

**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**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

	AGENDA ITEM NO
<b>REPORT FOR THE PERIOD 1 September 2020 – 30 November 2020</b>	

## **1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1 September 2020 to 30 November 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*

Covid restrictions have continued to impact on staffing. Local lockdowns restricted travel to the office by staff living outside Cardiff. The office closed and all staff worked from home during the firebreak lockdown. The majority of staff are now back in the building, although restrictions remain for those who travel from England.

The contract of our Corporate Trainee Rasheed Khan has been extended for an additional 6 months. Rasheed was due to complete his traineeship at the end of November but, due to the adverse impact of the pandemic on his progress, funding has been secured to continue his position until the end of May. The cost is met centrally by Cardiff Council.

Our Cultural Ambition Trainee, Tawhida Khatun, returned to the office in late-September. Tawhida has been working from home on her NVQ Level 2 qualification in Cultural Heritage and will spend a half day each week in the office undertaking tasks which support this work. This will continue until the end of the year when she completes her traineeship. The following response was received from Tawhida's manager on the scheme:

*It is a complete transformation from where we started and we weren't sure what it would be possible for her to complete.*

*Thank you for all of your hard work with her through the most challenging of times.*

Lowis Lovell, Archivist, started her maternity leave a week earlier than planned and gave birth to a daughter in early September.

We held our annual Macmillan Coffee Morning on 30 September. This year's event was held online, limited to staff only, and we weren't able to share cake, but we managed to raise £145 for the charity.

#### *Continue skill sharing and volunteer programme*

21 volunteers are now engaged on working on projects remotely from home. These include the continuation of three projects started before lockdown: indexing of crew lists from the port of Cardiff, indexing of Merthyr Tydfil Union admission and discharge registers and the transcription of the Leversuch family correspondence. Added to these is the indexing of Whitchurch Hospital patient records. Three of the volunteers are working on research projects, and writing posts for the Archives' blog.

The establishment of these projects required a significant amount of digitisation, and support from Cardiff Council IT was sought to establish reliable cloud storage for use by volunteers. Technical problems have arisen, inevitable as such a range of equipment and operating systems are being used by volunteers, but these problems have been dealt with swiftly and all projects are progressing well.

Monthly tea breaks are held through Zoom, with an average of 12 volunteers and staff members attending. Regular updates are also sent out by email.

Glamorgan Archives has signed up to Cardiff Council's virtual work experience scheme to support young people, students and Cardiff residents to develop their career options. Hannah Price, Archivist attended a webinar on Digital Student Placements as part of the Museums and Heritage Show.

#### *Continuing Professional Development*

Two members of staff resumed Welsh classes on Zoom for the second year of Uwch 1.

The Senior Archivist attended a webinar on reopening archive services to the public, delivered by the Archives and Records Association. It was particularly interesting to hear from the conservation staff at the National Archives on quarantine periods for documents and the impact of hand sanitisers on original archival material. She joined a webinar delivered by GEM on Remote Learning Programmes, and a seminar arranged by Academi Wales on the Menopause in the Workplace. She attended a talk delivered by the National Library of Wales on records of the Court of Great Sessions, which are closely linked to our own Quarter Sessions records.

Heather Mountjoy and Hannah Price, Archivists, attended a webinar organised by the Digital Archives Learning Exchange on producing digital resources and managing online volunteer projects.

Hannah Price also attended a virtual edition of the Major Archive Projects Learning Exchange (MAPLE) on the subject of flexing your project for a post-pandemic world. She also attended a workshop on preparing for the future of volunteer management after COVID-19, this was organised by Torfaen Voluntary Alliance.

## **Budget**

### *Manage to best advantage*

As discussed at the September Joint Committee meeting, this year's budget has been severely impacted by the pandemic. Work has been ongoing throughout the year to manage the situation and apply for relevant pots of money to aid with the budget shortfall.

