

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
REPORT FOR THE PERIOD 1st March – 30th April 2021	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1st March to 30th April 2021

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

Lewis Lovell, Archivist, returned from maternity leave in early-April.

Continue skill sharing and volunteer programme

20 volunteers continue to work remotely on projects, contributing approximately 325 hours during the quarter. This is significantly lower than the last quarter. Despite additional digitisation being undertaken during December, in anticipation of a tightening in Covid19 restrictions, it was not enough to satisfy the demand for resources by volunteers during a winter lockdown. One volunteer described volunteering as a 'life line' during this difficult period. Now that staff have returned to the office work is underway to digitise the next stage of their projects and provide new material to volunteers who have finished their allocation of images.

A project launched last quarter to produce a finding aid for the 1877 diary of Tudor Crawshay has been completed. The work will be checked by staff and then attached to the catalogue entry for the diary.

The Cardiff Bay Development Corporation (1987-2000) was one of a number of Urban Development Corporations established in the 1980s to redevelop areas of urban decay and dereliction. Work has started to list 18 volumes of slides and negatives, 1991-1999, as a continuation of the work of the Time and Tide project. The volunteers involved have commented on how much they are enjoying the project, providing an opportunity to identify areas of Cardiff that have been transformed in the 30 years since the photographs were taken.

Virtual work experience placements are being developed with two bookings already taken for June.

The next phase of the Cultural Ambition programme (with a new trainee) will be starting later in the financial year. The service will also be taking a trainee over the summer as part of the 'Kickstart' training programme, also in collaboration with Creative and Cultural Skills.

Continuing Professional Development

Heather Mountjoy and Louise Hunt, Archivists, completed the second part of the Digital Preservation Coalition's Novice to Know-How online course on providing access to preserved digital content. Other staff have enrolled on the full course and are due to start it soon, with the aim of all staff going through the programme.

The Glamorgan Archivist and the Senior Archivist attended a half-day conference on Engaging Digital Audiences organised by Heritage Digital.

Three members of staff continue to attend Welsh language classes which are delivered online.

The Glamorgan Archivist has also completed training in her role as Departmental Safeguarding Liaison Officer, in Managing Staff Remotely, in Digital Content tools and attended a seminar on digitisation for family history. In addition, the Glamorgan Archivist attended a four-week seminar programme delivered by The National Archives entitled 'Archives Respond: Reframe, Regear, Reset', looking at how archive services can respond to the challenges posed by the pandemic. She also received training in the use of the Archives and Records Association's (ARA) Resilience Indicator.

Budget

Manage to best advantage

The budget continues to be regularly monitored, and every opportunity is taken to scrutinise expenditure and income.

The final budget for 2021-22 came in slightly overspent, which was an improvement on predictions from earlier in the year.

Maximise benefit from income generation

Opportunities for different ways of drawing income into the service will be looked at as part of work on the new Strategic Plan targets.

As part of a grant from the Welsh Government's Cultural Recovery Fund, digitisation equipment was purchased at the end of the financial year and was delivered at the end of March. This equipment will transform the opportunities for the service to undertake digitisation for users, to create surrogate copies of material in the service's care and to undertake large-scale digitisation on behalf of others on a consultancy basis.

Indexes to the Glamorgan Asylum patient records and the Cardiff Police fingerprint and photographic registers have been published on Ancestry. Since they were made available we have seen an increase in the number of remote enquiries received relating to these collections. This adds to the material now available through commercial suppliers.

Promote partnerships and networks

National

We continue to work closely with the Women's Archive Wales (WAW). The Senior Archivist and Louise Hunt, Archivist, met with representatives from WAW to discuss the future transfer of material to the WAW administrative archive which is held at Glamorgan Archives. A number of recommendations were made, including an annual transfer on a set date, in order to ensure all relevant material is identified, preserved and transferred smoothly.

Staff have also supported the WAW online events programme, attending a talk on women in the Rhondda, the annual Ursula Masson Memorial Lecture delivered this year by Gaynor Legall of Heritage and Cultural Exchange (HCE), and the launch of the WAW walking tours.

The Glamorgan Archivist continues to sit of the steering group for WAW's Setting the Record Straight Project, which is looking at recording the legacy of female Members of Parliament, Assembly Members and now Members of the Senedd over time.

