

**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
26 June 2015**

REPORT OF:

THE GLAMORGAN ARCHIVIST

AGENDA ITEM NO
REPORT FOR THE PERIOD 1 March – 31 May 2015

PURPOSE OF REPORT

This report describes the work of Glamorgan Archives (GA) for the period 1 March to 31 May 2015

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.

3. Members are asked to note the content of this report.

4. ISSUES

A. MANAGEMENT OF RESOURCES

1. Staff

Maintain establishment

At the end of March a further 2 professional posts were lost from the establishment to meet the increase in national non-domestic rates (nndr). The Deputy Glamorgan Archivist and another Archivist left on voluntary severance. Both these and the Senior Records Officer posts have been deleted from the establishment. Two members of staff are currently on maternity leave, an Archivist and a Preservation Assistant. One Relief Records Assistant (RRA) continues to provide search-room cover; the other has finished as the Saturday morning opening which he worked has been suspended.

Grant funding has been obtained for 4 temporary posts. Elite Supported Employment Agency has arranged a period of paid work experience under the Department of Works and Pensions' Youth Contract scheme via Shaw Trust for a former volunteer.

Matthew has completed the listing of 266 boxes of Vale of Glamorgan County Borough Council committee minutes, a task started under a similar scheme last year. Lowis Elmer, RRA, has an additional role funded through Archives and Records Council Wales (ARCW) small grants scheme, on Collections tasks; applications to add to the bank of RRAs are currently with Cardiff Council. Permission has been sought to advertise 2 further grant funded posts, a conservation intern for the National Manuscripts Conservation Trust (NMCT) funded project, Of Mouse and Manors, and an Archivist to explore the transfer of catalogues to the Archives Hub. Further details are given under the appropriate objective below.

Continue skill sharing programme

During the quarter 48 volunteers and work experience placements contributed 1670 hours to the work of the Office. Of these 27 came from Cardiff, 10 from the Vale of Glamorgan, seven from Bridgend, three from Rhondda Cynon Taf, and one from outside the area served. Tours for prospective volunteers and work experience placements are now held once a month. During the quarter these tours have been attended by four people. The programme of checking volunteers' work has slowed since the departure of the Archivist responsible. One of the Records Assistants who is not able to work on the Access Team at present is picking up some of the checking and a plan is being prepared to complete the backlog and to manage the future.

Ciara Ní Bhroin, a Cardiff University student from County Kildare, commented that it was nice to be given '*actual work to do*'. She felt that she was making a worthwhile contribution to the work of the Office.

A student from Ysgol y Deri, Penarth, is undertaking a ten day work experience placement. This was arranged by his teacher on the recommendation of both Quest and Elite. Harry has a particular interest in photography and following training from David Hail, Records Assistant, he has photographed sketches and paintings from the Mary Traynor Collection. These will shortly be available online via the online catalogue, Canfod.

Two groups of volunteers continue to work on the crew agreements for Cardiff registered ships. Firstly the agreements are cleaned under the supervision of the Conservator, details of the individual seamen are then transcribed into an online database. This is part of a UK wide Crew List Indexing Project established by Anglesey-based Pete and Jan Owens. Pete and Jan visited the Archives during May meeting with staff and the seven volunteers to provide a project update and to discuss any problems.

Two new volunteer research projects have been launched. The first involves gathering biographical information for individuals listed on a roll of honour for the Merthyr Poor Law Union (UM/91). The second project follows on from the digitisation task undertaken by work experience placement Harry as detailed above. This time the volunteer is compiling information on buildings featured in sketches and paintings by Mary Traynor deposited June 2014.

Elisa Noguero completed her three month internship on 27 May. During her time here she contributed a great deal to the Office, assisting with the cataloguing of accessions and with the outreach programme. Elisa's placement was organised and funded by the European Centre for Training and Regional Co-operation (ECTARC) and was the fifth placement hosted by the Archives.

Quest Supported Employment Agency held an Open Day at GA for employers and individuals seeking support.

Ceredigion Archives asked for advice on the administration of a volunteer programme. In addition to offering practical guidance copies of the in-house Volunteer Management Handbook and a number of forms were provided.

Ensure all staff access appropriate CPD

End of year Personal Development Reviews were completed for all staff and entered on Cardiff Council's system. Reviews for the new annual plan year are nearly complete.

Four members of staff continue to attend weekly Welsh classes. Three attended a Saturday course at Cardiff University in preparation for the Mynediad level examination in June.

The Senior Archivist has attended another workshop as part of the Cardiff Managers Programme, which is due for completion in June.

The Conservator attended a training day, *Sharing Photographs*, at the National Museum of Wales to learn more about digitisation projects and their conservation implications. She and the Assistant Conservator attended a CyMAL funded course, *Breaking the Mould* to develop their understanding of mould, its effects and recommended treatment.

The prize for the Archives Marketer of the Year Award presented to the Senior Archivist included a marketing workshop delivered by Dr Jonathan Deacon from the University of South Wales' Business School. The workshop, delivered at Glamorgan

Archives, focussed on the marketing of income generating services and was attended by three staff from Glamorgan Archives and three staff from Gwent Archives.

Maintain commitment to good health and safety practices

Defects checks of the building are carried out weekly and urgent matters progressed.

The Emergency Response Plan has been reviewed and revised. Familiarisation sessions have been held with professional staff. As well as reading through of the written plan staff were shown the service and plant rooms to ensure knowledge of shut off points for vital services entering the building. Boxes containing equipment for an immediate response to a moderate problem have been placed in each of the 4 buffer zones. An article on a new method to dry out water damaged volumes was published in a recent issue of ICON magazine. The Conservation Team has been trialling the system, called “squelch”, which makes use of vacuum packing, with very promising results. Some adaptations have been made to best suit the type of volumes held and a blog post prepared to disseminate progress.

Two members of staff have successfully completed refresher training for their first aid at work qualification. Two referrals to Occupational Health have been made and assessments received. There is no action on one and Access to Work has been called in to advise on the other. Cardiff Council’s Human Resources team have assisted.

New staff members have received training in operating the evacuation chair.

2. Budget

Manage to best advantage

Regular meetings of the Resources Team address issues arising with the budget and monthly monitoring ensures compliance. The cleaning contract has been reviewed and moved, with a small increase in hours, to Cardiff Council. Building issues are monitored to align repairs with planned preventative maintenance visits if possible.

Kevin Brennan, MP for Cardiff West, has written to Edwina Hart, Minister for Economy, Science and Transport, expressing concern at the business rates increase on Glamorgan Archives. Mrs Hart’s office has indicated the appeals process already completed. Information was supplied to CyMAL officers who have passed details to Welsh Government staff considering the detrimental effect of nndr on cultural heritage institutions. It has been pointed out that joint services are particularly vulnerable as the increases cannot be absorbed across a unitary authority.

This is a particular issue when combined services are being recommended as the future for local authority archives in Wales.

Maximise benefit from income generation

Additional material has been received from one external client in the repository block. One client is preparing to move out on completion of their new premises. Offers have been made to accommodate collections from both the Cardiff Story Museum and Cardiff Local Studies library and discussions held with officers. A quotation has been provided to a local authority for medium term records storage.