A small grant was obtained in October towards equipment and supplies relating to the pandemic. A further larger scale application, in two parts, was submitted in October for £72,000 in total, split between digitisation equipment and reclaiming loss of income.

The Glamorgan Archivist and the administrative assistants have been working closely with Finance colleagues on a medium term financial plan, looking at what the budget might look like over the next few years.

### *Maximise benefit from income generation*

Ancestry have restarted digitisation work on the collection. Digitisation operative Lettie Chatham returned to the office in September, completing work on the poor law records and making a start on imaging the parish registers.

A donation of £100 was received from St Mary's Church, Glyntaf, as a thank you for assistance with researching the church anniversary.

### *Promote partnerships and networks*

#### *National*

The Glamorgan Archivist attended the first meeting of the national Sporting Heritage Panel for Wales, as a representative of the Archives and Records Council Wales. The panel intends to develop a framework for the preservation of and access to sporting heritage collections across Wales.

Work has continued on the new contracts for parish registers online. Contracts were signed with Ancestry and The Genealogist in October and the material was launched online shortly afterwards. Contracts with MyHeritage and a renegotiated version with FindMyPast are still ongoing. The contract with Ancestry makes provision for the digitisation of the registers in high-definition and colour to replace the microfilmed copies in due course, and work on that part of the process is already underway.

Work on the Welsh Vital Digital Records Project, as funded by the Local Government Digital Transformation Fund, has continued (see Digital Preservation below).

The Archives Wales Forum moved online this year. A half day event delivered in mid-October was attended by five staff. A further event is being planned for January 2021.

The Senior Archivist joined the inaugural meeting of the ARCW Equality and Diversity Group and continues to attend meetings of the ARCW Marketing Group.

The Archives and Records Association Survey Group continues to meet with the Senior Archivist attending. The visitor survey due to take place in autumn 2020 was cancelled. The group is now focussing on the distance enquiries survey 2021, which will be moved from the autumn to earlier in the year and will be adapted to gather information on the impact of the Covid19 pandemic on services.

The Women's Archive Wales Annual Conference moved online this year, and was reduced from a two-day residential conference to a one day symposium. The Senior Archivist attended.

The Glamorgan Archivist and the Senior Archivist attended the 2020 Sporting Heritage Conference. The two day event was delivered online via Zoom and was free as a result of support from the National Lottery Heritage Fund. The Senior Archivist followed this up by attending a Sporting Heritage webinar on creating film content for social media.

Hannah Price, Archivist, attended the Cymru'n Cofio Wales Remembers 1914-1918 Preserving the Commemoration Online Workshop. The

event was organised by The Welsh Government and People's Collection Wales to discuss how best to preserve the legacy of commemorative activities which took place.

Archivist, Laura Russell, attended The Cardiff People First 2020 Annual General Meeting. The meeting this year took place via Zoom.

#### *Visits*

There have not been any visits during this period due to the building still being closed to the public.

#### *Local*

Cardiff Castle have approached Glamorgan Archives about depositing a series of plans and drawings relating to the Castle, and also digitising and cataloguing the collection for future use (reliant on the Archives obtaining the funding for the new digitisation equipment). They are applying for funding through Welsh Government to undertake the work, with our assistance.

The South Wales Record Society conducted its AGM as a postal and email exercise this year. The Senior Archivist stood down from the committee after 8 years and the Glamorgan Archivist was elected to the Committee. The Society's annual lecture, normally held as part of the AGM and hosted by Glamorgan Archives, was this year delivered online, with Dr Steve Thompson delivering a paper on 'A Disability History of the South Wales Coalfield'. The Senior Archivist joined the event.

Arrangements were made for members of the Heritage and Cultural Exchange in Butetown to visit with a BBC Wales film crew to film items from their collection.

We continue to support the Merthyr Tydfil Archives Project and have advised the project team on our collections and provided digital copies to assist with their work.

Work with Cardiff People First continues. Laura Russell, Archivist, attended their AGM and the Senior Archivist updated members of their Self Advocacy University on developments at the Archives.