The Glamorgan Archivist and the Senior Archivist have met with representatives from People's Collection Wales (PCW) to discuss the potential around mounting images from the collections on the PCW website. Some material that has copyright clearance will be uploaded over the next few months.

The Senior Archivist continues to attend meetings of the ARA UK Survey Group, which is currently overseeing the ongoing Distance Enquiries Survey.

The Glamorgan Archivist continues to represent Archives and Records Council Wales on the Sporting Heritage Panel for Wales, looking at the establishment

of a framework for handling sporting heritage. Work on the framework is continuing and will hopefully be launched later in 2021.

The Glamorgan Archivist has helped to re-establish the Welsh County Archivists' Group, which met for the first time for ten years' in April. The group will meet three times a year to discuss issues common amongst local authority archive services in Wales. This is in addition to the ongoing Archives and Records Council Wales, which also met in April.

Work has continued on the agreement for the National Broadcast Archive to place a Clip Corner in the reception area of the Glamorgan Archives building.

Local

The Museum of Cardiff rent space in our strongrooms for the storage of their collection. They received Covid Recovery grant funding from Welsh Government to undertake photography of the collection to facilitate the digital delivery of service. Access to the building was provided to Museum of Cardiff staff on a number of days during March so that they could complete this work within the current financial year.

The Conservator delivered training to volunteers from the Jewish History Association of South Wales as part of their Welsh Government funded project to train volunteers. A film providing guidance on handling archive material was pre-recorded and circulated to participants, followed by a live on-line Q&A session with the Conservator.

We are working with the Scribla Collective, a group of artists from south Cardiff, supported by arts organisation Art Shell, who have received Arts Council Wales funding to use our collections and those of HCE to inspire projects, both physical and digital. The Senior Archivist sits on the Steering Group.

The Senior Archivist contributed to a training session for third sector and cultural and heritage organisations delivered through the Fusion programme by Cardiff People First. She spoke about the work we have undertaken with Cardiff People First, explaining the benefits for us as an organisation and encouraging others to follow suit.

The Senior Archivist attended the Executive Committee meeting of Glamorgan Family History Society, updating members on plans for reopening the searchroom. She also attended a meeting of the LGBTQ+ Research Group.

Potential partnerships

The Senior Archivist met with representatives from the Cambridge University research project Secondary Education and Social Change to discuss a proposed project around the creation of virtual school reunions in south Wales. She has also provided advice to a number of organisations applying for National Lottery Heritage Fund support, including Made in Roath's Welsh, Gifted and Black project; the Young Queens project working with young women from the Somali community in Cardiff, and the Invisible Cardiff project led by homelessness charity The Wallich.

The Senior Archivist also met with staff from Rhondda Cynon Taf Heritage Services to discuss potential partnership work around recognising diversity in the south Wales coalfield.

2. Building and systems

Maintain building

Essential maintenance work continued during the lockdown period, and since the building reopened from staff in April.

Ensure compliance

Staff continued to work from home for March and most of April, in line with Welsh Government Level 4 restrictions. A small onsite presence was maintained on some days each week to accommodate staff unable to work from home and continue income generation work including research and digitisation. Staff returned to site on 22 April.

The Senior Archivist continues to represent the Archives on Cardiff Council's Welsh Language Co-ordinators' Group.

B. THE COLLECTION

1. Conservation

Repositories

A full defects and health and safety check on the building has been carried out by the conservator and assistant conservator.

The average environmental figures for the last quarter are as follows:

Strongroom 1		Strongroom 2		Strongroom 3		Strongroom 4	
17.0°C	49.9% RH	18.7°C	47.9% RH	19.0°C	45.6% RH	18.5°C	46.3% RH
Amount of Temperature and Humidity variations over the quarter							
2°C	5.6%	2.2°C	3.7%	2.1°C	3.8%	2°C	6.6%

The AHU runtimes for this quarter are as follows:

- Strongroom 1 AHU - 40 minutes
- Strongroom 2 AHU - 40 minutes
- Strongroom 3 AHU - 40 minutes
- Strongroom 4 AHU - 40 minutes

Conservation and preservation plans

Work has continued on rebinding the birth, marriage and death registers for Pontypridd Register Office.