County archivists in Wales have been discussing the future of the parish register database currently on the website, Find My Past. The impact of alternative arrangements on the income currently generated by the site is being assessed. Representatives of the company have travelled to Wales for meetings as a result of which additional indexes and transcripts are being considered for uploading to the site. School admission registers are already there.

The Glamorgan Archivist met the Director of the National Conservation Service. Areas for possible partnership working were identified and will be further explored.

BBC Wales Sports team inspected the roof of the office area as a possible site for live pre-match interviews ahead of the Wales football international in June. Provisional costs were quoted.

Applications for grant funding have been submitted to ARCW for two projects on the Collection. A separate application to the marketing stream for a project to celebrate the 2015 Rugby World Cup has been successful. The grant will fund two events linked to the national Rugby Stories competition. A schools event in partnership with the Cardiff Blues is planned for June, and local sports historian Gwyn Prescott will deliver a talk on rugby in Victorian Cardiff in September. Two of the three previously rejected grant applications to ARCW for the 2014/15 round have been approved on appeal and the third redrafted and submitted for the current round.

Representatives of the Wellcome Trust held a surgery at the Spring meeting of ARCW. The Senior Archivist discussed potential projects for funding and is putting together a project plan which takes account of their advice. Derbyshire Record Office, which received Wellcome funding to catalogue National Union of Mineworkers records, has been willing to share experience and to advise.

Promote partnerships

National

The Security and Access Working Group of the Public Services Quality Group met at GA with the Glamorgan Archivist in attendance. Representatives of the National Archives, London Metropolitan Archives, National Records Scotland and Edinburgh University found time for a tour of the building and were impressed by the commitment to maximum flexibility and functionality.

She advised the Data Protection Manager of Deloitte's London on the status and deposit of hospital records.

The Glamorgan Archivist contributed to a workshop organised by CyMAL: Museums Archives and Libraries Wales, to evaluate the continued relevance of the report, *Archives in the 21st century* which laid out a forward strategy for archive services in the UK.

The Glamorgan Archivist attended a meeting of national organisations contributing a cultural programme to the Schools Challenge Cymru. She attended the launch of the Pioneer Area programme, part of Welsh Government's *Fusion: Tackling Poverty through Culture strategy*. The ground-breaking initiative places the arts, culture and heritage centrally in helping disadvantaged communities and promotes projects such as CAER in which Glamorgan Archives has been a partner.

Cynefin is an Archive Wales project, funded by the Heritage Lottery, to digitise tithe maps covering 95% of Wales and transcribe their accompanying apportionments. Project staff based at the National Library of Wales visited the Archives last quarter to provide an introduction to volunteers on the use of the online database for the transcription project. Nine of the volunteers have signed up and have since attended two drop in sessions at the Archives where they discussed and found solutions to common problems they were experiencing.

Deputy Glamorgan Archivist Charlotte Hodgson attended the closing event of the Women's Archive of Wales 'Voices from the Factory Floor' project held at Merthyr Tydfil. This oral history project collected testimony from women who worked in the post-war Welsh manufacturing industry. A celebratory event is planned at Glamorgan Archives during July.

The Senior Archivist represented Glamorgan Archives at the Spring meeting of the Archives and Records Council Wales (ARCW) held at the National Library of Wales in Aberystwyth. She joined the Archives Wales Marketing Group meeting in

Aberystwyth by telephone to report on another successful involvement with Kids in Museums' Taking Over Day.

Plans are continuing for this summer's collaborative events with the Parliamentary Archives which celebrate the 800th anniversary of Magna Carta and the 750th anniversary of the De Montfort Parliament. The Senior Archivist has met twice this quarter with the project archivist from Parliament. She also visited Merthyr College to arrange for the participation of AS-Level and Welsh Baccalaureate students from the history and law departments to participate in two workshops within the project, one to be held at Glamorgan and the other in London. To facilitate the project work an historian has been recruited to undertake research into the life and work of S O Davies MP, in particular his role in progressing legislation on workplace compensation. His report was presented in May. A site visit was also arranged for the designer of an exhibition that will be hosted by Glamorgan Archives relating to the project.

Local

The Conserving Local Communities Heritage (CLOCH) Heritage Lottery Fund (HLF) Skills for the Future project has ended. A consortium of local heritage institutions, led by Glamorgan Archives, has prepared 16 unemployed young men for entry level posts in the sector and support continues to be provided to former trainees. Four trainees are still hoping to complete their Level 2 certificate in Libraries, Archives and Information Studies. Hannah Price, Archivist, has visited a former trainee and his assessor at his workplace in Tredegar Library and continues to provide support to others via email.

The final budget has been submitted and former trainees offered temporary employment on a continuation project using the underspend. To date none have been available to take up the offer and the proposed project is under review.

The Archives and the Glamorgan Archivist contributed to the exhibition at the Cardiff Story Museum on the link between Cardiff and Lugansk in Ukraine organised by the Cardiff-Lugansk twinning group.

The Glamorgan Archivist attends the Monthly Management Team meetings of the County Clerk and Monitoring Officer.

Volunteers from the Heritage Lottery funded No Fit State Circus archive project 'From Balls Up to Bianco' were provided with a half day training session in April. Their behind-the-scenes tour reflected working practices and services provided. Basic training in archive cataloguing, document handling and packaging was given. Packaging materials have been supplied

for the project and material collected will ultimately be deposited. The project blog <http://bit.ly/1L0PU7B> recorded the visit.

Staff from Cardiff Council Bereavement Services came to see the building and documents relating to Cathays Cemetery. Advice on tracing individuals buried there was given and staff discussed how this information could be used to further enhance the heritage tours of the Cemetery.

The long-standing partnership with Cardiff People First continues to be strengthened. This quarter the Senior Archivist has attended meetings of the Community Voices group who are creating multicultural heritage trails across Cardiff and has contributed information and images relating to the history of the sites and communities featured. She also represented the Archives at the Cardiff People First Pink Ladies' event to celebrate International Women's Day, giving a short presentation on the stories of women found in the Collection and encouraging the group to contribute their own material to the Archives reflecting the story of women with a learning disability.

The Senior Archivist met with staff from the South East Wales Biodiversity Records Centre to discuss their application to the Heritage Lottery Fund for funding to catalogue, conserve and digitise the Mary Gillham Archive, and with the newly appointed project officer for the Cardiff Remembers project to discuss project activities and to highlight relevant items from the Collection.

She attended the Merthyr Tydfil SHARE Project's final conference. Representatives from other project partners, including the National Trust's Castle Drogo in Devon, the Netherlands and Belgium visited Glamorgan Archives the following day to learn about best practice in preservation and conservation work, and skill sharing.

Further discussions have been held with representatives of the University of South Wales' Representing Butetown: Caribbean Elders project, which will capture the histories and experiences of the Caribbean community in Cardiff.

Hannah Price, Archivist, attended a meeting of the Caerphilly Heritage Network held at the Winding House museum in New Tredegar. Plans are underway for a Caerphilly heritage day to be held at the museum in the autumn. Hannah also attended meetings of the South Wales Museums Group and the South Wales Heritage Education Forum. These events provide an excellent opportunity to share best practice with colleagues.