The Senior Archivist attended a meeting of the Glamorgan Family History Society's Executive Committee, updating them on developments at the Archives. She also attended a webinar hosted by Cynon Valley Museum and delivered by the Jewish History Association of South Wales.

Hannah Price, Archivist, met with fellow mentors involved in the Cultural Ambition training programme. Funded by the National Lottery Heritage Fund and the Welsh Government's Museums, Archives and Libraries

Division, Cultural Ambition aims to support young people to gain experience and skills in the cultural heritage sector by creating paid training placements at various sites across Wales.

#### *Potential partnerships*

The Senior Archivist met with the Wikimedia manager for Wales to discuss potential partnership work.

## **2. Building and systems**

### *Maintain building*

Weekly checks of the building were conducted during the firebreak lockdown, including flushing of the water system.

The bottles of gas that manage the gas-suppression system will be replaced in December.

Contractors have continued to attend site to complete outstanding maintenance work and servicing.

### *Ensure compliance*

The Health and Safety Executive contacted the office by telephone to undertake a spot check on compliance with Covid19 workplace guidelines.

The Senior Archivist attended a webinar delivered by the Archives and Records Association Scotland on Building Resilience Beyond Covid19, which focussed on the impact of climate change on the archive sector and advocated for the need to including adaptations to meet the challenges posed by climate change as part of business continuity planning.

## **B. THE COLLECTION**

### **1. Conservation**

#### *Repositories*

The strongroom air handling units run-time for this quarter is, as follows:

SR1: 81 hours

SR2: 30 minute

SR3: 222 hours

SR4: 134 hours 20 minutes.

The average environmental conditions for this quarter are:

Average RH and temperature for the last Quarter		
	Average Temperature	Average Humidity

Strongroom 1	19.8°C	57.5%
Strongroom 2	20.4°C	53.4%
Strongroom 2A*	24.6°C	55.8%
Strongroom 3	20.2°C	50.9%
Strongroom 4	20.5°C	50.8%

\* Does not contain Glamorgan Archives material

The sticky bug traps have all been clear except for a couple of small insects. None of the insects are harmful to the collection. A new type of sticky bug trap that uses a powerful banana-scent to attract the insects has been used.

The annual cluster fly invasion of buffer zone four has been very light this year with only 61 dead flies found this year (as opposed to the 100-200 in previous years). These flies come from the allotments next door and are blown in through the vents on their autumn migration to their winter hibernation site. They pose no threat to the collections and are cleaned away regularly to prevent the attraction of predator insects.

#### *Conservation and preservation plans*

Helen Pedder, Conservator, joined us in mid-September. Helen is working on a freelance basis on the project funded by the National Manuscripts Conservation Trust to conserve the Plymouth Estate Surveys.

The Conservator has restarted work on the Royal Welsh College of Music and Dramas NMCT (National Manuscripts Conservation Trust) project in preparation for the conservation student Rosie Hellier being able to resume work on the project, with the end of local lockdown and the Welsh firebreak, on the 18<sup>th</sup> of November.

Former conservation student Caitlin Jenkins has been appointed Assistant Conservator for the Royal College of Surgeons. She started working for them in October and is thoroughly enjoying it.

The Conservator has designed and made Tyvek covers for all the foam wedges so they can be wiped down after each use. She has also made replacement calico covers for the new Norfolk book cushions to allow for washing after each use.

The Assistant Conservator has rebound 100 volumes for Pontypridd Registration Service and these are currently awaiting collection before a new batch can be delivered.

The Assistant Conservator has been completing work that had been started by the conservation student volunteers, which they were unable to complete before finishing their courses due to lockdown.

Details of work completed are given in *Appendix IV*

## **2. Cataloguing**

### *Strategies and plans*

Louise Hunt, Archivist, attended two sessions of the Axiell Autumn conference online including a CALM 'tips and tricks' session. Useful information was circulated to staff.

