

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



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GLAMORGAN ARCHIVES JOINT COMMITTEE

19 NOVEMBER 2021

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**REPORT OF: THE GLAMORGAN ARCHIVIST TO THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE – QUARTERLY REPORT FOR THE PERIOD 1 AUGUST TO  
31 OCTOBER 2021**

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## **PURPOSE OF REPORT**

1. To present to the Joint Committee the quarterly report describing the work of Glamorgan Archives for the period 1<sup>st</sup> August to 31<sup>st</sup> October 2021.

## **BACKGROUND**

2. As part of the agreed reporting process the Glamorgan Archivist updates the Joint Committee quarterly on the work and achievements of the service. This report follows a new format mirroring the targets in the Strategic Plan agreed in May 2021.

Members are asked to note the content of this report.

## **ACHIEVEMENTS AGAINST ANNUAL PLAN**

Please note that targets due for completion in later years may not be mentioned here unless work has taken place in this quarter.

- 3. Outcome 1: User communities are able to access the service's resources, no matter where they are in the world, through enhanced provision of digital services.**

*1.1 Establish a priority programme for digitisation of collections and enhance access to digital collections through a broad range of avenues*

A new prioritisation system has been drafted and work is underway to identify priorities for cataloguing, conservation and digitisation – pulling together existing information and adding new. Quarterly collections meetings for relevant staff will start in November.

### *1.2 Improved access to collections through an enhanced online catalogue*

Data has been exported from the CALM database and sent to Metadatis for import into Epexio, the new cataloguing software, along with details of all the fields used. Reports have been generated and a first version of the Epexio database containing our data should be available to staff soon. There are likely to be several iterations before the system is ready to use.

### *1.3 Improved website with more resources and assistance available online 24/7*

Heather Mountjoy, Archivist, ran a virtual one-to-one research consultation with a Bangor University PhD student researching Italian workers employed in the metal industry in South Wales. The session focussed on records of the Glamorgan Hematite Iron Ore Mine at Llanharry (D561).

### *1.4 Increased use of social media shared amongst the whole team with growing usage figures*

On 27 August members of Vale People First, a self-advocacy group for people with a learning disability in the Vale of Glamorgan, took over our social media. They shared content – text, images and film – across all our social media platforms, promoting their ‘Deja-vu in the Vale’ project and webpages which explore the history of Barry.

Our blog featured a series of articles on the history of Roath Park, inspired by postcard views of the park taken by Cardiff photographer Ernest Bush during the first part of the 20<sup>th</sup> century. The use of the lake for swimming and fishing and the park as a concert venue were explored. Articles have also looked at the work of the Maes-yr-Haf Settlement in the Trealaw area during the inter-war years, and the content of a 17<sup>th</sup> century recipe book held within the collection.

Volunteer Tony Peters was contacted by a member of the public to let him know how much he had enjoyed his blog article on the Gilbert Taylor Papers relating to the Spanish Civil War. The article inspired the gentleman concerned to visit the searchroom and read Gilbert Taylor’s letters for himself, showing that the blog not only raises awareness of the wealth and variety of material available at the Archives, but also encourages people to visit and consult that material.

Notable social media posts have featured content relating to the commemoration of the Aberfan Disaster, Black History Month, Pride Cymru Week, the execution of Dic Penderyn, the 40<sup>th</sup> anniversary of the peace march to Greenham Common, the 80<sup>th</sup> anniversary of the first Second World War air raids on south Wales, the Olympic and Paralympic Games, Sporting Heritage Day and Diwrnod Shwmae/Su’mae.

Social media has been used to promote several ongoing projects, highlighting the Time and Tide Project and the Glamorgan's Blood online exhibition, the availability of our workhouse records on Ancestry, our online schools workshops, and the work of our volunteers.

We took part in the ARA Scotland summer social media campaign #ArchiveHoliday, posting holiday related content linked to weekly themes. We have also contributed to the ongoing Archives Wales social media campaign.

#### *1.5 Enhanced range of online events, with additional services like recorded events*

In September we held our latest online event, when Dr Abdul-Azim Ahmed of Cardiff University spoke on 'Islam in the Landscape of Cardiff'. It was a fascinating talk which drew on Dr Ahmed's research on British mosques and his longstanding interest in the history and settlement of Muslims in Wales.

#### *1.6 Agree and deliver a digital preservation repository*

Work has been continuing on the Welsh Vital Digital Information project in collaboration with colleagues from archive services across Wales. An audit of data from Children's and Family Services across the authorities has been started. Additional work looking at the long-term preservation of adoption records and the records of looked-after children is also underway in conjunction with a working group of the Chief Archivists' in Local Government Group of the Archives and Records Association (UK and Ireland).

#### *1.7 Develop and deliver a Digital Strategy*

A draft of a Digital Strategy has been prepared and is being worked on.

### **4. Outcome 2: A wider range of people are aware of Glamorgan Archives and the work that the service does.**

The majority of work under Outcome 2 is due to be completed in years 2023-2026. However some progress has been made against the following targets:

#### *2.2 Build relationships with local media outlets to tell stories of local interest from across Glamorgan*

The Glamorgan Archivist featured in the episode of the Antiques Roadshow filmed at Dyffryn Gardens and broadcast on 19 September. She spoke about the photographs of residents of Butetown taken by photographer Fred Petersen during the first part of the 20<sup>th</sup> century.

#### *2.3 Work with existing and potential community groups from across the area through broad community engagement*

Cardiff People First visited the Archives to undertake filming as part of the Taking Over the New Normal project, which aims to ensure heritage organisations remain accessible to all in spite of changes brought about by the Covid19 pandemic. Members were filmed doing tasks in the Archives, including registering a customer at reception, cleaning documents in the Studio, cataloguing and digitising documents, producing material from the strongrooms and answering a family history enquiry. The resulting films will be premiered at an online launch event in November.

Heritage and Cultural Exchange's 'Tiger Bay and the World' exhibition is now on display in our foyer. Vaughan Gething, MS for Butetown, visited to view the exhibition and meet with representatives from HCE and Archives staff.

