

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

FEBRUARY 2022

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REPORT OF: THE GLAMORGAN ARCHIVIST TO THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE

AGENDA ITEM: 4

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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> November 2021 to 31<sup>st</sup> January 2022.

## 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.

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*

Regular meetings continue to be held with representatives from People's Collection Wales. Photographs taken by Butetown photographer Fred Petersen have been uploaded to the site, and images from the National Coal Board (NCB) and Hughesovka collections will follow.

Cardiff Library Service have approached us about undertaking digitisation of items from their collection when they receive requests from the public. A process for doing this work has been agreed. All income from the work will come to Glamorgan Archives.

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

The first version of the Epexio database containing Glamorgan Archives data was made available to staff in December. Feedback was provided to Metadatis including requests to rename and re-order fields. The user data and conservation data was initially not included but this is in the process of being resolved. Further refinement of the database is expected before the switch to the new system can finally be made.

Louise Hunt, Archivist, attended the inaugural Epexio User Group meeting. It was useful to hear updates and plans for future works as well as some case studies.

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

The Glamorgan Archives website continues to be updated with new or enhanced content as and when available.

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

During November we took part in the national Explore Your Archive campaign, posting under each of the daily hashtags and contributing to the Welsh campaign headed by the Archives Wales/Archifau Cymru social media accounts. Other posts on social media this quarter have featured Holocaust Memorial Day, Disability History Month, World Digital Preservation Day, Armistice Day, National School Meals Week, Dydd Santes Dwynwen and Burns Night. In December we promoted items for sale in our shop as Christmas gifts. In January we featured the Top 5 most requested documents in the searchroom during 2021 and highlighted new accessions received during 2021.

Articles on our blog have featured the 50<sup>th</sup> anniversary of the University Hospital of Wales, Christmas during the Second World War, the release of the 1921 census returns, and our ongoing project to conserve the Plymouth Estate surveys. The latter post was written by conservation student Cal James.

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

A joint event was held with the Living Levels Partnership's research volunteers in November. They discussed their work exploring the history of the sea walls on the Gwent Levels, a very relevant topic in light of current discussions around the impact of climate change on sea levels. 38 people attended.

Our first event of 2022 featured a talk by David Allen on 'Cardiff Arms Park: The Early Years'. The talk was based on the recently published book, 'Cardiff Arms Park: An Illustrated Architectural and Social History'.

The Senior Archivist gave a talk as part of the online programme of events of the Cardiff Branch of Glamorgan Family History Society. The spoke about using our coal collections for family history. 85 people attended from locations across the world, and several follow up enquiries were received by email.

The latest parish familiarisation event was held in conjunction with the Diocese of Llandaff. Parish representatives joined on Zoom for a virtual visit to the Archives, including a presentation on the importance of safeguarding their records and the process for depositing them with the Archives. 18 attended.

The Conservator gave a talk to the Glamorgan Family History Society on packaging and preserving family heirlooms including family bibles, photographs, letters and other items. The talk was very well received and there has been excellent feedback from those who attended.

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

Work continues on the Welsh Vital Digital Information project in collaboration with colleagues from archive services across Wales. The audit of systems within Childrens' Services proceeds slowly as lots of services are not forthcoming with the data required.

The National Library of Wales has used some funding from the Welsh Government to start a trial of a digital preservation repository for Council records. Glamorgan Archives is working alongside Gwent Archives on the pilot, which sees some records being ingested into the contracted system, Preservica, to see what the options are for the long-term preservation of the records.

The work looking at the long-term preservation of Adoption records is continuing and meetings have been held with representatives from the National Adoption Service and other adoption agencies from across Wales to look at the potential to work collaboratively on what to do with the paper and digital records that are held piecemeal across a large number of organisations, including local authorities.

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

The draft Strategy continues to be developed.

### **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*

An article on Wales Online looking at the development of Cardiff Bus Station over the years featured photographs from Glamorgan Archives.

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

The Senior Archivist met with representatives from Cardiff University's CAER Heritage Project at the new community heritage centre in Caerau. Opportunities for future partnership projects around the modern history of Ely and Caerau were discussed.