Work has commenced on exploring potential alternatives to the CALM archive management software. Meetings have been held with representatives from offices using the Metadatis systems Epexio and Describe, including Magdalen College, Oxford and Bristol Archives.

Staff working from home continue to contribute to the projects previously reported to improve data in the catalogue database and prepare content for export to the Archives Hub. Editing of place authority files was continued during the firebreak lockdown along with checking of old catalogues. Approximately half of the 4800 collections held have now been assessed and scored in terms of additional cataloguing work required and their priorities.

### *Collection development*

Initial receipts were issued within the target time. Full receipts were issued within 15 working days for 85% of the accessions; the target is 60%. 73% of the accessions received between December 2019 and May 2020 had receipts issued within the 6 months target for more complicated deposits; the target is 90%. This target was unable to be achieved due to staff working from home during the period of lockdown and the lack of a collections week in which larger, more complicated accessions are usually tackled.

A full list of accessions received in this quarter are given in *Appendix I*.

The Senior Archivist met with colleagues from museums in the Rhondda Cynon Taff area to discuss a collective approach towards contemporary collecting. Rhondda Heritage Park will lead on a social media campaign to encourage people to suggest items they feel represent 2020. This will be supported by the other partners and any offers of archival material will be directed to us.

### *Digital preservation*

The Welsh Vital Digital Records Project has commenced with consultants appointed in October to undertake the research and investigation. The project, which is looking at how we deal with digital council records for the long-term, is due to be completed by March 2021. Information relating to Glamorgan Archives and the wider authorities has been shared with the consultants.



### *Time and Tide*

The Project Steering Group met in November to assess progress on the project against the revised project plan, and to discuss how the work outstanding due to the pandemic will be fed in to our general work programmes once the project comes to a close in December.

Katie Finn, Project Archivist, has box-listed the Associated British Ports papers, including plans. 86 boxes, 3 volumes, and 324 rolled plans have been listed, totalling 3849 items. An arrangement has been created based on the dock location. Duplicates have been removed and documents falling outside our remit and publications for the library have been identified. A detailed collection level description has been completed with description and administrative history. Series level descriptions have been created and added to the online catalogue. Cataloguing to item level has begun on the Taff Vale and Great Western Railway sub-series.

Rasheed Khan, Corporate Trainee, has continued to catalogue the Cardiff Bay Development Corporation slide collection to item level. He has referred to existing indexes and will check the descriptions when digitising them at a further date. He is also digitising and editing transparencies from DCBDC/14, making them available to volunteers who will catalogue unidentified items within the series.

Items for conservation and cleaning have been identified and details passed to the Conservator.

The work of the project continues to be highlighted on social media and a blog post was published in September to celebrate the completion of cataloguing work on the Cardiff Bay Development Corporation Records. A blog post on Time and Tide as a whole has been prepared and will be posted online at the end of the project. A draft research guide has been started, to be completed when the ABP records are fully catalogued.

## **C. ACCESS**

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

#### *Monitor service and implement improvements*

The searchroom service remains suspended as a result of the Covid-19 pandemic. Plans are being put in place to reopen the searchroom once it is safe to do so.

#### *Programme of user events*

Our event planned for October, in partnership with the Living Levels project, moved online. The project's research volunteers – known as the RATS – delivered a series of short talks on 'Village Live Beyond the Levels'. The event was led by the Living Levels and delivered on Zoom.

It was attended by 51 people and positive feedback was received, including:

*Fascinating insight and research into the communities on the fringes of the Gwent Levels. Thank you for organising.*

Work is in progress to move our own events programme online. The Senior Archivist attended the first of the Cardiff Libraries Open Space author events to be delivered online. Teams was used as the delivery platform and the staff were happy to share hints and tips on successfully running a virtual event on Teams.

We weren't able to hold our annual Open Doors event this September. Instead we took the opportunity to highlight the virtual tour behind the scenes available on the website.