Heather Mountjoy, Archivist, attended the April meeting of the Cardiff and Vale LGBT Forum held at Glamorgan Archives at which the proposed content of the new galleries at St Fagan's National History Museum was discussed and LGBT History Month 2015 evaluated. Before the meeting the Glamorgan Archivist met representatives of Pride Cymru, National History Museum and the Cardiff Story to progress an application to HLF for a project on LGBT history in Wales.

Grangetown Local History Society continues to hold its monthly meetings at the Archives while Grangetown Library, their usual meeting place, undergoes refurbishment.

Potential partnerships

A representative from arts organisation Art Shell met the Glamorgan Archivist and Senior Archivist to discuss artist residencies at the Archives, with a focus on conservation equipment such as the wall board and the box making machine. Grant funding will be sought by Art Shell to progress this initiative.

The Senior Archivist attended the launch of the Head4Arts *World War I: A Valleys View* project held at the Winding House museum. Head4Arts is a community arts organisation operating in the eastern heads of the valleys area of Blaenau Gwent, Caerphilly, Merthyr Tydfil and Torfaen CBCs. It seeks to provide high-quality, inspirational arts experiences relevant to local communities. Following the launch, partnership options were discussed for the second stage of the World War I project, which will seek to inspire young people in creative writing. It is hoped to organise a visit to the Archives to consult relevant material which could provide such a source of inspiration.

3. Building and systems

Maintain building

A local supplier has been found to maintain the compressor in the Kasemake machine. A minor leak in the roof cover of the office block has reappeared and is being monitored.

The panic alarm on the reception desk malfunctioned due to a battery failure. The unit has been replaced and appropriate response reviewed as a result of the incident.

Ensure compliance

The Senior Archivist attends meetings of Cardiff Council's Welsh Language Co-ordinators Group. In compliance with new Welsh Language Standards, options have been added to databases to record customers' language preference.

Archive Accreditation

A small ceremony was held to celebrate the achievement of accreditation. The award was presented by the Deputy Minister for Culture Sport and Tourism, Ken Skates AM who also toured the building and took time to inspect documents selected for his interests. He was impressed with the facility and the services provided. The Marketer of the Year award was presented to Rhian Phillips, Senior Archivist, at the same ceremony. All awards are now displayed in Taff. At the event, the gathering of staff and volunteers, augmented by Joint Committee members, heard Cllr. Ray Davies, Caerphilly CBC, describe his time as a Joint Committee member and his pride in the achievements of the service. The Glamorgan Archivist attended Cllr. Davies' memorial service in Bedwas.

4. Governance

Review options

Discussions on options have continued with CyMAL staff and finance officers are exploring issues including VAT liability.

B. THE COLLECTION

1. Conservation

Repositories

Adroit Controls completed the dilapidation survey and submitted their report. The recommendations were to be implemented on completion of outstanding repairs to mechanical equipment. This has now been done and the next stage will be to arrange for both sides to attend site so that the building management system can be synchronised to the mechanical system.

At the end of May temperatures in the repositories began to rise. The air-conditioning was invoked to control the rise in the upper rooms.

A programme of relocation in the strongrooms has commenced to clear space for new clients. Bulk orders of standard boxes and box card were received and stored. The Conservator carried out a survey of the stored collection at the Cardiff Story Museum to assess any potential hazards and to advise on packaging for transfer.

Conservation and preservation plans

Three Conservation grant funded projects are currently being progressed:

Curtain Up

The 9 volumes playbills from the Theatre Royal, Cardiff, are being conserved with a National Manuscripts Conservation Trust

(NMCT) grant. The most badly damaged volumes are now being addressed following a visit from the appointed accredited conservator who has approved the methodology.

Of Mice and Manors

The methodology for conservation of the parchment plans and accompanying survey of the Fonmon Estate has been approved by the accredited conservator, Mark Allen of Flintshire Record Office. Materials have been purchased and recruitment begun for an intern to assist with the NMCT funded project.

Forging Ahead

This collaborative project on steel records held in 4 Welsh repositories is moving on. The conservation work on the GA collections has been completed and the records transferred to the Richard Burton Archives at Swansea University for cataloguing. Packaging and cleaning materials for transfer to partner services have been received. Conservation Staff held a training session at the Richard Burton Archives for staff and volunteers working on the project. They demonstrated how to clean, handle and repackage documents, and responded to a large number of conservation and preservation questions.

The decision has been made to prioritise substrates within the Collection which are at particular risk of deterioration for conservation work. Negatives and tracing papers have been identified as the highest priority due to their fragility. The Conservation Team is carrying out a full survey of the Collection to identify both. Negatives showing evidence of significant damage are being wrapped and frozen pending the commencement of a planned digitisation programme. The National Archives has developed a decision framework for the preservation of transparent papers. It is being trialled on the tracing papers, the first time it has been used outside TNA.

The NADFAS volunteers have completed cleaning a second cabinet of Ordnance Survey maps, and have also completed cleaning and repackaging the Hopkins John collection, previously damaged by mould. They have moved on to the Quarter Sessions Deposited Plans series. These are a valuable resource but in their current packaging are difficult to produce and to use. Once cleaned, they will be repackaged and more appropriately shelved.

The Stan Stennett archive included a number of props and other items which will be transferred to Cardiff Story Museum. Conservation staff were asked to investigate some on accession, including a spider infested guitar case, but issues with others were only identified later. Poor Bonzo the dog, for example, had experienced a nesting incident which had to be

thoroughly investigated and cleaned up. Consequently, a full survey was conducted on the backlog of new accessions and accessioning procedures revised to include a conservation assessment by a conservator on arrival.

2. Cataloguing

Strategies and plans

A collections day was held this quarter to sort the newly acquired large collection of records from Cooke and Arkwright, Surveyors and Valuers. Further work will be needed to complete the accessioning.

Members of the Women's Archive of Wales (WAW) Committee identified artefacts which fall outside GA's Collection Policy. Some have been accepted for transfer to the National History Museum at St. Fagan's. The remainder have been removed pending the location of appropriate places of deposit.

British Steel records (reference D561) have been temporarily transferred to the Richard Burton Archives to be catalogued as part of the *Wales Showing Our Metal* project funded by the National Cataloguing Grants Programme.

Work has begun on the ARCW funded project to sort vehicle licensing files in the Chris Taylor collection. These files mostly relate to vehicles registered in the 1920s and 1930s. The compilation of a detailed index following the sort has been added to the volunteer task list.

Collection development

New accessions continue to be added to the database and where possible catalogued. 67 deposits have been received during this quarter; a full breakdown can be found in Appendix I. Receipts were issued for 60% of the accessions received during this quarter within the target time of 15 working days. Although two Archivists are assigned to collections each month they are frequently needed to cover absences in the access team. While accessions continue to be received at the current rate of one a day even the extended target will remain an aspiration.

Staff made 7 visits during this period to collect and survey records. To reduce both staff time and transport costs depositors are being encouraged to deliver material themselves.