The Senior Archivist continues to work with Heritage Services at Rhondda Cynon Taf CBC on their Proud Valley project exploring the diverse history of the RCT area. As part of the project, students from the University of South Wales will undertake research using our collections.

A project on the history of St Mary's Church, Pontypridd, which took place in 2019/20 and was supported by the Archives, finally came to a close in October. A service of thanksgiving was held at St Catherine's Church to note the project achievements and celebrate the exhibition produced as a result of the research work by the local community.

The Senior Archivist met with the team at Aubergine Café in Riverside, Cardiff, to discuss the preservation of their archive material and potential partnership working. She met with the team leading on the project to regenerate Cardiff Market, discussing records held at the Archives which illustrate the Market's history and signposting to local history groups who may wish to participate in the project. She also met with the Museum of Welsh Cricket regarding a potential grant funded project working with Radnor Primary to explore their local history and in particular the influence of former pupil Sir Herbert Henry Merrett on Glamorgan Cricket Club and Cardiff City Football Club.

Following his successful talk as part of our online events programme, the Senior Archivist met with Dr Abdul-Azim Ahmed to discuss the preservation of the records of mosques in Wales. It was agreed to work with the Muslim Council of Wales, of which Dr Ahmed is Secretary General, to put out a call to mosques to deposit their records with their local archive services. As most of the mosques in Wales are based in the south east, Glamorgan Archives will lead on this project, signposting to other archive services as required.

Grangetown Local History Society have returned to the Archives for their monthly meetings. Society meetings were suspended during the pandemic, with a lack of digital skills preventing them from meeting online. They are now meeting once a month in our Rhondda meeting room, with Covid guidelines limiting the numbers present and ensuring social distancing and the wearing of facemasks are in place.

The Welsh Place-Name Society held a meeting at Glamorgan Archives during August. A small group of eight members gathered to celebrate the 100<sup>th</sup> birthday of the Society's President, Gwynedd Pierce.

The Senior Archivist continues to attend meetings of the LGBT Cymru Research Network and sits on the Steering Group of the Scribla project, where she offers support and advice on archive research as required.

A letter of support has been provided to The Mentor Ring for an application for Lottery funding for a project to celebrate the history of the South Asian community in Wales. We have also offered advice to St John's Cymru on the care of their records.

The Glamorgan Archivist met with representatives from the Welsh Norwegian Society regarding the work planned on the Norwegian Church in Cardiff Bay, and the care of the collections held there.

The service has been approached by Central European University in Vienna to partner with them on a project to investigate, and prepare a toolkit on, the impact of participation in cultural heritage through galleries, libraries, archives and museums (GLAM). An application for funding from the European Union has been prepared and was submitted in October. If successful, Glamorgan Archives would help with the development and testing of the toolkit alongside other GLAM organisations from across Europe.

## **5. Outcome 3: People of all ages have developed skills and are better prepared for the workplace through engagement with Glamorgan Archives.**

### *3.2 Use collections to engage schools in discussions re topics of interest*

Although we are currently unable to welcome school visits to the Archives, several schools have contacted us and we have provided advice and resources as appropriate. The schools include Birchgrove Primary, Ffaldau Primary, Grangetown Primary, Millbank Primary, Rhws Primary, St Cuthbert's Primary Butetown, St Paul's Primary Grangetown, Ysgol Gyfun Gymraeg Bro Eirwg and Ysgol Gynradd Gymraeg Pen-y-Groes.

Usage figures for our digital education resources available on People's Collection Wales, and through them on Hwb, have been received. These cover the period to 13 October 2021.

	No. of Views	Potential reach
First World War	1255	37,650
Second World War	1620	48,600
From the Collieries to Cardiff Docks	1030	30,900
Tudors and Stuarts	1174	35,220
Shopping in the Past	1094	32,820
Rich and Poor in Victorian Times	1085	32,550
Combined Hwb Resource	582	17,460

### *3.4 Continue and enhance opportunities for Work Placements at Glamorgan Archives*

Cardiff University and Cardiff Metropolitan University have contacted us regarding developing work experience opportunities in the new year. We have responded positively hoping to build on the remote placements we developed earlier in the year.

We have also been approached by Swansea University regarding long-term placements for students but have had to turn this down for 2022, although we hope to be able to assist in future years.

## **6. Outcome 4: The legal and evidential value of archives is at the forefront of the service's work.**

### *4.1 Work to increase advocacy and representation within constituent local authorities*

We have continued to work with colleagues from across the funding authorities during this quarter, including providing advice on the development of the Heritage section of the redeveloped Library in Maesteg. Additionally, further advice was provided on the potential conservation of volumes of the Tynewydd Women's Labour group to colleagues within RCT.

The Glamorgan Archivist has continued to assist colleagues in Merthyr Tydfil with the archives work related to the development of the Cyfartha Castle site, and has also advised Information Management colleagues in Cardiff regarding the transfer of Council records from paper to digital. She also met with colleagues in Cardiff Council regarding the work of the Welsh Vital Digital Information Project and discussed how this might complement work that is underway in the authority.

### *4.3 Ensure records from all partner authorities are transferred to Glamorgan Archives in a timely and efficient manner, and are stored to the best professional standards both in paper form and electronically*

Contacts made with the South Wales Information Forum are a positive route to discussions with the relevant Information Management colleagues across the six funding authorities and more work will be undertaken to pursue this as a way of ensuring the records are transferred in a timely and regular manner.

### *4.4 Work with ARCW Collections at Risk Project*

The ARCW Records at Risk Project Officer alerted us to the closure of Rhys Davies Logistics Ltd, a haulage company based in Taff's Well. The administrators were

contacted and arrangements made to transfer any records suitable for permanent preservation once the process of administration is complete.

## **7. Outcome 5: Collections are gathered, kept and shared using the best professional standards.**

### *5.1 Begin a systematic stocktake of all collections as part of Collections Weeks*

Collections Weeks are planned for w/c 29<sup>th</sup> November 2021 and 13<sup>th</sup> June 2022, and a work-plan is currently being developed for the first of these.