### *Education*

Introductory sessions continue to be held for higher education students, all delivered online. A general presentation on the work of the Archives was given to fifth year students at the Welsh School of Architecture, Cardiff University, followed by a specific session for a smaller group of students on sources available to assist with their project work on the Grangetown area of the city.

Two concurrent sessions were held for students of Cardiff University's School of Welsh and Celtic Studies, one in Welsh and the other in English. Students were introduced to our work, services and the collection.

Students studying for a Masters in Creative Writing at Cardiff Met University were given an introduction to service, with a particular focus on items from the collection which could support or inspire their creative work.

Kids in Museums Takeover Day moved online this year with a social media takeover. Young people participating in the Night Time Blitz Experience project took over our channels to explain more about the work they're doing exploring the impact of the Blitz on their community.

We assisted Grangetown Primary School by providing sources to support their work in exploring the development of Tiger Bay for Black History Month. We also provided information from census returns to St Paul's Primary for their project looking at Grangetown in 1901.

We continue to work with West Glamorgan Archive Service on the development of educational resources relating to the history of the Black, Asian and Minority Ethnic population of south Wales.

## **2. External events**

### *Contribute to heritage events*

The Senior Archivist met with young people from Grangetown working on the Night Time Blitz Experience project, a partnership between Art Shell and Grangetown Local History Society. The young people will be responding in a creative way to the bombing of premises on Ferry Road during the Cardiff Blitz of January 1941. We provided them with information on our collections, and digital images of relevant material, including plans of the building they are researching.

The Senior Archivist contributed to a training session delivered by Cardiff People First on 'Learning Disability Awareness in Heritage'. Held over three evenings and delivered on Zoom, the training attracted participants from across Wales, the UK, and Europe. On the third evening she spoke as part of a panel on our work with Cardiff People First and with people with a learning disability more generally.

Help was given to those organising the creation of an app for a Jewish walking tour of Cardiff, which will feature some images from our collection.

### *Identify and respond to major anniversaries*

In October we marked Black History Month through posts on our social media channels, and in November we commemorated Armistice Day. We also used social media to celebrate National Sporting Heritage Day and Diwrnod Shwmae.

## **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 prompt reply and enormous amount of information. Very much appreciated in these difficult times.*

*I am so grateful that you have taken the extra time to support us with this request. As you can imagine it would mean a lot to my client to have some information about his birth, family and adoption. Whilst it may not seem much to some when you have nothing it is everything, so I really appreciate your persistence.*

Virtual one to one consultations are now available. Members of the public can book a virtual meeting with a member of staff to discuss their research and/or copying requirements. The service is charged at the usual hourly rate.

A large scale piece of research work has been commissioned by Bridgend County Borough Council into those streets in the area with names linked to Thomas Picton and his family.

Interesting enquiries are reported in *Appendix II*.

### *Publicity*

Filming for a documentary on the 1919 Race Riots being produced by TV company Tinopolis for S4C took place in the searchroom in mid-November. Originally scheduled for late-March, and rescheduled for late-October, filming was delayed twice due to lockdown restrictions, and finally took place in mid-November. Documents from the collection were shown to participants.

The Explore Your Archive campaign launch week was held from 21-29 November. Work this year focussed on the social media campaign. Heather Mountjoy attended a preparatory meeting and provided images and stories from our collection for use by the organisers of the national campaign for Wales. We also contributed to the daily hashtags through our own social media channels.

We continue to publish articles to the blog, thanks in a large part to the contributions of our volunteers. Articles this quarter have featured the sketchbooks of artist Mary Traynor, Rhiwbina Garden Village, photographer Stanley Travers, the father of the actuarial profession William Morgan, Baynton House in Llandaff, and the baker, confectioner and café owner Thomas Stevens. We also received feedback on a blog post on the formation of South Wales Police in 1969 from the grandson of Melbourne Thomas, Chief Constable at the time:

*This piece is a fascinating record of a pivotal time for policing in South Wales. Although more than 50 years ago it chimes with present day anxieties around resourcing for public services, amalgamation of services across local regions and the huge amount of effort it takes from dedicated public servants to make things work. Thank you Tony Peters and the Glamorgan Archives team for publishing this, it's very much appreciated.*

Our social media channels continue to grow. Details of engagement are reported in *Appendix III*.