Following a visit last quarter to view the papers of Stan Stennett, the collection has been presented. Details can be found in Appendix I. An application for grant funding has been submitted to produce a full catalogue.

A Collections Week will be held the week commencing 22 June. The Office will be closed to the public to allow staff to concentrate on accessioning and cataloguing work. Post and emails will continue to be monitored during this time. Notice has been given via the website, social media and in the building.

A project to link the accession entries in CALM to the relevant catalogue entries has been awarded grant funding from ARCW. Once completed, this will enable staff to view a list of all accessions relating to one collection with a single click and will assist priority scoring for cataloguing.

Digital preservation

Louise Hunt, Archivist, continues to work with the ARCW Digital Preservation Group. Louise attended a further webinar demonstrating the web-based use of Archivematica with storage from Arkivum. The trial of this system has now concluded and further assessment of the potential systems will take place in forthcoming months.

Louise attended the UKAD (UK Archives Discovery) Forum at the National Archives in March. The theme was *Born Digital Realities* and presentations were given on very practical topics including the description and visualisation of digital material and the different issues to consider discussing with potential depositors when material is in digital format.

Additional webinars have been provided by the Archives and Records Association in collaboration with Preservica on the topics of aligning records management systems with digital preservation and public access to digital material.

C. ACCESS

1. On-site use

Monitor service and implement improvements

In response to staff reductions the monthly Saturday morning opening has been suspended from April. Late-opening until 8pm on the second Monday of each month continues.

Following an upgrade to the wifi provision by Cardiff Council, which involved changing over to BT as a supplier, several problems have been experienced in the searchroom. Access to both subscription sites, Ancestry and Find My Past, provided free for Archives customers, and to the in-house parish register database, Plwyf, was unavailable via the wifi. This meant that the sites could only be used on wired computers, limiting it to 3 out of 14 public access PCs, all located in the front hall. The underfloor heating is not fully operable in this space which is

immediately in front of the main entrance doors, and external temperatures have been consistently low for the season. Furthermore, after the upgrade it is no longer possible for the public to print from wireless PCs. This led to frustration from customers and staff alike, with 15 written complaints received in addition to many verbal complaints. The inability to print has also had a small impact on income generation in the searchroom. With the assistance of Find My Past and Ancestry, who have all been very helpful, solutions have been established so that the sites can again be accessed on all public PCs. Access to Plwyf and to printing has not been reinstated. Cardiff Council IT staff are continuing their investigations.

Visits for tours and an introduction to the service and its resources have been provided for volunteers from the Art Shell Cardiff Waterways project; a collective of artists from the south Wales area; members of Radyr & Morganstown and Treforgan WIs, and students from the Tonyrefail University of the Third Age.

Ask the Experts sessions continue to be held each Tuesday morning and Thursday afternoon. 5 people attended this quarter. All Thursday sessions are now delivered voluntarily by Nick Davey of the Glamorgan Family History Society.

The Llandaff Diocese Care of Churches Team organised a second, very successful event at Glamorgan Archives to encourage parish representatives to adequately care for and appropriately deposit their records. The event was led by Diocesan Archivist, Charlotte Hodgson. Tours were provided by Glamorgan Archives staff and examples of parish records displayed.

The Cardiff and Vale Branch of the Glamorgan Family History Society held their May meeting at the Archives. This was the first occasion for them to meet here. A short introduction to map collections was provided as part of the proceedings by Stefan Walker, Records Assistant. Feedback was very positive and they will be returning for their July meeting.

Members of the Llandaff Society visited at the end of May for a tour and to discover more about the work of the Office. Following the successful visit the Society's Secretary wrote:

'We found the tour fascinating and it was good to see your excellent fire prevention methods. We all enjoyed indulging in looking at the past through the ancient records, from the information on criminals, their photos and sentences to discovering our own ancestors and landowners in the Ely area of previous generations.'

We expect that a number of our group will make use of your facilities in the future and once again thank you for giving of your time, which was much appreciated'.

Programme of user events

In March the Strikes and Riots exhibition, on loan from the National Museum Wales, was displayed in Llynfi. The exhibition of 13 roller banners was accessible to the public during normal opening hours. A film crew and presenter from S4C's nightly magazine programme Heno visited to film the exhibition and related material, with particular reference to the Tonypany Riots and the Merthyr Rising. The Senior Archivist was interviewed along with two academics. Several people visited the Archives especially to view the exhibition, and one group of local history students from the Rhondda Cynon Taf area attended on the final day to see the banners and consult related items from the Collection.

In May, Dr Lucie Matthews-Jones of Liverpool John Moores University gave a talk at the Archives based on her research into the members of the Cardiff University Settlement Lads Club who served during the First World War. Her talk, *I still remain one of the old Settlement boys*, was based on letters written by the lads at the front back home to the Settlement leaders in Splott. They are held in the Collection and were made available for consultation following the talk.

Education

Year 5 and Year 6 pupils from Tondy Primary School visited to undertake research on the history of their school which is celebrating its centenary this year. They consulted records for Tondy Ironworks, Pandy and Aberkenfig schools, which eventually merged to form the present school at Tondy. They also saw the strongrooms and consulted documents from the reigns of Charles II and Henry VIII.

Year 5 pupils from Allensbank Primary School, Cardiff, visited for a workshop on the Rich and Poor in Victorian Times, with a particular emphasis on their locality. They were also shown the strongrooms and some of the iconic documents from the Collection.

Resources were provided digitally for Ysgol Gymraeg Penalltau, Porthcawl Comprehensive School, Fitzalan High School, and Tonyrywen Primary, Cardiff.

Undergraduate students from the Welsh School of Architecture spent an afternoon at the Archives preparing for a three day study on Cardiff Bay. They were shown records relating to the

development of the Docks and the role played by the south Wales coal industry. After an introduction to the electronic catalogue they undertook their own research in the searchroom.

Family history students from Rhondda Cynon Taff visited with their tutor for a tour and advice on using genealogical resources.

2. External events

Contribute to heritage events

Caerphilly Local History Society held an open day at Caerphilly Library in April. Publicity material and a roller banner were despatched.

Louise Hunt, Archivist, attended the 2015 Gelligaer Historical Society Conference held at Llancaiach Fawr, with a banner and promotional leaflets.

The Senior Archivist attended the spring meeting of Capel: The Chapels Heritage Society, held this year at Bridgend. The day was spent visiting and examining the history of the town's chapels. It was also an opportunity to discuss future plans for digital access to information on chapels currently being progressed by the Welsh Religious Buildings Trust.

Identify and respond to major anniversaries

The 30th anniversary of the end of the 1984/5 Miners' Strike was noted with the display of the Strikes and Riots exhibition during the month of March.

The blog continues to highlight First World War material in the Collection and the work of volunteers in indexing and transcribing so much of this material. The volunteers write the vast majority of blog posts, and particular thanks must go to volunteers Tony Peters and John Arnold for their contributions this quarter, along with the work done by Relief Records Assistant and former CLOCH trainee, Andrew Booth.

