and document handling.

*Programme of user events*

The Parliamentary Archives' exhibition, The Journey to Democracy, was installed in the foyer on 6 March and remained available to the public until the closure of the office. The exhibition explores popular protest



from Peterloo to the 1926 Representation of the People Act and features Chartist protests in south Wales.

A joint event with the Living Levels Partnership was held on the evening of 9 March when Professor Martin Bell of the University of Reading discussed 'Archaeological Discoveries on the Severn Estuary Levels'. The talk proved very popular with a capacity audience and waiting list.

Our planned events, 'Angelton: Asylum Lives' and 'The Journey to Democracy', due to take place in April, were cancelled.

#### *Education*

Postgraduate students from Cardiff University's School of Welsh visited on 5 March for a tour and an introduction to searchroom procedures and the Collection.

## **2. External events**

#### *Contribute to heritage events*

The Glamorgan's Blood exhibition moved to Cardiff University's Centre for Continuing and Professional Education where it remained until mid-March. The planned tour has been suspended but it has been possible to mount the exhibition online during lockdown. This is now available to view.

The Senior Archivist and Rasheed Khan, Corporate Trainee attended an event at the Ely and Caerau Hub to celebrate 100 years of Council Housing in Cardiff. Several enquiries were received from members of the public interested in exploring our collections relating to council housing.

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

Articles on the blog have commemorated the 75<sup>th</sup> anniversary of the prisoner of war escape from Island Farm, Bridgend and the 50<sup>th</sup> anniversary of the Llandow Air Disaster.

Images have been provided for inclusion in a film being produced for the VE Day 75 Event for Wales.

## **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 help and kind direction, it's very much appreciated.*

*Thank you for the information, as always Glamorgan Archives very helpful.*

Whilst working from home, the Archivists have been updating the research guides which are available for download from our website. The existing guides are being checked and amended and new guides will be added to the series.

Enquiries received by email continue to be monitored and responded to while staff are working from home. Where enquiries cannot be answered without access to the collection a holding email has been sent to the enquirer and a note made for staff to respond once they return to the office.

Interesting enquiries are reported in *Appendix II*.

### *Publicity*

Publication of articles to the blog continues, with a focus on the opening of the new Cardiff Royal Infirmary in 1883. We are grateful for the continuing contribution of content from home by volunteer Tony Peters, and to Cardiff Naturalists' Society for sharing images to illustrate the articles.

Social media posts have increased in an effort to sustain public engagement while the service is closed. During April we took part in the international #Archive30 campaign led by ARA Scotland, with each day allocated a different archives related theme. We have initiated a new series of posts highlighting images from the Cardiff Bay Development Corporation collection, now catalogued and digitised as part of the Time and Tide project, and have been highlighting the education resources available on the website. We have also been revisiting past blog posts and highlighting documents from the Collection. Our social media channels have featured St David's Day, Easter, World Theatre Day and National Gardening Week.

The twitter account of the Glamorgan Archivist was included in a list of 100 Welsh women to follow published in the Welsh Arts Review for International Women's Day.

### **SUMMARY**

The last two months since the last Joint Committee meeting have been extraordinary. The staff have coped incredibly well with the enforced changes and the 'new normal' of working from home. They have been hugely supportive of the new Glamorgan Archivist, despite all contact having to be by email, telephone or video call. Obviously, progress on a number of areas has not been possible, but the staff are giving their best efforts to keep things moving forward and planning for the reopening of the service, whenever that is possible.

#### **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 2020-2021 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve. In line with previous agreement, any underspend will be added to the General Reserve to support future budgetary pressure.

**Laura Cotton**  
**Glamorgan Archivist**  
**14 May 2020**

**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 2020 – 30 April 2020

**Background Papers**

**Officer to Contact: Laura Cotton – 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	Cardiff
	Deliver educational service	10 educational visits	1
	Deliver on-site events	6 public events	2
The Collection	Contribute to Archive Hub	200 catalogues	4
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months 90%	Data unavailable
	Repository conditions maintained	AHUs in full working order	Working
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	Data unavailable
Resources	Meet income target	£92,200	
	Meet agreed revenue budget	£887,100	
	Manage volunteers workforce	6,600 hours; 100% reviewed	Data unavailable
	Maintain establishment	14 fte	14 fte

## Appendix I

Ron Manfield Collection			
<b>Accession No:</b>	2020/36	<b>Reference No:</b>	D1764
Documents collected by Ron Manfield in his time with the Royal Canadian Air Force and later working for Aberdare Cables. Date of records: 1930-1960			

Edwards, Harrap, Ward, Llewellyn, Geldard, Griffiths and Walker Family Papers; M L Edwards Professional papers			
<b>Accession No:</b>	2020/37	<b>Reference No:</b>	D407
Additions to Aberthin Deeds; additions to M L Edwards & D W Edwards (née Harrap) personal papers; additions to M L Edwards Professional papers Date of records: 1930-2014			

Rhondda Cynon Taf Council Records			
<b>Accession No:</b>	2020/38	<b>Reference No:</b>	CRCT/C
Council agendas and reports Date of records: 2019-2020			

Cardiff Council Records			
<b>Accession No:</b>	2020/39	<b>Reference No:</b>	CC/C
Committee agendas and reports Date of records: 2019-2020			

Llandaff Cathedral Choral Society Records			
<b>Accession No:</b>	2020/40	<b>Reference No:</b>	DLCS
Posters, programmes, correspondence and photographs Date of records: 1946-2019			

Rowland Pittard Railway Record Collection			
<b>Accession No:</b>	2020/41	<b>Reference No:</b>	D1221
South East Transport Alliance (SEWTA) minutes and papers; wagon labels and other items relating to wagons. Date of records: c1950s-2010s			