### **SUMMARY**

The last period has continued to be challenging for all of the team at Glamorgan Archives. However, a number of positive projects and opportunities have come forward recently, and it shows that a lot of work is still happening despite the pandemic. The team is continuing to work hard on existing work and planning for impending projects. Work is also continuing on planning for public reopening when it is safe to do so.

#### **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 2020-21 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**  
**30th November 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 September 2020 – 30 November 2020

**Background Papers**

**Officer to Contact: Laura Cotton – 029 2087 2202**

## Appendix I

Caerphilly County Borough Council Records			
<b>Accession No:</b>	2020/67	<b>Reference No:</b>	CCA/C
Staff circulars from the Chief Executive relating to the Covid-19 pandemic			
Date of records: 2020			

Welsh Historic Gardens Trust, Mid And South Glamorgan Branch Records			
<b>Accession No:</b>	2020/68	<b>Reference No:</b>	D699
2019 annual report with notice about 2020 AGM enclosed			
Date of records: 2020			

Glamorgan Family History Society Records			
<b>Accession No:</b>	2020/69	<b>Reference No:</b>	D37/1/139
Journal No. 139			
Date of records: Sep 2020			

Gelligaer Historical Society Records			
<b>Accession No:</b>	2020/70, 2020/81	<b>Reference No:</b>	D1499
Newsletters			
Date of records: Aug-Oct 2020			

Bute Estate Maps Collection			
<b>Accession No:</b>	2020/71	<b>Reference No:</b>	D1777
County Series Ordnance Survey maps marked up with colour wash depicting the nature of properties (leasehold, freehold etc) and other relevant details.			
Date of records: c1900s-1970s			

Llancarfan Society Records			
<b>Accession No:</b>	2020/72	<b>Reference No:</b>	DLNS
Newsletter 183			
Date of records: Sep 2020			

Whitchurch Ecclesiastical Parish / Rectorial Benefice of Whitchurch Records			
<b>Accession No:</b>	2020/73	<b>Reference No:</b>	P6CW
St Thomas' Birchgrove church service registers, notices book, minutes			
Date of records: 1910-2014			

Bridgend and District Local History Society Records			
<b>Accession No:</b>	2020/74	<b>Reference No:</b>	D1779
2019-20 Journal: 'The River Ogmore - Floods & Bridges'			
Date of records: 2020			

Ashgrove School, Penarth, Records			
<b>Accession No:</b>	2020/75	<b>Reference No:</b>	D1780
Photographs of the opening ceremony of the school.			
Date of records: 1974			

Llandaff North Ecclesiastical Parish Records			
<b>Accession No:</b>	2020/76	<b>Reference No:</b>	P185CW
Minutes, service registers, registers of baptisms and marriages and burials, photographs of clergy, other related papers.			
Date of records: 1903-2018			

Cardiff, St Andrew and St Teilo Ecclesiastical Parish Records			
<b>Accession No:</b>	2020/77	<b>Reference No:</b>	P153CW
Photographs, PCC minutes, banns registers, registers of services, Gift Day papers, parish magazines, pamphlets and other papers			
Date of records: 1868-2001			

Canton Secondary Girls' School Magazines			
<b>Accession No:</b>	2020/78	<b>Reference No:</b>	D1781
'Under the Blue and Gold: The official organ of the Canton Secondary Girls' School', Vol II No. 1, Christmas 1920 and Vol III No. 1, Christmas 1922			
Date of records: 1920-1922			

Llanishen Ecclesiastical Parish Records			
<b>Accession No:</b>	2020/79	<b>Reference No:</b>	P55CW
A Visitor's Guide to The Parish Church of Llanishen: St Isan			
Date of records: 2007			