The Conservator has restarted work on the National Manuscript Conservation Trust (NMCT) project for the Royal Welsh College of Music and Drama and will be joined by Rosie Hellyer, the project conservation intern, shortly.

Helen Pedder, the project conservator on the NMCT project to conserve the Plymouth estate maps, has restarted the project.

Details of work completed are given in *Appendix IV*

2. Cataloguing

Strategies and plans

A grant application has been submitted for funding to aid the upload of catalogue data into the Archives Portal Europe, via the Archives Hub. Currently 15% of collections are included on the Portal but the aim is for this to increase so that our catalogue data is available to a wider audience.

Work continues on scoring collections based on their priority for required cataloguing work. 60% of all collections have now been assessed.

The contract with Axiell to support the CALM software has not been renewed with a view to moving to the Epexio collection management software during this financial year.

Collection development

Although we were unable to take in new deposits for the majority of this period, staff continued to field enquiries about depositing records, sending out survey forms to potential depositors. Since returning to the office we have started to make contact with these potential depositors to arrange to take receipt of material.

The small number of accessions that were able to be received during this reporting period are reported in *Appendix I*. It was not possible to issue full receipts within 15 working days of receipt while staff were working from home. 81% of the accessions received between May and October 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.

Digital preservation

The Glamorgan Archivist has continued to lead the Welsh Vital Digital Information project, looking at long-term solutions for the preservation of born-digital records in local authorities. An application for further funding to specifically look at the preservation of data from Children's and Family Services will be submitted in May. The steering group for the project has been expanded to include representatives from all of the local authority archive services in Wales.

C. ACCESS

1. On-site use

Monitor service and implement improvements

The searchroom remains closed to the public. Plans for reopening are in place.

Programme of user events

The virtual events programme continues. In March Dr Oliver Davis of Cardiff University spoke on 'Caerau Hillfort and the (Pre)Historic Origins of Cardiff: Archaeology, History and Community Engagement'. 61 attended.

The April event saw volunteers from the Jewish History Association presenting on 'Researching Jewish History in the Cynon Valley', focussing on the work they've undertaken at the Cynon Valley Museum. 34 attended from as far afield as Israel, including relatives of some of the business people discussed in the talk, and additional records will be deposited as a result.

Two of the talks were recorded. 'Researching Jewish History in the Cynon Valley' and 'From Ironmasters to Workers: The story of Cyfarthfa Castle Museum & Art Gallery' and are now available to view online via the service's You Tube channel.

Education

The Senior Archivist attended 'Lessons with Archives', a two half-day training course provided by the National Archives. The course focussed on the delivery of online school workshops and the creation of digital education resources. Several very useful tips were picked up which will be incorporated into the service's planning for education services from September.

Cardiff University hosted the 2021 Socio-Legal Studies Association annual conference. As part of its plenary session focusing on 'Race, Place and Nation in the UK', The National Archives shared material on the Cardiff Race Riots drawing on collaborative work undertaken with Glamorgan Archives around the centenary in 2019. Discussions are underway as to how this work could be taken forward through future student research projects.

Images of items from the Cardiff Police Records have been provided for inclusion in a KS3 schools resource pack relating to the 1919 Cardiff Race Riots.

2. External events

Contribute to heritage events

Louise Hunt, Archivist, delivered a virtual tour of the Archives to the Cardiff Bay Rotary Club's Zoom meeting in March. Positive feedback was received:

I just want to express my sincere thanks for the wonderful presentation you gave to the club last night, you won the attention of everyone in attendance, the feedback has been so positive, and enough to suggest that every member enjoyed the talk, this was also confirmed by the number of questions asked on completion of your speech,

Your virtual services must be highly sought after under the current Covid circumstances so we doubly appreciate the time and effort put into your amazing presentation, again wholehearted thanks

Archivist Hannah Price gave a talk to members of the Cardiff Probus Club:

Many thanks for taking us around Glamorgan Archives this morning. You undoubtedly opened the door for many of our members to a previously unknown asset. It is a fascinating place and your talk was comprehensive, well illustrated and very interesting so thank you very much for sharing your knowledge and experience with us.

Who knows whether it will encourage any more donations or volunteers but I am willing to bet that it will increase enquiries from those who did not know what kind of information you hold and how you can help.