### *5.2 Ensure a balance of cataloguing, conservation and digitisation priorities*

Initial receipts were issued within the target time. Full receipts were issued within 15 working days for 38% of the accessions; the target is 60%. 88% of the accessions received between November 2020 and April 2021 had receipts issued within the 6 months target for more complicated deposits; the target is 90%.

Details of all accessions received in the last quarter can be found in Appendix 1 including notable accessions

Work continues on assigning cataloguing priority scores for all collections; two thirds of all collections have now been assessed. Work is also being done on bringing together required work on cataloguing, conservation and digitisation so this can be a coherent programme and will align together.

The deliveries of the William Burges plans from Cardiff Castle have continued during the quarter. Each delivery is checked and condition-assessed by conservation on receipt. The plans themselves seem to be in good condition and those with damage have had conservation treatment carried out previously. Some of these repairs will need to be undone as they are either inappropriate or non-archival quality materials have been used, such as mounting techniques, non-archival quality mount board, non-archival quality sleeves, multiple items in one sleeve or mounts that are far too large and a large number of plans and document that have been mounted onto what appears to be blotting paper or other lightly or unsized paper.

The Principality Building Society have resumed delivery with two deliveries this quarter. The volumes are checked for and cleaned of mould on arrival.

A further two boxes of glass plate negatives have been added to an existing deposit; both were badly mould damaged which has caused some loss of images. These have been cleaned and added to the other 59 boxes.

The final 109 volumes of registers from Pontypridd Registrars have been completed with 90 volumes having new covers, 14 volumes being re-backed and 5 having their boards refurbished and consolidated along with some pages being re-attached and tears repaired.

The Plymouth Estate plans being repaired as part of the National Manuscript Conservation Trust-funded project have continued to be worked on. Digitisation work and conservation treatment has been undertaken to various degrees on each of the five volumes. Students from Cardiff University Conservation courses have applied to assist with this and the second NMCT-funded project that is underway.

Work on photographs from the Associated British Ports collection, as part of the continuation of the Time and Tide project, has been started. The photographs were stuck on thin blue card, which was not good for their long-term preservation and meant that information written on the back of the photographs was not visible. Removing the photographs from the card and repackaging them is being done in down-time between other tasks.

The Assistant Conservator is also continuing to work on flattening and repairing the rolled Quarter Sessions rolls.

Work is continuing on the Royal Welsh College of Music and Drama NMCT project. Rose Hellyer is still volunteering as a conservation intern on the project. A second intern Freya Chambers, a former Cultural Ambition trainee with the service and now BSc conservation student, will also be working on the project on.

The Conservator has been advising Chepstow Museum on storage options, environmental control equipment, cold storage and photographic and photographic negative storage.

### *5.3 Develop coherent programme of external funding applications*

Two large collections, the Cardiff Castle Burges plans and the records of the Principality Building Society, continue to be transferred on a regular basis and are being considered for external funding applications for work needed. c.889 drawings have arrived from the Castle to date and it is estimated a further 6 deliveries will be made over the forthcoming months before the whole collection has been received. Three significant deposits of ledgers, minute books and other financial records have been received from the Principality with the last delivery expected in November. Material from the Principality started being delivered in December 2019 but progress was interrupted by the pandemic. Once fully received it will be possible to appraise and sort both collections and consider applying for grant funding where appropriate.

### *5.4 Complete half-finished collections*

Work on completing the Time and Tide project continues, with Lowis Lovell, Archivist, continuing to catalogue records of Associated British Ports South Wales.

**8. Outcome 6: Resources are managed to the best possible advantage with all due consideration given to sustainability and value-for-money, whilst maintaining a flexible and agile service.**

*6.1 Manage budget to ensure best value for money and appropriate use at all times*

Regular budget monitoring sessions continue to be held looking at current spend and projecting outturn figures for the end of the financial year.

We have been working with Cardiff Council's Audit and Investigations service to conduct a thorough audit of the Archives' work during September and October. A draft report is expected towards the end of November.

*6.2 Maximise income generation opportunities*

Discussions are underway with colleagues from the Welsh County Archivists' Group regarding future potential projects to work on together to digitise specific classes of records alongside commercial digitisation companies. In particular, records of interest would include nonconformist material and other record-sets that have not yet been worked on.

Records of the workhouse and cottage homes for the Poor Law Unions of Bridgend, Cowbridge, Cardiff, Merthyr Tydfil and Pontypridd are now available to search on a pay-per-view basis through the online family history service Ancestry as part of the agreement reached in 2019.

*6.3 Maximise staffing complement through grant funding and efficient use of resources*

Recruitment of a Kickstart Trainee began in September. The role is that of Digital Assistant and will focus on the digitisation and online accessibility of collections. We failed to recruit during the initial round, leading to the post being readvertised in late-October.

*6.4 Ensure an inclusive and well-developed workforce*

Half-Year Personal Development Reviews have been completed for all staff.

A new term of Welsh Language classes have begun, with two staff returning to Uwch 2 and another to Canolradd. A fourth member of staff has started a Gloywi Iaithe course which is aimed at fluent speakers and focusses on developing confidence and skills in using Welsh in the workplace.

David Hail, Records Assistant, completed the 3-day 'First Aid at Work' course.

The Glamorgan Archivist and the Conservator completed manual handling training. Additional staff will take the course over the coming months.

The Senior Archivist attended the Welsh Government Senior Leaders Workshop on the Violence Against Women, Domestic Abuse and Sexual Violence National Training Framework, on behalf of the Glamorgan Archivist.

The Glamorgan Archivist, Hannah Price, and Louise Hunt, Archivists, attended the 3-day Archives and Records Association virtual conference, thanks to funding provided by Archives and Records Council Wales. There were three themes to this year's conference: sustainability, diversity, and advocacy.

The Glamorgan Archivist also attended Equality Impact Assessment training, as well as the 4-session Heritage Digital Academy looking at digital improvements to services. She also attended a session on Awareness of EU Citizens' Rights and visited Gwent Archives to discuss possible avenues for joint collaboration.

The Senior Archivist continues to attend meetings of Cardiff Council's Welsh Language Co-ordinators group.