Merthyr Tydfil County Borough Council Records			
<b>Accession No:</b>	2020/80	<b>Reference No:</b>	CMT
Cyfarthfa Castle Museum and Art Gallery guide book			
Date of records: 2007			

Kenneth W. B. Harris, Athlete, Papers			
<b>Accession No:</b>	2020/82	<b>Reference No:</b>	D1782
Programmes, printed material, newspaper cuttings and photographs relating to KWB Harris' athletics career and lifetime involved in Welsh Athletics			
Date of records: 20th Century			

Gronow Family of Cardiff, Papers			
<b>Accession No:</b>	2020/83	<b>Reference No:</b>	D48
Letters, wills, business papers, dividend documents, photographs			
Date of records: 19th-20th Century			

St Edeyrn's Preparatory School Records			
<b>Accession No:</b>	2020/84	<b>Reference No:</b>	D1783
School sports day programme			
Date of records: 1936			

Ely Hospital Photograph			
<b>Accession No:</b>	2020/85	<b>Reference No:</b>	D1784
Photograph of Ely Hospital in 1914. Retouched copy of original possibly created for exhibition when the hospital closed.			
Date of records: c1990s			



Vale of Glamorgan Artists', Records			
<b>Accession No:</b>	2020/86	<b>Reference No:</b>	D1191
Minutes and notes			
Date of records: 2010-2016			

## Appendix II

	<b>Number of Visits TOTAL (groups and meetings)</b>	<b>No. of Groups</b>	<b>Documents Produced</b>
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)
May - Aug 2020	0 0	0	1026
Sep – Nov 2020	0 0	0	1855

	<b>Remote Enquiries</b>	<b>Website Hits</b>
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
May – Aug 2020	865 (+253 un-printed thank you emails)	13590
Sep – Nov 2020	870 (+218 un-printed thank you emails)	9462

## Interesting Enquiries

Family history remains popular, with interest growing recently thanks to the broadcast of the latest series of the BBC's Who Do You Think You Are? A former teacher at Llanbradach Primary School contacted us requesting the date on which the school opened for inclusion in her family history diary. We were able to supply information from our school records. An enquiry was received from a researcher who discovered an online article regarding her grandfather's admission to the Glamorgan Asylum during the First World War. The Wales Online article quoted Glamorgan Archives as the source of the records and we were able to advise her on furthering her research. A family historian from Canada sought our assistance with tracing his great-grandfather who was a steward on various ships during the early 20<sup>th</sup> century. To date we have managed to trace his voyages back to 1907 using our shipping records.

We regularly receive enquiries from adoption social workers. Recently it was found that a mother and daughter have both been searching for each other. We hold the relevant adoption file, and as a result the social worker has been able to reunite them, leading to a very happy outcome.

Local authority records have been used to resolve a number of queries this quarter. A researcher contacted us seeking to confirm that members of the Green Party were elected to Cynon Valley Borough Council on the creation of the new authority in 1973. If correct, this would make them some of the earliest Green Party public representatives in Wales. We suggested consulting records of Cynon Valley Borough Council.

Merthyr Tydfil Borough Council Records were suggested as a potential source for a researcher seeking the history of a fire appliance used by the Council. He has since purchased the vehicle and is restoring it.

A writer and journalist who attended Ysgol Penybont, formerly a school for the visually impaired, is now undertaking research on the history of the school and particularly the background to its creation. We referred him to the minutes of Glamorgan County Council's Ysgol Pen-y-bont Residential Management Sub-Committee.

Our coal collections, recently catalogued as part of the Glamorgan's Blood project, are regularly used by researchers. Enquiries have included an individual researching his father, who contracted pneumoconiosis whilst employed in the mining industry, and a participant in a project on the Aberfan Disaster.