The Senior Archivist continues to attend meetings of the Steering Group of the Scribla artist collective, led by arts organisation Art Shell. She has supported the work of the artists by recommending archival resources linked to their research, and images of items from the collection have been supplied.

Cardiff People First held a celebration event to mark the completion of their Lottery funded Taking Over the New Normal project. The Archives hosted a small group of Cardiff People First members who spoke about their experiences of participating in the project and showcased the films produced highlighting Glamorgan Archives and the Museum of Cardiff. An online audience joined via Zoom. A total of 35 attended, either in person or virtually. The films can be viewed on the Cardiff People First You Tube channel.

We continue to work with Rhondda Cynon Taf Heritage Services on their Proud Valley project exploring diversity within the RCT area.

Initial discussions have been held with Race Council Cymru regarding the production of a research guide, similar to the Queering Glamorgan guide, on black history. Funding streams are being explored.

Grangetown Local History Society held their monthly meeting for November at Glamorgan Archives as usual. Meetings were suspended in December in light of the new Omicron variant of Covid19.

The Senior Archivist attended the Executive Committee of Glamorgan Family History Society to update them on developments at the Archives.

The Glamorgan Archivist continues to attend meetings with the Heritage and Cultural Exchange, and is working with them on the long-term preservation of their collection. She also continues to work with Women's Archive Wales following the conclusion of their Setting the Record Straight Project.

**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*

A webinar was held for more able and talented pupils at Ysgol Gyfun Bro Eder on Votes for Women and the activities of the Suffragettes in Cardiff and the wider south Wales area. Examples from the Cardiff Police Newscuttings and photographs were used as talking points, followed by a Q&A session with pupils.

Staff met with a research group of pupils from Adamsdown Primary in Cardiff who are exploring the history of their school. Questions were taken from the pupils on how to approach historical research and digital images reflecting the history of the school were shared.

Virtual tours with introductions to our services and collections were delivered to postgraduate students from Cardiff University's School of Welsh and those studying for a MA in History at Cardiff University.

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

Discussions are underway with the School of History, Archaeology and Religion at Cardiff University around a proposed heritage work placement module which would see participants working with local heritage services, including the Archives.

The Glamorgan Archivist was met with a small group of students from the Cardiff University MSc course in Care of Collections to discuss the work of the Archives and working in the profession in general.

**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*

The Glamorgan Archivist attended a meeting of the South Wales Information Forum in January, to continue liaison with Information Governance colleagues from across a range of local authorities. She continues to work with colleagues in Information Governance at Cardiff Council on their plans for future developments.

The Senior Archivist and volunteer Rosemary Nicholson spoke at Cardiff Council's annual staff remembrance service held at City Hall on 11 November. Rosemary has undertaken significant research on the people listed on the Council's Roll of Honour and the stories of three brothers who served in the First World War and feature on the roll were read to those in attendance.

*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*

As detailed above in item 3, work is underway on a trial of a digital preservation repository and that work is prompting discussions regarding the transfer of records within constituent authorities, both in paper and digital format.

Regular meetings continue to be held with representatives from the Diocese of Llandaff to ensure the continued transfer of relevant parish records to the Archives.

*4.4 Work with Archives and Records Council Wales Collections at Risk Project*

Liaison with the ARCW Records at Risk Project Officer over potential records at risk in our area has continued this quarter.

## **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*

A Collections Week was held the week commencing 29 November. With the searchroom closed, staff were able to focus on work on the collection. The Archivists worked in two teams, addressing the large accessions received during the past 6 months. This included appraisal of a collection of approximately 3000 glass slides, cataloguing the papers of Albert Victor Chamberlain, Lord Mayor of Cardiff's Secretary, appraisal and cataloguing of additional material in the Chris Taylor transport collection, sorting and cataloguing records from Theatr Iolo, and cataloguing records from Llangynwyd Ecclesiastical Parish. The Records Assistants worked in two teams to progress stocktake work, systematically working through all boxes in the strongrooms checking their contents against the catalogue and locations database.