The Conservator has completed her CPD review and retained her Accredited status. Comments received from the assessors were very positive.

#### *6.5 Ensure sharing of skills with partner organisations as much as feasible*

Opportunities have arisen for pest identification training and emergency preparedness training being developed amongst partner services, and it is hoped that these will be held in forthcoming months.

#### *6.6 Ensure Archives Accreditation is renewed and continued*

An application for the renewal of the service's Accreditation status was submitted at the end of September. Archives Accreditation is awarded for a term of six years and the original award had expired in November 2020, but the service was advised to wait to complete an application until September 2021. A validation meeting was held with representatives from Welsh Government before the application was submitted to the Accreditation Panel in November. We expect to hear the result of the application before the end of November.

#### *6.7 Ensure a broad range of opportunities for volunteers*

19 volunteers continue to work remotely on projects, contributing approximately 325 hours during the quarter. They have largely been working on four projects: indexing of crew lists from the port of Cardiff, indexing of Merthyr Tydfil Union admission and discharge registers, producing a finding aid for the Crawshay diaries, and the transcription of the Leversuch family correspondence. Two of the volunteers are working on research projects, and writing posts for the Archives' blog. Listing of images in the Cardiff Bay Development Corporation has been

paused until the Kickstart trainee is in post and able to progress scanning slides from the collection.

Staff are planning for the return of on-site volunteering, following Cardiff Council's Covid procedures to keep staff and visitors safe. A three-week timetable has been developed with each volunteer attending for one 2 and a half hour slot during that period. There will be a maximum of three volunteers in the office over the course of the day. Detailed guidelines are being developed to ensure that volunteers return with confidence fully aware of the changes implemented in the office.

An application for funding from the National Lottery Heritage Fund was submitted in September in conjunction with Gwent Archives, Cardiff University Special Collections and the National Library of Wales. The project will look at offering volunteering opportunities on a digital platform to catalogue and transcribe material, meaning that opportunities will be available to a wider range of people from further afield.

#### *6.8 Ensure service is run transparently*

The quarterly reports to the Joint Committee have been enhanced and altered to reflect the new Strategic Plan, and to ensure the service is reporting against the new targets that were agreed in May.

The searchroom has been consistently busy since reopening in June. Feedback from staff on the new procedures around advance booking and pre-ordering of documents has been positive. Equally positive feedback has been received from the public, including:

*Thank you so much for making my visit yesterday so pleasurable. The help and assistance from the team was wonderful and the inciteful way they were able to assist was greatly appreciated. My research into the history of Cinema in Porthcawl has advanced thanks to accessing planning applications diligently secured in the archive. I will be back again soon I hope.*

*Thank you so much for all your friendly help last Tuesday, when I visited the Glamorgan Archive[s]. It was very much appreciated and I'm glad to say that I was able to fill in a number of gaps in [my great-grandfather's] life story.*

Arrangements have been made for the new Cardiff Council Members Code of Conduct to be available for consultation in the searchroom, due to ongoing restrictions on public access to Cardiff County Hall.

The national and benchmarking reports from the ARA Distance Enquiries Survey have been received. Results for Glamorgan Archives were pleasing. A full report can be found in Appendix V.

The target for responding to remote enquiries is met. Feedback has included:

*This is just brilliant! The service you have provided has been easy to use in every way. My grateful thanks.*

*Thanks for your comprehensive and extremely informative email... it is much appreciated.*

*I can't thank you enough for all of your assistance and sending everything so quickly!!*

The Journey to Democracy exhibition, produced by the Parliamentary Archives and installed in the foyer at the beginning of March 2020, has finally closed. We estimate that around 700 people saw the exhibition during the pre and post-lockdown periods.

#### *6.11 Work more collaboratively with neighbouring archive services*

The second meeting of the newly reconstituted Welsh County Archivists' Group was held in September and discussed the wide range of collaborative projects that are currently underway, as well as national initiatives.

Work is continuing on the pan-Wales 'Life in Wales in the 1920s' online exhibition to be launched along with the 1921 Census in 2022. The Glamorgan Archivist is leading the working group to develop the exhibition.

The Senior Archivist represents Glamorgan Archives on the ARCW Diversity and Inclusion Group. We are also represented on the ARCW Marketing Group and the ARCW Digital Preservation Group.

#### *6.12 Improve management of Glamorgan Archives building*

The latest quarterly Health and Safety check of the building was carried out in October looking at issues that need to be dealt with. A long-list of issues is being developed so that work can be prioritised and carried out over forthcoming years.

Current suppliers continue to attend the building to undertake all the usual checks and tests that are required and issues are identified and rectified as needed.

A service Business Continuity Plan is being developed to work alongside the Disaster Plan. It has been obvious that this plan is required following the pandemic.

The computer linking to the building management system has now been replaced and the new one is working well.

The strongroom air handling run times from its reinstallation are given below:

AHU 1	140.8 hours
AHU 2	1 hour
AHU 3	1755.9 hours
AHU 4	840.6 hour

### Strongroom Environmental Conditions for the Quarter

Average Temperature and Humidity							
Strongroom 1		Strongroom 2		Strongroom 3		Strongroom 4	
Temp.	RH*	Temp.	RH*	Temp.	RH*	Temp.	RH*
19.8°C	60.0%	20.5°C	54.5%	19.6°C	56.2%	19.9°C	52.1%

\*Relative Humidity

The pest traps in the strongrooms have recently been checked and cleared. The findings are given below:

Pest Traps in Strongrooms		
Location	Front Door	Back Door
Strongroom 1	1 Spider*	3 Spiders*
Strongroom 2	Empty	Empty
Strongroom 3	Empty	Empty
Strongroom 4	Empty	2 Spiders*

\*Spiders are not pest insects so do no harm to the collection.

### SUMMARY

9. Glamorgan Archives has had another positive quarter, achieving a number of targets in the annual plan and even making progress against some of the longer-term goals from the overarching Strategic Plan.