3. Remote access

Monitor service and implement improvements

The majority of enquiries received remotely continue to be responded to within the 15 working day target. Feedback this quarter includes:

'You are amazing! What a detective you are!... I feel like I really know these people... thank you so much again for your efforts. Your work & information has meant so much to us'.

'Absolutely delighted by the work you have so kindly done on my Morris ancestors. This means I can now complete my 'sixteen quarterings', which is a great satisfaction... I must congratulate you on the splendid work you are doing: long may it continue. I enclose a small donation to funds'.

Digital images of Glamorgan school admission registers less than 100 years old are now available to search and access on the Find My Past website. This resource will improve access to a popular series of records, contribute to the preservation of the original volumes by removing the need for handling, and will generate income through royalties from their use online.

The content management system used to update the website, along with several other sites managed and hosted by Cardiff Council, is to be withdrawn. Discussions have been held with Cardiff Council staff to progress the resultant redevelopment of the site.

A response from the software providers Axiell is awaited in order to progress the ARCW funded project to create a Welsh language front-end to the online catalogue, Canfod.

An application submitted to ARCW to fund an archive post to progress plans for adding on-line catalogues from Welsh archives to the Archives Hub has been successful. The post will be hosted by and based at Glamorgan Archives. Recruitment is in progress.

Publicity

Media Wales have continued to feature stories based on the First World War records held at the Archives, via Wales Online and in print in the South Wales Echo. Features this quarter included Belgian Refugees in Glamorgan, the police in south Wales during the war, and an article written by Dr Lucie-Matthews Jones based on a letter from Dai Luker written home to Splott on St. David's Day 1915, referring to the formation of the Welsh Guard. The event in which Dr Matthews-Jones spoke, and which is reported above, was also publicised in these titles and in the Barry and District News.

Wales Online has also included articles this quarter on the Butetown Mothers Then and Now project, to which Glamorgan Archives contributed by introducing participants to archival research, and S4C's Cymru DNA programme. This article referred genealogists to Glamorgan Archives for Welsh ancestors. Galleries of photographs used included street lighting photographs from the Borough of Cardiff Records and mugshots of prisoners from the Cardiff Police Records.

Following her attendance at Dr Lucie Matthew-Jones' talk, a postgraduate journalism student from Cardiff University interviewed the Senior Archivist about the Cardiff University Settlement Records.

The Document of the Month feature continues. March had guest author Dr Lucie Matthews-Jones writing on the formation of the Welsh Guard; April and May, written by Andrew Booth, RRA, were on the records of Circle Cinemas, and the 70th anniversary of VE Day.

Social media continues to thrive with the blog commemorating WW1. Posts on Twitter and Facebook have included the use of the 'Squelch' drying method in the Conservation studio; World Book Day; British Science Week, (conservation of nitrate film in the Collection); the 150th anniversary of the assassination of Abraham Lincoln; Local and Community History Month; new accessions, including the 100th of the year, and the 150th anniversary of the departure of the Mimosas to Patagonia.

The 2014/15 Annual Report was produced and issued in electronic format to stakeholders.

The March 2015 edition of the Glamorgan Family History Society Journal featured an article by the Glamorgan Archivist on the Cardiff Society of Sailmakers Records.

SUMMARY

There has been an inevitable impact on service delivery from the loss, this quarter, of two experienced professional members of staff, especially in combination with other temporary absences. Less tangible but equally significant has been the loss of two long-standing members of the Joint Committee whose unfailing and knowledgeable support has been invaluable for the survival of the service. Councillors Ray Davies, Caerphilly CBC, and T. Graham Davies, Merthyr Tydfil CBC, both died in the period covered by this report. They are greatly missed.

5. 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.

6. FINANCIAL IMPLICATIONS

Any direct financial implications arising from this report have been accounted for in the 2015-2016 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve.

**Susan Edwards
Glamorgan Archivist
5 June 2015**

Local Government Act 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item : WORK OF THE ARCHIVES
1 March – 31 May 2015

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Gileston Ecclesiastical Parish Records			
Accession No:	2015/53	Reference No:	P11CW
PCC minutes, 1956-1974; churchwarden's accounts books, 1904-1970			
Date of records: 1904-1974			

Radyr and District Good Neighbour Scheme Records			
Accession No:	2015/54	Reference No:	D1225
Scheme minutes and reports			
Date of records: 1989-2014			

Glamorgan Family History Society Records			
Accession No:	2015/55, 65	Reference No:	D37/1/116
Journal Nos. 116, 117			
Date of records: Dec 2014-Mar 2015			

Barry Port and Pilotage Records			
Accession No:	2015/56	Reference No:	DXSS
Barry Pilotage Authority minutes, 1955-1968; Financial records, 1889-1974; Barry Pilotage Rates, 1938-1969; Barry Pilotage District Bye-Laws Relating To Pilotage, 1958; Agreement as to a supply of electricity to premises at Barry Docks, 1923; Rules for Government of Barry Amalgamated Pilotage Service, 1950; Master and Mates Examination Exercise Books, 1940s; Pilot's notebooks, 1950s			
Date of records: 20th century			

Elfed Avenue United Church, Penarth, Records			
Accession No:	2015/57	Reference No:	D1226
Church Register, 1950s; Minutes of Elders Council, 1953-2009; Minutes of Committee of Administration, 1963-1982; Thursday Guild Diary/Minutes, 1964-1979; Transfer Certificates, 1966-1982; Steering Group, 1984-1996; Minutes of Church Meetings, 1985-1993; Minutes of Annual General Meetings, 1998-2009; Ladies Guild Minutes, 1992-2008; Meeting Attendance Papers, Secretary's Reports, 1994-2002; Attendance Register, 1998-2005; Newsletters, 1989-1995; Accounts Book, 1984-1993; Church Correspondence, 2000-2007; Agreement/plans regarding the formation of Elfed Avenue United, 1980s; Photograph Album showing construction of Church Hall, 1980s			
Date of records: 1950s-2009			

Cardiff Archaeological Society Records			
Accession No:	2015/58	Reference No:	D717/7
Leaflets relating to trips organised by the Society			
Date of records: 1967-2014			

Cardiff County Council Records

Accession No:	2015/59	Reference No:	CC
School inspection reports, c2001-2006; Cardiff Bay Development Corporation/ Cardiff Harbour Authority papers of Emyr Evans, Director of Planning and Development, CCC			
Date of records: 1997-2006			

Norena Shopland Collection

Accession No:	2015/60	Reference No:	D1227
Posters relating to LGBT History Month events.			
Date of records: Feb 2015			

Pendoylan Community Council Records

Accession No:	2015/61	Reference No:	P24
Minutes, 1980-1995, receipts and payments book, 1976-2000			
Date of records: 1976-2000			

South Glamorgan County Council Records

Accession No:	2015/62	Reference No:	SD/EP
Bute Tunnel and Taff Viaduct construction photographs			
Date of records: 1980s-1990s			

Cardiff Borough Council Records

Accession No:	2015/63	Reference No:	BC/T
Council insurance policies			
Date of records: c1909-1970s			

Cardiff Gas Light and Coke Company Recipes

Accession No:	2015/64	Reference No:	D1236
Weekly recipes			
Date of records: c1930s			