Thank you very much for your cooperation and we look forward to the day when we can come in person to Glamorgan Archives.

Identify and respond to major anniversaries

Social media has been used to commemorate a number of anniversaries and celebrate notable dates. These have included St David's Day and the formation of the Welsh Guards on St David's Day 1915; the destruction of Marlborough Road School, Cardiff, in an air raid on 3 March 1941; International Women's Day and Women's History Month; Census Day, and Easter. The service also provided content for a social media post by South Wales Police on the devastating air raid on Cwmparc on 29 April 1941.

3. Remote access

Monitor service and implement improvements

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

Thank you!!!! That is really helpful and very kind...and quick!!

Thank you so much. First class service.

Many thanks for your assistance and the excellent organisation within the Glamorgan Archives, especially during these troubled times.

Staff continued to attend the office once a week, on a rota basis, during the lockdown period in order to respond to research enquiries and digital photography orders.

The ARA Distance Enquiries Survey is underway. The survey started on 19 April and will run until the end of July. It records user satisfaction with our remote enquiries service, and has been updated this year to include questions on the impact of Covid19 on the service. Results will be published in the autumn.

Interesting enquiries are reported in *Appendix II*.

Publicity

We continue to publicise the service through our blog. Articles this quarter have looked at the formation and first season of Cardiff Corinthians football club, the Cardiff Blitz, attending school during the Second World War, the roller skating craze of the Edwardian era, and drawings from artist Mary Traynor's sketchbooks.

Social media is being used to update the public on the impact of Covid19 restrictions on the service. We have also highlighted the publication on Ancestry of indexes to the Glamorgan Asylum records and the Cardiff Police fingerprint and photographic registers.

During April we have participated in the #Archive30 social media campaign, led by the Archives and Records Association Scotland. The campaign sees archives services from across the world post content each day during April on daily hashtag themes. The posts have received a very good response, significantly increasing our engagement especially on Twitter.

The theme for #Archive30 on 19 April was #ArchiveMystery. We chose to share a collection of photographs of people from Cardiff Docks, dated from 1900-1920, for which we have very little information. The post was well-received on social media. It was picked up by the BBC and initially featured on the BBC Wales News website. It then made it to the national BBC News website, becoming at one point the third most read story of the day. The Senior Archivist was then invited to discuss the photographs on BBC Breakfast and on BBC Wales Today. They also appeared in a feature on Wales Online, and media enquiries continue to be received. The photographs are now available to view as a gallery on our website.

An article on Wales Online drew on research undertaken at Glamorgan Archives by artist and historian Anthony Rhys on Cardiff's former red light districts.

Two photographs from the South Wales Police Records have been used to illustrate an article on the air raid defences at the National Oil Refinery in Llandarcy, published in the Neath Antiquarian Society Journal, March 2021.

Details of engagement are reported in Appendix III.

SUMMARY

The highlight of this shortened quarter has been getting the staff back in the building in April. It is hoped that this is an ongoing occupancy. Work is underway on getting the building ready for the public to return, although that will not look like it did pre-pandemic.

Staff have continued to respond to enquiries and deal with issues as best as they can during this difficult period. Work has been completed on the new

Strategic Plan for 2021-2026, giving some focus and direction to priorities over the coming year.

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
April 2021

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 2021 – 30 April 2021

Background Papers

Officer to Contact: Laura Cotton – 029 2087 2202

Appendix I

Butetown Free Open-air Carnival Records			
Accession No:	2021/4	Reference No:	D1789
Programme Date of records: Aug 1983			

Philip Riden Papers			
Accession No:	2021/5	Reference No:	DX446
Cardiff Commonwealth Arts Festival leaflets and papers Date of records: 1965			

Gelligaer Historical Society Records			
Accession No:	2021/6, 2021/10	Reference No:	D1499
Gelligaer Times: Newsletter Numbers 53-54 Date of records: Mar 2021			

New Theatre Cardiff Programme			
Accession No:	2021/7	Reference No:	D1790
Programme for variety acts: Stanville presents 'Here's Cheer' Date of records: Aug 1942			

Albany Road Baptist Church Records			
Accession No:	2021/8	Reference No:	D1791
'Home Harvest' recipe book produced by church members Date of records: Sep 1981			