The building and the team are still somewhat limited by the ongoing restrictions and cannot undertake all of the things that were done pre-pandemic. However, the team continues to do their best to adapt services and do as much as possible when necessary. This has been shown this quarter by students returning to the Archives for the first time since March 2020, and the planning that has been undertaken to safely allow volunteers to return to the building. The development of digital services to reach out to users online continues to take up a lot of the time of the team, but continues to grow and provide incredibly positive feedback.

### LEGAL IMPLICATIONS

10. 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 Welsh Government with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.

11. The Glamorgan Archivist acts at all times 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.

#### **FINANCIAL IMPLICATIONS**

12. Any direct financial implications arising from this report have been accounted for in the 2021-22 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**  
**12<sup>th</sup> November 2021**

## Appendix I

<b>Mothers' Union, Llandaff Diocese, Records: Llandaff Parish Branch</b>			
<b>Accession No:</b>	2021/51	<b>Reference No:</b>	DMUL
Records of meetings, programmes, orders of service, scrapbook of cards with international branch, minutes of AGMs and meetings, general information, accounts. Date of records: 2001-2017			
<b>Principality Building Society Records</b>			
<b>Accession No:</b>	2021/52, 78, 81	<b>Reference No:</b>	D1746
Various ledgers including, borrowers' ledgers, cash books, minutes, registers of members, passbook registers and records from other building societies including Chatham Building Society, Second Chatham Building Society, Urban Building Society, Maesteg Permanent Benefit Building Society, Gorseinon Permanent Benefit Building Society and Aberavon Mutual Permanent Building Society, Building Society Gazette, Building Society's Association Report of Proceedings at Annual Meeting Date of records: 1850s-1993			
<b>H J B Wills Photographer of Cardiff Records</b>			
<b>Accession No:</b>	2021/53, 64	<b>Reference No:</b>	D1813
Glass negatives, mostly half plate, but some full plate and larger 10x15 plates. The negatives include a range of photographic portraits and other images including photographs of buildings and work places. Date of records: early 20th century			
<b>West Park (Porthcawl) Limited, Glynbridge Homes, Architect's Drawings</b>			
<b>Accession No:</b>	2021/54	<b>Reference No:</b>	D1820
Construction and record drawings Date of records: 20th century			
<b>EJ Llewellyn of Barry, Printers, Papers</b>			
<b>Accession No:</b>	2021/55	<b>Reference No:</b>	D1819
General Register for Factories, entries 1938 – 1986, Factory doctor receipts, Accident Book, Articles of Association, Purchase of Freehold Letters, Schedule of Deed 1887 – 1968, Memorandum dated 1893, Registration Business Name, Purchase Tax Registration, To Limited Company, Insurance Certificates, Indenture of Apprenticeship Certificates, Closure of business, Premises Sale Date of records: 19th-20th century			
<b>Royal Antediluvian Order of Buffaloes, Records</b>			
<b>Accession No:</b>	2021/56	<b>Reference No:</b>	D615
Prince of Wales Lodge No 877: Order of Business, Printed Ceremonies Booklet, 1972 Rule Book, Roll of Honour Certificate Date of records: 20th century			
<b>William George Chamberlain, Musician, Papers</b>			
<b>Accession No:</b>	2021/57	<b>Reference No:</b>	D1814

Letters of introduction, some concert programmes and other miscellaneous paperwork.

Date of records: c1920s-1960s

#### **Theatr Iolo Theatre Company Records**

<b>Accession No:</b>	2021/58	<b>Reference No:</b>	D1815
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Company reports, Business and Artistic plans, Scripts, Tour schedules, Posters, Flyers, Newsletters, Responses from schools, Comments Books, Education packs, Press cuttings including reviews, Photographs of productions

Date of records: 1990-2015

#### **Glamorgan Family History Society Records**

<b>Accession No:</b>	2021/59	<b>Reference No:</b>	D37/1/143
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Journal no. 143

Date of records: Sep 2021

#### **Dr W. T Rees Pryce of Cardiff Collection**

<b>Accession No:</b>	2021/60	<b>Reference No:</b>	D1827
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Maps, photographs and other papers relating to South Wales

Date of records: 20th century

#### **Bella Brown, Lord Mayor of Cardiff and Chairman of South Glamorgan, Papers**

<b>Accession No:</b>	2021/61	<b>Reference No:</b>	D1619
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Photograph album, newscuttings book, presentation album containing illuminated account of time as Lord Mayor of Cardiff

Date of records: 1979-1980

#### **Penarth Civic Society**

<b>Accession No:</b>	2021/62	<b>Reference No:</b>	D1824
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Administrative records including agendas, minutes, meeting papers, newsletters and correspondence. Additional material may be included

Date of records: 1990s-c2011

#### **Gelligaer Historical Society Records**

<b>Accession No:</b>	2021/63, 90	<b>Reference No:</b>	D1499/1/53-54
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'Gelligaer Times' - Issue Nos. 57-58

Date of records: Aug – Oct 2021

#### **Llangynwyd Ecclesiastical Parish Records**

<b>Accession No:</b>	2021/65	<b>Reference No:</b>	P82CW
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St Cynwyd: Baptism registers, 1901-2000 (with loose pages 1769-1815), Registers of Banns, 1945-2000, Marriage registers, 1907-2019, Burial registers, 1902-1982, Registers of Services, 1909-2004, Accounts books, 1897-1956, PCC Membership Book, 1935-1965; St Tydfil, Bryn, Baptism register, 1902-2002, Marriage registers, 1927-1984; St David, Maesteg, Baptism register, 1898-1946, Register of Services, 1929-2003; Holy Innocents, Maesteg, Baptism register, 1937-1962, Register of Services, 1945-1966; St Michael, Maesteg, Baptism register, 1898-1913

Date of records: 1897-2019

**Iwan Huphreys, Solicitor, Cardiff Bay Development Corporation, Photographs**

<b>Accession No:</b>	2021/66	<b>Reference No:</b>	D1828
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Photographs taken by Iwan Humphreys during the site visit by the House of Commons Select Committee on the Hybrid Cardiff Bay Barrage Bill; Photographs of the Barrage Bill Team office at Church House, Westminster used during the Hybrid Bill House of Commons proceedings and of a team dinner at the Gran Paradiso Restaurant in the "division bell" district of Westminster  
Date of records: 1990s