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

Initial receipts for accessions were issued within the target time. Full receipts were issued within 15 working days for 71% of the accessions; the target is 60%. 91% of the accessions received between February and July 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.

Deliveries of the William Burges drawings from Cardiff Castle have continued, with the material being checked on arrival by a member of the conservation team and an archivist. The material has included plans of rooms and furniture, as well as

intricate and colourful designs for stained glass windows at Cardiff Castle and Castell Coch. It also includes some drawings for Burges designed churches in Scotland and Ireland. The collection is being assessed for Conservation requirements as it comes in, and it has already been noted that the collection has surface dirt, tears and losses, fragile tracings and material that needs to be removed from old album pages. A further six deliveries were made during this quarter with approximately 1850 drawings having been received so far. A further one or two deliveries are expected in February to complete the transfer and then future funding opportunities will be discussed with colleagues from Cardiff Castle.

Work is continuing on the National Manuscript Conservation Trust (NMCT)-funded project, with assistance from students from Cardiff University as part of their Conservation placements. Nine of the foldout maps from DPL/3 and one foldout map from DPL/4 have been re-backed on the wall board. DPL/3 is in the process of being bound and DPL/4 is awaiting digitisation before it can be bound.

The Assistant Conservator has bound up six volumes of electoral registers, and he is continuing to flatten quarter session rolls (completing the year 1842) to make them more accessible to the public.

Funding has been obtained from ARCW to undertake a sampled Preservation Assessment Survey (PAS), with assistance from Library Surveys Ltd. Glamorgan Archives staff will undertake the survey work to the prescribed methodology and the ensuing report will be calculated by Library Surveys. This work is expected to be completed by the end of March.

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

The deposit of records from the Principality Building Society has been completed with one further accession received in this quarter. The collection now needs to be assessed as a whole and may be suitable for grant funding for cataloguing.

### *5.4 Complete half-finished collections*

Work on completing the Time and Tide project continues, with Lewis Lovell, Archivist, continuing to catalogue records of Associated British Ports South Wales. An additional deposit of related records has been received this quarter, and those will be assessed and dealt with in conjunction with the previous material.

## **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.

The audit of the work of the Archives was completed and a draft report was received in November. There were nine recommendations in the report, with three of those recommendations classed as red/amber risk. Of those nine, four have already been dealt with and notified back to Audit as completed (including one of the red/amber risks). The remaining five recommendations are scheduled to be dealt with and closed off by the end of March.

## *6.2 Maximise income generation opportunities*

Royalty payments from the various agreements that are in place have exceeded projections this year, largely due to the interest that the parish registers have received since launching on Ancestry in October 2020.

Glamorgan Quarter Sessions Calendars of Prisoners for the period 1850-1920 are also now available to access online via Ancestry.

Work is continuing on other classes of records that could be digitised for mounting online in conjunction with colleagues from across Wales.

The Royal Welsh College of Music and Drama commissioned project is continuing. Five volumes and one folder of musical manuscripts have been treated and bound. There are a further eight folders and six volumes of various sizes left to work on.

Barry War Museum commissioned Conservation to work on three Nazi propaganda posters. These have been repaired and encapsulated to protect them for the future.

The Conservator and Assistant Conservator have carried out two other small pieces of commissioned work this quarter. This has included repair work on a 17<sup>th</sup> Century family bible, three volumes of a Beethoven musical score book, one other volume and a dust jacket.

Glamorgan Cricket Club have commissioned the service to undertake work on preservation and boxing of items from their collection. This has included the purchase of preservation equipment on their behalf, remedial and active conservation on some items as well as boxing up a large number of items with bespoke boxes.

Carmarthenshire Archive Service are expected to be moving their collection out of storage with the Archives before the end of the financial year. They have put the removal work out to tender and a number of visits from potential contractors have been facilitated throughout January.