Fitzalan High School, Cardiff, Records

Accession No:	2015/66	Reference No:	ESEC75
Admission registers, 1968-1997, log books, 1951-1970, 1992-2005			
Date of records: 1968-1997			

Barry Ecclesiastical Parish Records

Accession No:	2015/67	Reference No:	P28CW
Church Magazines			
Date of records: 1980s-2014			

Property conveyance, Cowbridge

Accession No:	2015/68	Reference No:	D1237
Conveyance			
Date of records: 29 Aug 1772			

Alec F Osborne, Reardon Smith Engineer, Papers

Accession No:	2015/69	Reference No:	D1234
Papers of Mr Osborne, a former engineer at Reardon Smith including personal papers, research notes and booklets, engineering documents and records of his work with Reardon Smith, newsletters.			
Date of records: c1940s-2000s			

Magistrates Courts Records

Accession No:	2015/70	Reference No:	PSMBO
Court registers and registers of licences for Cynon Valley and Merthyr Tydfil			
Date of records: c1962-2006			

Cardiff City Council Records

Accession No:	2015/71	Reference No:	CC
Special Projects Section papers re St Davids Centre Phase 2 development			
Date of records: c2002-2009			

Herbert Riches Jenkins Papers

Accession No:	2015/72	Reference No:	D1228
Personal papers and papers relating to business interests			
Date of records: 1905-1922			

Rhymney Valley Sewerage Board Report

Accession No:	2015/73	Reference No:	D1239
Report on Sewer Investigation			
Date of records: Sep 1965			

Cardiff Conservation Volunteers Records

Accession No:	2015/74	Reference No:	D1229
Minutes, task reports, photographs, programmes, tool lists etc			
Date of records: c1970s-2000s			

Alan Roy Thorne of Penarth Collection

Accession No:	2015/75	Reference No:	D1230
Photographs of Penarth			
Date of records: 20th century			

Kitchener Road Secondary Modern School Records

Accession No:	2015/76	Reference No:	ESEC19
Admission register, 1951-1965			
Date of records: 1951-1965			

Radnor Road Boys Secondary/Secondary Modern School, Cardiff, Records

Accession No:	2015/77	Reference No:	ESEC21
Admission registers			
Date of records: 1941-1965			

Radnor Road School, Canton, Records

Accession No:	2015/78	Reference No:	EC21
Admission registers Date of records: 1888-1942			

Severn Road Elementary School/Severn Junior School and Severn Road Secondary Modern School Records

Accession No:	2015/79	Reference No:	EC27
Admission register Date of records: 1945-1966			

Merthyr Tydfil Borough Petty Sessions Records

Accession No:	2015/80	Reference No:	PSMBO
Registers of licences Date of records: c1954-1992			

Christ Church Congregational Church, Penarth, Records

Accession No:	2015/81	Reference No:	D1231
Minutes of Deacons' Meetings, 1896-1973; Minutes of Church and Elders, 1973-1985; ; Minutes of Badminton Club, 1930-1975; Minutes of Sunday School, 1933-1970; Minutes of Sunday School Executive Committee, 1950-1958; Minutes of Council Meetings, 1948-1979; Minutes of Men's Fellowship, 1951-1962; Minutes of Youth Meeting, 1953-1961; Women's Fellowship Minutes, 1953-1964; Young Wives Group and Women's Fellowship minutes, 1954-1969; Register of Members, 1917-1985; Cradle Roll, 1947-1982; Membership Roll Book, 1949-1961; Visitors' Book, 1956-1983; Drawings and legal papers, 1920s-1980s; Church correspondence, 1974-1986; Financial summary, 1983-1984; Church history (with list of ministers) Date of records: 1896-1986			

Sardis Presbyterian [Calvinistic Methodist] Church, Plassey Street, Penarth, Records

Accession No:	2015/82	Reference No:	D1232
Church Committee minutes, 1908-1913, 1928-1935; Sunday School Teachers' Committee minutes, 1912-1923; Minutes of the Elders meeting, 1938-1952; Church Council minutes, 1943-1946 Date of records: 1908-1952			

Plans of E Turner & Sons Limited, Builders and Contractors, Cardiff

Accession No:	2015/83	Reference No:	D1243
Proposed plans of Cardiff Weights and Measures building Date of records: 1913-1914			

Ninian Park Elementary School, later Junior and Infants School Records

Accession No:	2015/84	Reference No:	EC42
Boys school admission registers, 1942-1968, Girls school admission register, 1913-1945 Date of records: 1913-1968			

Adrian Heale, Solicitor, of Cardiff Papers

Accession No:	2015/85	Reference No:	D1233
Papers relating to articles with Leslie Shepherd and his time as a partner with Edwards Geldard			
Date of records: 1967-1997			

John Surtees of Cardiff Papers

Accession No:	2015/86	Reference No:	D670
Photographs of University Hospital Wales, Cardiff; Hospital Service Centre, Lansdowne Hospital, Cardiff; Ty Maeth, Royal College of Nursing Headquarters, Cardiff; SW Milburn Partnership Architects, brochure; Hospital Service Centre, Cardiff, brochure; Kidney Research Unit for Wales Foundation, year book			
Date of records: c1960s-1970s			

City United Reformed Church, Cardiff, Records

Accession No:	2015/87, 104	Reference No:	D957/1/32-33
'City Link' church magazine			
Date of records: Apr-May 2015			

Stan Stennett, Entertainer, Papers

Accession No:	2015/88	Reference No:	D1235
Records, including scrapbooks, photographs, scripts, theatre programmes, posters and newscuttings.			
Date of records: c1940s-2013			

Llandaff Society Records

Accession No:	2015/89	Reference No:	DLDS/1
Newsletter 131			
Date of records: Spring 2015			

Friends of Insole Court Collection

Accession No:	2015/90	Reference No:	D847
Renewal News edition 11			
Date of records: Mar 2015			

Rumney Methodist Church, Cardiff, Records

Accession No:	2015/91	Reference No:	D761
Records, including minutes of church council and finances and property committee, envelope and covenant records and church covenants.			
Date of records: 1988-2013			

Photographs of the former sites of Tower and Penallta Collieries

Accession No:	2015/92	Reference No:	D1247
Photographs showing colliery buildings and re-development of the sites			
Date of records: 2000s			

Women's Archive of Wales/Archif Menywod Cymru Records

Accession No:	2015/93, 119	Reference No:	DWAW8/8, DWAW
Newsletter. 'Voices From The Factory Floor', Minutes, final report, financial records and evaluation forms Date of records: Mar 2012-2015			

Cardiff City Council Menu and Toast List

Accession No:	2015/94	Reference No:	D1238
Menu and Toast List, 1980; place marker Date of records: 28 Oct 1980			

Cardiff Association of National Trust Members Records

Accession No:	2015/95	Reference No:	D1240
Minutes, financial records, committee papers Date of records: 1971-2013			

Ararat Baptist Church, Whitchurch, Cardiff, Records

Accession No:	2015/97	Reference No:	DBAP5/U/9-20
Church records including minutes, newsletters, papers relating to building and church organisations. Date of records: c1911-2000s			