**Barry Lane, Former Chief Executive Cardiff Bay Development Corporation, Papers**

<b>Accession No:</b>	2021/67	<b>Reference No:</b>	D1829
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Papers held by Barry Lane and relating to his time as Chief Executive of the Cardiff Bay Development Corporation and subsequently  
Date of records: 1990s-2000s

**Cardiff Bay Barrage Act 25th Anniversary Lunch, Papers**

<b>Accession No:</b>	2021/68	<b>Reference No:</b>	D1830
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Records relating to a lunch organised to mark the 25th anniversary of the passing of the Cardiff Bay Barrage Act  
Date of records: 2018

**Cardiff and South East Wales Branch of the Oxford University Society, Records**

<b>Accession No:</b>	2021/69	<b>Reference No:</b>	D1831
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Minutes, correspondence and Branch papers  
Date of records: 20th century

**Arthur George Lang of Cardiff, Papers**

<b>Accession No:</b>	2021/70	<b>Reference No:</b>	D1816
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Claims for war damage to 49 Brook Street, Riverside, Cardiff; Lang Bros, Central Printing and Bookbinding Works, Cardiff, letterhead; Final Accounts of the Estate of Arthur George Lang  
Date of records: 1941-1952

**Cardiff Wesley Circuit Plan**

<b>Accession No:</b>	2021/71	<b>Reference No:</b>	D1817
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Circuit plan  
Date of records: Apr-Jun 1890

**Deeds and photographs relating to Dowlais, Merthyr Tydfil**

<b>Accession No:</b>	2021/72	<b>Reference No:</b>	D1818
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Deeds and documents relating to 30 Glendower Street, Dowlais; group photograph of children in costume, Ysgol Canolog, Dowlais; photograph of Festival of Britain celebration; postcard showing a model of a Merthyr Tydfil tramcar  
Date of records: 1876-1950s

**Radyr Methodist Church, Records**

<b>Accession No:</b>	2021/73	<b>Reference No:</b>	D1823
Records, including minutes of various church committees, church notices, orders of service, records relating to church centenary, photographs, correspondence and plans Date of records: 20th century			

<b>Roath, St German Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2021/74	<b>Reference No:</b>	P216CW
Baptism, marriage, banns and service registers. Date of records: 1927-1963			

<b>Glamorgan Constabulary Papers</b>			
<b>Accession No:</b>	2021/75	<b>Reference No:</b>	D1832
Constabulary reports regarding enemy bombing of Killay and Gorseinon Date of records: 1943			

<b>South Wales Police Constabulary Records</b>			
<b>Accession No:</b>	2021/76	<b>Reference No:</b>	DSWP/41
The Police of South Wales and the Great War 1914-1948 Concluding the Story Date of records: 2019			

<b>Richard Clements of Cardiff, Collection</b>			
<b>Accession No:</b>	2021/77	<b>Reference No:</b>	D1308
Family papers including clothing books, programmes and correspondence Date of records: 20th century			

<b>Walker Family of Cardiff, Papers</b>			
<b>Accession No:</b>	2021/79	<b>Reference No:</b>	D1360
Records relating to sea journeys (1950s); cricket (1950s-2000s); family (1950s); Richeliuie et Cie (Exporters) Limited, Capetown (1960s); assorted photos (1930s-2000s); papers (1950s-2000s); drafts or proofs of Peter Walker's books; Richard Walker photographs (c1930s); Oliver and Freda Walker (1920s-1960s). Date of records: 1920s-2000s			

<b>Bishop of Llandaff Church in Wales High School Records</b>			
<b>Accession No:</b>	2021/80	<b>Reference No:</b>	D1810/1/5-7
Speech Day Headmaster's reports. Date of records: 1995-1998			

<b>Edwards, Harrap, Ward, Llewellyn, Geldard, Griffiths and Walker Family Papers; M L Edwards Professional papers</b>			
<b>Accession No:</b>	2021/82	<b>Reference No:</b>	D407
Family papers Date of records: 20 <sup>th</sup> century			

<b>Peniel Congregational Chapel, Llanharry Records</b>			
<b>Accession No:</b>	2021/83	<b>Reference No:</b>	D1825
Records of the now closed Peniel Chapel, Llanharry including annual reports, trustees information, survey of graveyard, correspondence etc.			

Date of records: 19-20 century			
<b>Borough of Kenfig, Records</b>			
<b>Accession No:</b>	2021/84	<b>Reference No:</b>	BK
Signed minutes of Kenfig Corporation Property and Kenfig Corporation Trust			
Date of records: 1973-2003			

<b>Collection of Cardiff Theatre Programmes</b>			
<b>Accession No:</b>	2021/85	<b>Reference No:</b>	D1826
Theatre programmes relating to New Theatre, Empire Theatre, Sherman Theatre, St David's Hall, Gaumont Theatre and The Made In Wales Stage Company			
Date of records: 20th century			

<b>Victor Warren Eveleigh Records</b>			
<b>Accession No:</b>	2021/86	<b>Reference No:</b>	D1822
Includes records of school, army, firms worked for, Hancocks, goulds foundry, underwater welders, Penrad, Myson, 1940-1988.			
Date of records: 20th century			

<b>Cardiff Arts Open Day records</b>			
<b>Accession No:</b>	2021/87	<b>Reference No:</b>	D1833
Papers relating to the organisation and publicity for the Guinness World Record breaking shortest opera, staged in the Hayes, Cardiff. Includes correspondence with the Guinness Book of Records, requirements for an opera, media contacted, biographies, copies of witnesses, reception lists, apologies, press cutting, libretto and music.			
Date of records: 1993			

<b>Bryn Seion Chapel, Ystrad Mynach, Records</b>			
<b>Accession No:</b>	2021/89	<b>Reference No:</b>	D1834
Roll of Honour 1914-1919, poster publicising chapel meetings, 1950			
Date of records: 1914-1950			