Property and house history have been particularly popular of late. We have assisted several home owners, including an individual seeking the original plans of his house on Lake Road East, and the owner of a Grade II listed building designed by Sir Percy Thomas who was interested in acquiring building plans of the property. One property researcher initially requested a copy of an image of a property on Lansdowne Road, showing damage following a Second World War bombing raid. After receiving the image the researcher requested advice on identifying the householders, with the hope of confirming that they survived the War. We suggested a number of potential sources, including the 1939 Register, street directories and registers of electors.

The 80<sup>th</sup> anniversary of the Second World War has led to an increase in enquiries on the subject. We assisted a researcher looking at the area around Aberthaw Power Station during the War, and an individual seeking information on Cardiff and County Polo Club, including details of what happened to the polo ground during wartime.

Academics and student continue to contact us. A particularly unusual enquiry was received from one student seeking to create a 1:24 scale replica of The Borough Arms on St Mary Street, Cardiff, as part of her prop making course. She was particularly interested in plans and records that provide measurements of the building and we referred her to building regulation plans, Cardiff Borough Police plans of licensed premises, photographs from the collection and a client file from the Stephenson and Alexander collection.

A research assistant at the University of Dusseldorf, undertaking work on letters and diaries of British soldiers in the First World War, contacted us for details of relevant sources within our collection. We suggested the war diary of Captain Mervyn Crawshay, letters written from the front by members of Cardiff University Settlement, and the reports in the Roath Road Roamer magazine.

Following a presentation by a member of staff on the Archives, several students from Cardiff University's Welsh School of Architecture have contacted us for advice on their projects, this year based around the design, construction and occupancy of properties in Grangetown. We recommended a range of resources, including maps, building plans, street directories, census returns and registers of electors.

We have also provided assistance to a number of artists. We were contacted by Melissa Hinkin, the Artes Mundi curator at National Museum Wales, seeking source material including maps, architectural and industrial drawings, and migration records, for an artist based in New York who will be creating work for the Artes Mundi exhibition in February 2021.

We also advised a designer working on a project to create a public piece of art for a road crossing in Canton, Cardiff, in association with Chapter Arts. He requested copies of historical maps to assist with the final design.

## Appendix III

<b>Events</b>		
Living Levels: Village Life Beyond the Levels		51
<b>Professional Organisations</b>		
Cardiff People First 'Learning Disability Awareness in Heritage'		16
<b>Education</b>		
Cardiff University Welsh School of Architecture		11
Cardiff University School of Welsh		11
Cardiff Met University, Creative Writing MA		16
<b>Filming</b>		
Tinopolis x 2		13

<b>Social Media</b>						
	<b>Twitter</b>		<b>Facebook</b>		<b>Instagram</b>	
	<i>Followers</i>	<i>Engagement</i>	<i>Likes</i>	<i>Engagement</i>	<i>Followers</i>	<i>Engagement</i>
<i>Sep</i>	5211	3003	1440	6011	1006	24
<i>Oct</i>	5310	9412	1457	662	1033	36
<i>Nov</i>	5374	9449	1478	7903	1050	35

**Appendix IV**

<b>Bench work</b>		
DPD/2/3/10/20	Lease book	Text block and covers repaired
D1411/2/1/1/5	Pay book, underground day work	Mould damage consolidated and repaired
DNCB	News cutting book	Repaired and rebound
D1668/1	Working men's Cash book	Repaired and rebound
Q/S/C/3, 8,11	Quarter session Assizes	Repaired and loose pages reattached
P53CW/4,5,14,15,17, 24	Records of baptisms	Repaired and loose pages reattached
<b>Cleaning and Packaging</b>		
	7 bankers boxes of volumes	Cleaned
	7 boxes of crew lists	Cleaned
<b>External Work</b>		
Local Registrars	100 volumes	Rebound
Local Museum	34 Standard boxes of papers and 19 volumes	Cleaned and repackaged Cleaned and boxes made
Local Archive	1 very large painting	Cleaned, rebaked and repaired