Llancarfan Society Records			
Accession No:	2021/9	Reference No:	DLNS
Newsletter 185 Date of records: Mar 2021			

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
Mar-Apr 2020	349	(268)	16	537 (to 18/3/2020)
May - Aug 2020	0	0	0	1026
Sep – Nov 2020	0	0	0	1855
Dec 2020-Feb 2021	0	0	0	548
Mar-Apr 2021	0	0	0	402

	Remote Enquiries	Website Hits
Mar-Apr 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
Dec 2020-Feb 2021	777 (+225 un-printed thank you emails)	8885
Mar-Apr 2021	673 (+134 un-printed thank you emails)	5918

Interesting Enquiries

A combination of a winter lockdown and a reference to our resources on S4C programme Adra have led to an increase in house history enquiries, with several householders looking to discover more about the development of their properties. Records of Stephenson and Alexander, Auctioneers and Chartered Surveyors, have proved particularly helpful. Properties include Glynteg House in Ely, Cardiff and The Cedars in Canton, Cardiff. The discovery of a letter from 1903 behind an old mirror in her home prompted one person to contact us, looking to learn whether the recipient was living in her home at the time, and also seeking advice on how best to preserve the letter.

In addition, we've received enquiries on some of the more significant buildings in our area, including Cardiff Market, its stalls and stallholders. We suggested the Central Market registers and tenancy applications within the Cardiff Borough Council records might be of use. An auctioneer preparing a sale of Swansea porcelain originally

bought from a gallery run by FE Andrews in the Morgan Arcade contacted us for information regarding the gallery. We referred him to records of the Andrews Brothers including the Welbeck Gallery, established by FE Andrews in Morgan Arcade. We were also contacted by a family historian researching the disputed ownership of Newton House in Cowbridge, and the history of the Gibbon family who lived there. An image of the property was found in the Edwin Miles Photographic Collection and sale particulars in the Glamorgan County Council Land Agent records. The family appear in various collections including the Quarter Sessions and estate records.

Family historians often contact us seeking to trace seafaring ancestors in our crew agreements. It's particularly hard to follow sailors from ship to ship, and such enquiries are therefore rarely successful. But recently we've helped a family historian from Canada to track his great grandfather between ships, with the most recent discovery being time spent working on the SS Cardiff during the early-20th century.

We continue to see interest in the Hughesovka Research Archive, responding to a recent request to supply images of the Cartwright Family for a Ukrainian documentary film. International interest has also come from Japan, with an enquiry from a professor working on a project to locate Japanese photographic material and publish details on an online catalogue.

We haven't received as many enquiries from students as usual, with many focussing their research work on sources such as newspapers which are readily available online. Nevertheless, we have assisted a PhD student researching the late medieval Mortimer lordship who was interested in a rental within the Cardiff Library collection dating from c1300.

We are always happy to assist colleagues from other heritage organisations. Padstow Museum made contact regarding their efforts to research links between the town and the John Cory shipping line. They were particularly interested in finding the crew agreements for the SS Rhodesia from 1899. Mark Bate, from Padstow was Captain of the Rhodesia when it went to the rescue of an American ship, and six members of the crew were awarded medals from President McKinley.

Appendix III

Events	
Caerau Hillfort and the (Pre)Historic Origins of Cardiff: Archaeology, History and Community Engagement	61
Researching Jewish History in the Cynon Valley	34
Cardiff Bay Rotary Club	
Llanishen Probus Club	50
Jewish History Association of South Wales: Conservation training	
Professional Organisations	
Cardiff Fusion / Cardiff People First	9

Social Media						
	Twitter		Facebook		Instagram	
	<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
<i>Dec</i>	5400	5093	1480	877	1054	27
<i>Jan</i>	5439	5080	1486	5481	1070	27
<i>Feb</i>	5479	8440	1492	1580	1083	35
<i>Mar</i>	5536	6743	1513	3281	1083	49
<i>Apr</i>	5640	42,791	1547	2495	1129	55

Appendix IV

Bench work		
D1782/14	1 handmade card	Cleaned and repackaged
Cleaning and Packaging		
2020/92	2 volumes	Cleaned
External Work		
Local Registrars	100 volumes	Rebound
English University	1 box	box made
English Council	4 box	Boxes made