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



A support worker for Records Assistant Stefan Walker has been recruited. The role will be funded through the Department for Work and Pensions (DWP) Access to Work scheme. Alexis Brito joined the team at the end of January and will be working 23 hours per week, focussed on searchroom services.

The latest Cultural Ambition Trainee, Bilal Abdi, joined us in January. Bilal spent his first placement in St Fagan's. He is now working on progressing the digitisation of the Cardiff Bay Development Corporation photographic collection.

Following a fifth attempt at recruitment, the Kickstart Trainee post has not been filled and this means that, due to the timescales associated with the scheme, we cannot proceed with the placement.

#### *6.4 Ensure an inclusive and well-developed workforce*

Four members of staff continue to attend weekly Welsh classes.

The Senior Archivist, Archivist Hannah Price and Records Assistant David Hail have all completed Manual Handling training.

The Glamorgan Archivist, the Senior Archivist and Louise Hunt, Archivist, attended the ARCW Forum.

A webinar on Describing the Archive: Identifying Biased and Offensive Language in Archive Catalogues was attended by the Senior Archivist. It explored options for using automated software to identify problematic legacy catalogue descriptions.

Archivist, Laura Russell, attended LGBTQ+ History and Language training sessions commissioned by the Welsh Government.

The Glamorgan Archivist attended two Environmental Sustainability seminars and a seminar on workforce development, all hosted by The National Archives. She also attended the first of four planned sessions on Environmental sustainability and decarbonisation hosted by Welsh Government for cultural heritage organisations (with the other three sessions planned for February and March).

In addition, she visited Cardiff University Special Collections to discuss potential avenues for joint collaboration and co-operation.

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

The Glamorgan Archivist attended the reconstituted South Wales Emergency Planning Group, led by Welsh Government. This is an ideal skills-sharing opportunity as emergency planning is often difficult to progress with as a lone organisation, and there is value in collaboration on this.

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

September's application for the renewal of Glamorgan Archives' Accreditation status was successful. In the outcome documentation, it was noted that "Glamorgan Archives was an exemplar of how an archive service should deliver on behalf of multiple local authorities. They [the panel] commended the smooth succession to a new head of service during the COVID-19 pandemic and encouraged the service to continue its development in managing digital collections."

In the report there are four required actions and one improvement action, all around digital preservation implementation and relationships with the partner authorities. The service will need to report against those actions at the next check-in, which will be two-three years.

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

Rosemary Nicholson, volunteer, has carried out research on a recently received Roll of Honour for Bryn Seion Welsh Baptist Chapel (ref. D1834/1), providing biographical information on members of the Chapel who served in the First World War. Rosemary's work has been added to our online catalogue.

During mid-November we were pleased to welcome many volunteers back to the Archives in person. 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.

A three-week timetable provided each volunteer with a 2-and-a-half-hour slot during that period. This ensured that there were no more than three volunteers in the office over the course of the day. Detailed guidelines were developed and circulated to ensure that volunteers returned with confidence fully aware of the changes implemented in the office. The majority of volunteers did take the opportunity to return to the office, only one deciding that they were not ready to do so.

Once again, we were unable to gather with volunteers for our usual Christmas get together. Instead, during December we gathered online for a chat and a festive quiz developed by Stefan Walker, Records Assistant, which was very well received.

Due to the tightening of COVID restrictions during December access for volunteers had to be suspended again. Some are choosing to work from home whilst the majority are waiting for onsite access to resume, which we are hoping will be possible during late Spring. During this period of variable provision of volunteering opportunities, we have decided not to include volunteer figures in the report.

### *6.8 Ensure service is run transparently*

The searchroom remains busy with high demand for places, and we continue to receive a positive response from customers, including through social media, such as:

*This time last week, I'd just finished my first of three days of research at @GlamArchives - and I just want to highlight how great an archive they are, but also, most importantly, how just genuinely lovely and helpful the staff there are!*

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

*Hello and thank you for you for your very prompt reply to the attached request for information. I am most satisfied with your service response time and only wish other organisations/ businesses offered similar customer service.*

The Senior Archivist continues as a representative on the Archives and Records Association's Survey Group. Work is currently underway to revise the Survey of Visitors to UK Archives in preparation for roll out later this year.