E Sandiford Collection

Accession No:	2015/98	Reference No:	DX109
'Forward': the Monthly Newsletter of the Cardiff and District Sunday School Union Date of records: 1959-1974			

Cofnodion Ysgol Gymraeg Caerdydd / Ysgol Bryntaf

Accession No:	2015/99	Reference No:	D1241
Llyfr log Date of records: 1949-1968			

Cardiff Jewish Community Records and Papers

Accession No:	2015/100	Reference No:	DJR
Prayer book presented to Cardiff Hebrew Congregation by subscribers of the Cardiff Jews' Cemetery Improvement Fund Date of records: Oct 1885			

No 15 Branch of the Normandy Veterans Association (South Wales) Records

Accession No:	2015/101	Reference No:	D1242
Correspondence and misc papers collected by the association Date of records: c1990s-2015			

Cofnodion Eglwys y Bedyddwyr, Blaenycwm, Treherbert			
Accession No:	2015/105	Reference No:	D1249
Contributions books, accounts books, annual reports, Sunday School records, church history			
Date of records: 19th-20th century			

Arms Park (Cardiff) Greyhound Racing Company Limited Records			
Accession No:	2015/106	Reference No:	D1244
Ledger			
Date of records: 1927-1931			

Windsor Road English Congregational Church/United Reformed Church, Barry, Records			
Accession No:	2015/107	Reference No:	DECONG10
Registers of baptism, marriage and funerals/burials; elders and church council minutes, papers relating to property			
Date of records: 1904-2000s			

Porthkerry Road Methodist Church Records			
Accession No:	2015/108	Reference No:	DWESB/24
Registers of baptisms, papers relating to property, financial records			
Date of records: 1889-2000s			

Photograph of Wales v Scotland rugby team			
Accession No:	2015/109	Reference No:	D1250
Date of records: 1929			

Glanrhyd Hospital Records			
Accession No:	2015/112	Reference No:	DHGL
Minutes and financial records			
Date of records: 1860s-1930s			

Cowbridge Local History Society Records			
Accession No:	2015/113	Reference No:	DCOWHS
The Stacie Millman Geography Thesis-Cowbridge & District, c.1927; Cowbridge Grammar School, photograph, 1938			
Date of records: c.1927-1938			

Lilly Huntley, Nursing Sister, Cardiff, Photograph Album			
Accession No:	2015/114	Reference No:	D1248
Photograph album showing military patients convalescing at the 3rd Western General Military Hospital, Howard Gardens, Cardiff.			
Date of records: 1914-1918			

Cardiff Methodist Circuit Records			
Accession No:	2015/115	Reference No:	D889
Minutes of Cardiff Circuit and Circuit Property Committee and newscuttings.			
Date of records: 1986-2009			

T Howells & Son, Greengrocer, Bridgend, Records

Accession No:	2015/116	Reference No:	D1245
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Ledger showing orders from individuals, with index

Date of records: 1927-c1930s

Merthyr Mawr Choral Club Records

Accession No:	2015/117	Reference No:	D1246
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Minutes book

Date of records: 1925-1933

Llancarfan Society Records

Accession No:	2015/118	Reference No:	DLNS
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Newsletter 161

Date of records: Mar 2015

Cardiff High School for Girls Association Records

Accession No:	2015/120	Reference No:	DX263
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School photographs, programmes, newsletters, school magazines

Date of records: 1940s-1970s

Dr T F Holley of Merthyr Tydfil Collection

Accession No:	2015/121	Reference No:	D332
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Photographic copies of portraits of Presidents of South Wales Institute of Engineers

Date of records: 1857-1906

Collection of Views of South Wales

Accession No:	2015/122	Reference No:	D1251
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Glass negative images of various scenes

Date of records: 1890s

Sully Ecclesiastical Parish Records

Accession No:	2015/123	Reference No:	P50CW
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Parochial Church Council minutes, inventory, terrier, accounts and deanery papers

Date of records: c1906-1999

Evanstown, Gilfach Goch (later Abercerdin) Council School Records

Accession No:	2015/124	Reference No:	ELL9
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Abercerdin Infants and Mixed School admissions registers

Date of records: 1912-1927

Notable accessions

Stan Stennett, Entertainer, Papers (D1235)

One of the most significant accessions during the quarter was the donation of the papers of the entertainer Stan Stennett. He was born near Bridgend and lived most of his life in Cardiff. His career began in the services in the 1940s and he was working until his death in 2013. He worked on stage, radio and TV and film. He had roles in *Crossroads* and *Coronation Street* and worked on stage alongside many of Britain's greatest variety acts as well as international artistes. He was also a talented musician and appeared in the *Black and White Minstrel Show* in the 1960s, as well as in pantomime every year. He ran theatres, cinemas and art centres around Britain. He was a keen pilot, golfer and at one time was a director of Cardiff City Football Club. The records include scrapbooks, photographs, scripts, theatre programmes, posters and newscuttings and cover the period from the 1940s to 2013. The papers have been kindly donated by the family.

T Howells & Son, Greengrocer, Bridgend (D1245)

An interesting ledger showing orders for fruit, vegetables and flowers has been deposited. The shop, T Howells & Son, was in Bridgend and supplied many local families and estates. The ledger covers the period from 1927 to the 1930s and gives a glimpse of what seasonal produce was on offer, from daffodils and tulips in the spring, asparagus in May, winberries in the summer, to the orders at Christmas for tangerines and walnuts. The ledger was deposited by the granddaughter of the shopkeeper.

Lilly Huntley, Nursing Sister, Cardiff, Photograph Album (D1248)

This photograph album belonged to Lilly Huntley who worked as a nursing sister at 3rd Western General Military Hospital, Howard Gardens, Cardiff during the First World War. She served with the Territorial Force Nursing Service and was awarded the Royal Red Cross by King George V in October 1916. She later became a superintendent of midwives with Cardiff Council. Many of the images in the album show servicemen convalescing from war injuries at Howard Gardens as well as photographs of the nursing staff caring for them.

Elfed Avenue United Church, Penarth, Records (D1226)

An extensive collection of records have been received from the Church. St David's Presbyterian Church of Wales, Elfed Avenue opened in 1954 in an area of post-war housing. It subsequently united with Christ Church United Reformed Church in April 1985 to form Elfed Avenue United Church. Records received include minutes, newsletters, accounts, correspondence and photographs. Also received was a separate deposit of records from the former Christ Church United Reformed Church.

Cardiff Association of National Trust Members, Records (D1240)

Records of the Association have been deposited by its former Treasurer. The Cardiff Association was formed in 1971 and aimed to assist members of the National Trust obtain more from their membership. The Association held regular indoor meetings with illustrated talks during the winter and spring

months at Rhiwbina, Lisvane and Dinas Powys. It also arranged a programme of day trips to National Trust properties and other places of interest. The Association ceased to operate in December 2012 owing to a decline in membership. The deposit includes minutes, financial records and committee papers which provide a detailed illustration of the Cardiff Association's organisation and activities.