<b>Cardiff Caledonian Society</b>			
<b>Accession No:</b>	2021/91	<b>Reference No:</b>	D677
Minutes, rule books, annual reports and Society papers relating to social events			
Date of records: 1900-2014			

### **Notable accessions:**

#### **Borough of Kenfig, Records (BK)**

Minutes of the Trustees of the Kenfig Corporation Property and Kenfig Corporation Trust have been received from the Clerk to the Trust. The signed minutes record the discussions and decisions of the Board in its administration of Trust business for the period 1973-2003

#### **Bella Brown, Lord Mayor of Cardiff and Chairman of South Glamorgan, Papers (D1619)**

Bella (Arabella) Brown was Lord Mayor of Cardiff and subsequently Chairman of South Glamorgan County Council (1980-1981). Photograph albums reflecting Bella

Brown's time in office including an album presented by South Wales Echo have been donated by a family member. Additional items include a newscuttings book, photographs, programmes and invitations

**Deeds and photographs relating to Dowlais, Merthyr Tydfil (D1818)**

A small collection of family papers has been received relating to Merthyr Tydfil. The donor's family lived at Dowlais for many years and during that time accumulated papers relating to the local area. Of particular interest is a group photograph of children who attended Ysgol Canalog, Dowlais during the 1920s. The children participated at the National Eisteddfod held at Treorchy during August 1928 and several members of the group appear in costume

**West Park (Porthcawl) Limited, Glynbridge Homes, Architect's Drawings (D1820)**

West Park (Porthcawl) Limited was formed 1964 and occupied offices on Mary Street, Porthcawl. It created architect's plans for a range of developments in south Wales during the 1960s-1980s. Over 300 drawings have been received relating to commercial and residential developments that include new housing and building conversions including hotels and public houses

**Penarth Civic Society (D1824)**

Over the past thirty years Penarth Civic Society has campaigned for the protection and enhancement of the town of Penarth together with its heritage and cultural life. Items received include the Society's administrative records including agendas, minutes and meeting papers. Other items such as newsletters and correspondence that reflect the activities of the Society have also been deposited. Additional deposits are expected in the near future

**Peniel Congregational Chapel, Llanharry Records (D1825)**

Records of a recently closed local chapel have been deposited. Items including annual reports, trustees information, graveyard survey and correspondence have been presented by a former trustee, secretary and senior deacon of Peniel Chapel, Llanharry. The records cover the 19th -20th century and provide a valuable insight into the activities of the Chapel

**Bryn Seion Chapel, Ystrad Mynach, Records (D1834)**

The closure of the chapel has prompted the deposit of its' records. Owing to dwindling membership, a decision was made to close Bryn Seion Chapel. The remaining members decided to donate the Chapel's Roll of Honour (1914-1919) and a poster from the 1950s publicising chapel meetings.

## Appendix II

	Number of Visits TOTAL (groups and meetings)		No. of Groups	Documents Produced
Sep – Nov 2020	0	0	0	1855
Dec 2020-Feb 2021	0	0	0	548
Mar-Apr 2021	0	0	0	402
May-Jul 2021	109	(8/6 – 31/7/21)	0	1515
Aug-Oct 2021	191	0	0	2093

	Remote Enquiries	Website Hits
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
May-Jul 2021	1240 (+198 un-printed thank you emails)	11133
Aug-Oct 2021	1276 (+219 un-printed thank you emails)	9893

## Interesting Enquiries

Family history remains a popular topic, with the new series of Who Do You Think You Are ensuring that enquiries continue to reach us. We have assisted a family historian with researching on the life of his great grandmother, who was at one time an inmate at Pontypridd Workhouse. He discovered that her passage to Canada during the 1920s was paid for by the Board of Guardians and was keen to understand why the Board would have funded her journey. We were able to refer him to the minutes of the Board of Guardians for Pontypridd Union. Another genealogist sought our assistance to trace an ancestor who was sent to Cardiff Prison for bigamy during the First World War. We suggested a search of the Quarter Sessions Calendars of Prisoners and the Cardiff Constabulary photographic registers might prove fruitful.

Records of the Powell Duffryn Coal Company were used by a researcher seeking to discover more about an ancestor who represented the company in Egypt during the 1900s. We suggested that the Board Meeting and Managing Committee Meeting night

make mention of the researcher's ancestor, and referred him to the company's Annual Reports for information regarding their overseas activities.

A particularly poignant family history query saw a searcher view and request copies of the letters his father wrote to his mother during the Second World War, which have since been deposited at the Archives. His mother has dementia, and he is hoping that reading the letters will trigger memories from her youth.

A local history group has recently formed in Llangan. One of the members contacted us with a particular interest in records illustrating the development of the village. We suggested he visit to view various historic maps along with more general local history records such as land tax returns, building plans and census returns. We also assisted a resident of Windsor Terrace in Cardiff seeking to discover when the Terrace and nearby Windsor Esplanade and Terrace were built, along with historic photographs of the streets. We were able to supply copies of maps showing the development of the area along with building plans of properties on the streets.

Several queries have been received requesting information on the history of notable buildings, be it for general interest or by engineers working on the redevelopment of the sites. These include Tylorstown Workingmen's Hall, the former Lloyd's Bank Building on High Street, Cardiff and Roath Court. In all cases copies documents illustrating the history of the buildings were provided, including building plans.

An artist working on a project focussed around the old Penydarren Locomotive line running from Abercynon to Merthyr Tydfil contacted us for information on the line's history in order to create a map and a story to sit alongside it. We were able to suggest a variety of relevant local history resources.

We regularly receive enquiries relating to our vehicle licensing records, the majority from researchers seeking the history of a recently purchased vintage car, motorbike or tractor. One recent such query was slightly different as the researcher in question has recently bought a motorcycle which he believed was originally owned by his grandfather. Our research revealed that the original owner was indeed his grandfather and we were able to confirm his grandfather's address in 1927.

The records of Cardiff Bay Development Corporation, recently catalogued as part of our Time and Tide project, were the subject of an enquiry by a German television production team seeking photographs of Cardiff Bay prior to the construction of the barrage for use in a German/French documentary about the Welsh coast.