Edna M Lewis Papers			
<b>Accession No:</b>	2020/42	<b>Reference No:</b>	D1765
Cardiff City Council. City Lodge Hospital. Pupils' case book containing ante-natal notes of labours attended. Certificate recording satisfactory attendance at lectures as required by the Central Midwives Board. Date of records: May 1935-Jan 1936			

Tystysgrif ar gyfer aelodaeth o'r eglwys gynulleidfaol, Minny Street, Caerdydd			
<b>Accession No:</b>	2020/43	<b>Reference No:</b>	D1766
Cyflwynwyd i Glyndwr Thomas. Date of records: Rhagfyr 1922			

Neath Antiquarian Society Records			
<b>Accession No:</b>	2020/44	<b>Reference No:</b>	D1768
Whittington's/Glamorgan Press publications; colliery share certificates and booklets accumulated by a former member of the Society			
Date of records: 19 <sup>th</sup> -20 <sup>th</sup> century			

Cardiff University School of Pharmacy and Pharmaceutical Sciences Collection			
<b>Accession No:</b>	2020/45	<b>Reference No:</b>	
Minutes, certificates and correspondence			
Date of records: 20 <sup>th</sup> century			

Clara Novello Davies Postcards			
<b>Accession No:</b>	2020/46	<b>Reference No:</b>	D1769
Studio photograph of Clara Novello Davies and the Lord Mayor of Cardiff with Clara Novello Davies and her Royal Welsh Ladies Choir			
Date of records: 1930s			

Cardiff Municiple Celebrations Coronation Programme			
<b>Accession No:</b>	2020/47	<b>Reference No:</b>	
Date of records:			

Howard Llewellyn papers			
<b>Accession No:</b>	2020/48	<b>Reference No:</b>	
See attached list			
Date of records: 1971-2020			

## Appendix II

	<b>Number of Visits TOTAL (groups and meetings)</b>	<b>No. of Groups</b>	<b>Documents Produced</b>
June – Aug 2019	1847 (1238)	53	2961
Sep – Nov 2019	2214 (1574)	82	3090
Dec 2019-Feb 2020	1981 (1399)	68	3040
March-April 2020	349 (268)	16	537 (to 18/3/2020)

	<b>Remote Enquiries</b>	<b>Website Hits</b>
June – Aug 2019	840 (+231 un-printed thank you emails)	10522
Sep – Nov 2019	912 (+296 un-printed thank you emails)	11469
Dec 2019-Feb 2020	781 (+203 un-printed thank you emails)	10790
March-April 2020	376 (+115 un-printed thank you emails)	5972

## Interesting Enquiries

A number of local history enquiries have been received. It seems that lockdown restrictions have prompted people to explore the history of their locality. Two separate enquiries were received relating to Rumney open air pool, located approximately where Eastern Leisure Centre stands today. The Musical Director of Lewis Merthyr Band is currently researching its history and contacted us for assistance. We were able to suggest a plan submitted to Rhondda Urban District Council for a proposed band room, along with school log books. An enquiry was received relating to the source of several streams around Waun Gron Park in Cardiff. The streams don't appear on old maps so we suggested they may be drainage from the railway and recommended consulting Quarter Sessions Deposited Plans showing the construction of the line. We assisted with a request for information on the closure of Tir y Berth Methodist Chapel and the last marriage to take place there. We hold papers relating to the chapel's closure and the related compulsory purchase of the land, along with the marriage register.

Prior to the closure of the searchroom, we were visited by a researcher seeking to pinpoint which towns sponsored warship week. We suggested consulting local authority minutes and newspapers, and also flagged specific items where 'warship



week' is mentioned in the catalogue description. Contact was also made by a historian seeking a grave plan of St Gwynno's Churchyard, Llanwonno, in order to locate the final resting place of Thomas Chester who fought at the Battle of Rourke's Drift. He hopes to erect a memorial in his memory.

An author has sought permission to publish letters and sketches by Edward Lear found within the Dyffryn Estate, Aberdare Records. The letters were written to Henry Austin Bruce, 1<sup>st</sup> Lord Aberdare. We also assisted a Brussels-based television production company, CZAR, with their research into Second World War soldiers, recommending items within several collections.

We continue to assist local authority officers with their work. Advice on sourcing copyright permission has been provided for images to be used in a historic building report on Dyffryn Gardens and House, and several estate maps were recommended to an officer researching field names and property owners to inform the naming of roads in new housing developments.

Several enquiries have been received from academic researchers. A professor at the Department of Architecture, University of Queensland was seeking information on builder and architect George Gazzard, who worked as Inspector of Works for the Cardiff School Board. He hoped to discover his exact dates of employment. We referred him to the School Board minutes. A photojournalism student researching miners' institutes and welfare buildings for a documentary project contacted us for information on related items in the collection. Several series were suggested, including building plans and photographs, mainly within the National Coal Board Records. We also assisted a student with dissertation research on women's support groups in south Wales during the 1984-85 miners' strike.

## Appendix III

<b><i>Local and Family History Groups</i></b>	
Grangetown Local History Society	20
Jewish History Association of South Wales	4
Barry and District Soroptimist International	10
<b><i>Professional Organisations</i></b>	
Glamorgan Archives Joint Committee	14
ARA UK & Ireland Board	12
Capita Engineers	4
<b><i>Events</i></b>	
Archaeological Discoveries on the Severn Estuary Levels	53
<b><i>Education</i></b>	
Cardiff University School of Welsh	7
<b><i>Individuals Meeting Staff</i></b>	21
This is an approximate figure as we are unable to access the visitor book	
<b><i>Room Hire</i></b>	
Cardiff Council Training/Workshop x 6	93
Welsh class x 3	30