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
Mar - May 2014	1646	(946)	43	2998
June - Aug 2014	2188	(1250)	55	3247
Sep – Nov 2014	2693	(1618)	75	2849
Dec 2014 – Feb 2015	1898	(1143)	60	2345
Mar - May 2015	1806	(1081)	42	2936

	Remote Enquiries	Website Hits
Mar - May 2014	1380	11101
June - Aug 2014	1262	11272
Sep – Nov 2014	1065	12376
Dec 2014 – Feb 2015	789	10206
Mar - May 2015	867 (79 un-printed thank-you emails)	10444

Interesting Enquiries

Regular enquiries continue to be received from the press and media remotely and in person. A producer making a documentary on Jacob's Market in Cardiff was advised to consult photographs, building plans and trade directories. A journalist from Media Wales visited the searchroom to identify sources reflecting the VE Day celebrations held in Cardiff and district. On the advice of staff she consulted a number of items, including the log book for Ninian Park boys' school which records the temporary closure of the school at the end of the war in Europe to allow for celebrations.

Representatives from Welsh Government also made contact seeking information on VE Day as part of the research undertaken for the National Commemoration of VE Day in Wales. Sources suggested included souvenir programmes of Cardiff's VE Day Thanksgiving Service and a community concert held at the Royal Ordnance Factory in Llanishen.

Many enquiries are from individuals tracing the provenance of vintage vehicles. One researcher requested details of a car previously owned by a local doctor in Bridgend which was used by a group of German Prisoners of War in their escape from Island Farm Prisoner of War Camp. Details from the original vehicle registration volume were supplied.

An Unexploded Ordnance Consultant plotting where bombs fell in the Bridgend area during the Second World War was referred to the Air Raid Precautions log books for the area.

Family history remains a popular research subject. One more unusual query saw a visitor seeking details of a Lutheran German émigré who settled in Cardiff in the late-19th century. He succeeded in locating entries for him in trade directories and the Cathays Cemetery burial registers.

Family historians travel to Glamorgan Archives from far and wide. A visitor from Melbourne was searching for family who originated in Llanwonno. She had failed to locate them herself using online resources, and staff were able to assist, managing to decipher handwriting on a birth certificate which she had brought with her, revealing the place of birth as 'huts near Llanwonno Church' and a father's occupation of 'hawker'. This explained their frequent movements around the country.

Enquiries have been received from a number of authors and biographers. One author is currently researching the life of Harry Poloway, formerly official toastmaster for Cardiff and Newport. Harry Poloway will celebrate his 100th birthday this year, and had a long career as toastmaster, meeting several famous politicians and celebrities. He was also a member of the Variety Club, the Lord Taverners and the Rotary Club. There is a photograph of him in the records of the Cardiff Hebrew Congregation, along with an official menu and toast list on which his name appears.

An Australian biographer compiling a memoir for a Greenham Common Peace Camp activist requested permission to use a photograph deposited by the Women's Archive of Wales. The book will be published in Australia later this year.

Local historians from Glamorgan and further afield have been in touch. A Sussex historian was researching Timothy Martin, the founder of the first cottage hospital in Sussex, and also his brother James; both were doctors in Merthyr Tydfil during the 19th century and were associated with the Dowlais iron Company. The Martins once featured in the BBC Wales programme 'Coming Home' as Donny Osmond is one of their descendants.

The Stephenson and Alexander Records continue to prove their value to local historians. A researcher studying the estate of John Moggridge, and in particular the sale of Plas Farm, Bedwellty in December 1892, was recommended to consult auction particulars detailing the sale of the farm found amongst the Stephenson and Alexander Records.

Information for evidential researchers, in particular those tracing details of adoptions and inquests, continues to be provided. This quarter the police were also assisted in tracing individuals through historic electoral registers.

The Graig Merthyr Memorial Trust are currently researching the history of Graig Merthyr Colliery and its former employees to establish a memorial. Representatives from the Trust visited to see photographs from the John O'Sullivan Collection and the National Coal Board Records.

An engineer explored the structure of Carey Baptist Chapel, Tondu, from building regulation plans. The building has not been used as a place of worship since the late-1990s and is likely to be refurbished.

A researcher from the Furniture Department at Christie's Auction House, London, was assisted in her search for inventories of furniture at St. Fagan's Castle during the period c.1850s-1946, when the Windsor-Clive family were in residence. A number of items within the Plymouth Estate Records were suggested, and she was referred to the National History Museum at St. Fagan's which now occupies the Castle.

Enquiries are regularly received from school pupils and teachers, and this quarter from the author of an A-Level English Language exam paper. He wanted permission to use a document in a sample paper as an example of language change.

Appendix III

<i>Local and Family History Groups</i>	
Ask the Experts! family history sessions	5
Grangetown Local History Society x3	58
Radyr and Morganstown WI	8
Treforgan WI	10
Family History students: RCT	12
Art Shell Cardiff Waterways volunteers	6
Tonyrefail University of the Third Age	12
RCT student group	12
No Fit State Circus volunteers	15
Representing Butetown	3
Artists collective	5
Llandaff Diocese Care of Churches	49
Glamorgan Family History Society: Cardiff and Vale Branch	20
Merthyr Tydfil SHARE Project	10
Llandaff Society	21
<i>Professional Organisations</i>	
Glamorgan Archives Joint Committee	15
Cynefin Volunteer Group	9
CyMAL: Breaking the Mould	17
Cardiff Council Bereavement Services	3
Archives Wales Marketing Workshop	5
PSQG	5
<i>Events</i>	
Lucie Matthews-Jones: 'I still remain one of the old Settlement boys'	27
<i>Filming</i>	
Heno - Strikes and Riots	5
<i>Education</i>	
Allensbank Primary School	27
Tondu Primary School	38
Welsh School of Architecture	14
<i>Individuals Meeting Staff</i>	67
<i>Tours for prospective volunteers</i>	4
<i>Room Hire</i>	
Cardiff Council Training/Workshop x 38	612
Diverse Cymru Training/Workshop x 2	14
Quest	40

Appendix IV

Bench work		
DXHV/1-26	S.O. Davies papers. 6 bundles and volumes	Cleaned, pins removed, creases flattened and tears repaired
G/D/C/RE/58/4	Electoral Register Llandaff and Barry Division	Tears repaired and rebound
D17/1	Photograph album	Encapsulated and rebound
Cleaning and Packaging		
DCA	1 box containing 50 Crew Agreements.	Cleaned and repackaged
EABG/U1-5	8 standard boxes of photo albums, folder and files .	Cleaned and repackaged
D1249	21 volumes and 300 papers	Cleaned of mould and repackaged
Q/D/P	66 volumes and plans	Cleaned
DHJ	81 folders and volumes	Cleaned and repackaged
O/S Maps	120 maps	Cleaned
DDM	20 standard boxes of volumes	Re-boxed and relocated
D1224	20 volumes and 3 standard boxes	Cleaned treated for red rot and repackaged
Relocated and Barcoded		
Various	887 items	Barcoded and relocated
Bespoke boxes made		
Various	115 boxes	
External Work		
Private Company	18 boxes	Bespoke boxes made
Record Office	48 crates of volumes	Emptied and shelved