## Appendix III

<b>Events</b>		
Islam in the Landscape of Cardiff		24
<b>Local and Family History Groups</b>		
Grangetown Local History Society x2		27
Welsh Place Names Society		8
<b>Filming</b>		
Cardiff People First		8
<b>Visits</b>		
Vaughan Gething MS		3
<b>Individuals meeting staff</b>		15
<b>Tours for prospective volunteers</b>		3

<b>Social Media</b>						
	<b>Twitter</b>		<b>Facebook</b>		<b>Instagram</b>	
	<i>Followers</i>	<i>Engagement</i>	<i>Likes</i>	<i>Engagement</i>	<i>Followers</i>	<i>Engagement</i>
<i>Sep</i>	5211	3003	1440	6011	1006	24
<i>Oct</i>	5310	9412	1457	662	1033	36
<i>Nov</i>	5374	9449	1478	7903	1050	35
<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
<i>May</i>	5645	5390	1552	6464	1148	29
<i>Jun</i>	5700	17,214	1565	4833	1157	35
<i>Jul</i>	5739	8765	1591	8809	1167	43
<i>Aug</i>	5774	10,533	1607	9827	1181	50
<i>Sep</i>	5802	4851	1612	2459	1192	91
<i>Oct</i>	5825	9082	1617	3159	1203	68

## Appendix IV

<b>Bench work</b>		
OS maps	53 various maps	Flattened and hangers attached
DPL/509/1,2	2 plans	Cleaned, encapsulated with microchamber backing
DEBABJ/1449	1 lined tracing paper map	Lifting areas re-adhered back down
D386/83	Illuminated address	Cleaned, flattened, loose backing re-adhered, encapsulated
D615/42	Roll of Honour certificate	Cleaned, flattened, encapsulated with micro-chamber
D1818/2	Photograph	Sticky tape removed; skimmed paper removed from tape and re-adhered back down, encapsulated with micro-chamber
DPL/517/11	1 map	Encapsulated with micro-chamber backing
	1 box of Glass plate negatives	Negatives stuck to the box and together removed form box and some separated
<b>Cleaning and Packaging</b>		
Tithe plan	1 map	Repackaged
Glass plate negatives	365 boxes	Cleaned
	50 boxes of crew lists	Cleaned
Various	23 large boxes	Cleaned and repackaged
<b>Bespoke boxes made</b>		
Various	60 Boxes	Made
<b>Barcoded and Relocated</b>		
Various	65 Items	Relocated
Various	353 items	Barcoded
<b>External Work</b>		
Local Registrars	109 volumes	Re-backed or rebound, any tears repaired
Local university	3 folder of loose papers, 3 volumes	Cleaned, washed, iron-gall ink treated, alkalised repaired, made in to fascicules or rebound.
Private individual	1 volume	Creases flattened, tears repaired.
Welsh University	25 boxes	Made
Private Company	20 slide boxes	Made

## **Appendix V**

### **ARA UK Archives Distance Enquiry Services Survey 2021**

#### 1. Introduction

The UK Archives Distance Enquiry Services Survey looks at archive remote enquiry services from the adult individual's point of view. It is a survey of individuals who contact the service by post or email with an enquiry concerning the Collection. All distance enquirers were invited to take part.

The 2021 survey took place from Monday 19 April to Sunday 25 July. A total of 58 archive services across the UK participated in the survey including 13 Welsh services.

The 2021 survey, although primarily based on the question set used since 2013, included small changes to some of the question options.

#### 2. Comparison with other Welsh archive services:

In comparing the results of all participating Welsh archive services, Glamorgan Archives is on a par with colleagues, with only a small variation between the scores of the majority of services. We don't excel beyond most of our neighbours, but neither are we falling behind.

#### 3. What we're doing well

We aim for a score of 90% or higher across the good/very good categories. This was achieved in all areas bar those listed in section 4 below.

Highlights include:

- How good do you think the following aspects of the distance enquiries service are at Glamorgan Archives?

	2021	2019	2017
Overall	96%	100%	95%
Quality of content	93%	97%	93%
Clarity of response	96%	100%	97%
Availability of bilingual information	97%	93%	98%

We have seen a slight decline in most areas, although satisfaction nevertheless remains high. It is likely that this is due to the impact of the pandemic with staff adapting to new and challenging workplace circumstances. It is particularly pleasing to note the improvement in satisfaction with the availability of bilingual information, reflecting the efforts made by staff to improve and use their Welsh language skills.

#### 4. Areas for improvement

We did not reach our target of 90% or higher across the good/very good categories in the following sections of the survey. Although not a poor score, these result highlight areas for improvement, with recommendations outlined in section 5.

- How good do you think the following aspects of the distance enquiries service are at Glamorgan Archives?

	2021	2019	2017
Promptness of response	88%	95%	83%
Charges for goods and services	73%	96%	80%
Social media	84%	-	-
Ease of navigation to our website	83%	92%	93%
Our website	89%	87%	94%

## 5. Recommendations

- Promptness of response

All remote enquires are answered well within our own target of 15 working days. It's likely that Covid19 restrictions will have impacted on the promptness of our response slightly, with a backlog of research and reprographic enquiries post-lockdown. In light of this we are satisfied with a score of 88%.

- Charges for goods and services

Our charges for goods and services haven't changed significantly in some time. They are due for review in the near future.

- Social media

This is a new question introduced to the survey in 2021, and as such we have no comparative data for previous years. We are now monitoring interaction with our social media feeds more closely and will respond to the data by tailoring our content accordingly.

- Ease of navigation to our website / Our website

We recognise that improvements need to be made to our website and this is included as a target on the strategic plan for this year.

## 6. Conclusion

The UK Archives Distance Enquiry Services Survey has shown that Glamorgan Archives has succeeded in maintaining the delivery of a high quality remote enquiries service despite the impact of the Covid19 pandemic on service delivery. It will be interesting to compare results with those of the next survey, due to take place in 2023, to ascertain whether the slight decrease in our scores is a temporary blip. Work will nevertheless be undertaken to make improvements in those areas where we are falling below our own very high standards.

Rhian Diggins  
Senior Archivist  
October 2021