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

Funding has been obtained from the National Lottery Heritage Fund for the "Crowd Cymru" project, which is a collaboration between Glamorgan Archives and Gwent Archives, Cardiff University Special Collections and Archives and the National Library of Wales looking at digital volunteering. Work is underway on preparing for the recruitment of a Project Officer through Gwent Archives who are acting as the lead on the project. We will be providing collections and a physical location for the Project Officer if required.

The ARCW Marketing Group continues to meet regularly with the Senior Archivist representing Glamorgan Archives.

Discussions are underway with The National Archives and Gwent Archives regarding potential partnership work leading on from the 1919 Race Riots exhibition and exploring life during the 1920s in the diverse Docks communities of south Wales.

Work continues on the development of the pan-Wales 'Life in Wales in the 1920s' online exhibition, with the launch of material online planned for the Spring.

The Glamorgan Archivist has been appointed as Vice-Chair of ARCW, which allows the service exclusive access to more information and knowledge about current priorities and drivers across Wales and the wider UK.

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

The latest quarterly Health and Safety check of the building looking for defects and issues was carried out in January. The majority of issues are already identified and on the long-list to be dealt with over time.

Work continues on regular maintenance of the building alongside the contractors employed to undertake the work.

The Assistant Conservator has defrosted the freezer in the Isolation room and reorganised its' contents. The freezer currently contains large numbers of degrading nitrate and acetate negatives.

The heating coils for two of the air handling units have failed and replacements have been ordered. The heating coils on the other two air handling units will also need replacing soon. These issues have affected the runtimes, but this should be solved once the new parts have been installed.

The AHU runtimes for this quarter are bellow

AHU1	AHU2	AHU3	AHU4
0.0 hours	1 hour	485.5 hours	40. hours

During this quarter, the electronic handheld thermohygrometer broke down so some readings were done with a whirling hygrometer and others were done with a cheap handheld electronic thermohygrometer. The average readings are shown below:

Average Temperature and Humidity								
	Strongroom 1		Strongroom 2		Strongroom 3		Strongroom 4	
	Temp.	RH*	Temp.	RH*	Temp.	RH*	Temp.	RH*
Average	18.7° C	47.1 %	19.6°C	47.4%	20.8°C	43.9%	20.0°C	42.6%
Variation	±1°C	±2.5 %	±1C	±2.5%	±0.5°C	±3.5%	±0.5°C	±1.5%

Relative Humidity\*

Pest Traps in Strongrooms Between 20/10/2021 & 24/01/2022		
Location	Front Door	Back Door
Strongroom 1	Empty	Empty
Strongroom 2	1 Moth*	Empty
Strongroom 2A	Empty	Empty
Strongroom 3	1 Small fly	Empty
Strongroom 4	1 Small fly	Empty

- \* A single moth attracted by the pheromone trap from outside (not breeding)
- The flies are of no significance

The traps around the entrance doors to the building have trapped midges, flies, spiders, woodlice centipedes and beetles none of which are a problem for the collection.

## **SUMMARY**

9. One of the most pleasing aspects of this quarter has been the renewal of the service's Archives Accreditation status for another term of six years. The comments received from the panel were particularly pleasing considering the difficulties that the service has suffered over the pandemic. Work is already underway on the recommendations that were received in the outcome letter.

The team have continued to work hard to progress against a broad range of targets this quarter, as can be evidenced by the income generation that has been achieved and the number of items noted in this report.

## **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**  
**31<sup>st</sup> January 2022**

## Appendix I

<b>Casgliad A R Selwood o Penderyn / A R Selwood of Penderyn Collection</b>			
<b>Accession No:</b>	2021/92, 96, 105	<b>Reference No:</b>	D1405
Records relating to Nantllechau Farm; Certificates awarded to Jack Selwood from the RNLI and League of Nations Union for an essay submitted when a pupil at Tonypany School; Family papers in memory of Nefydd Roderick of Tonyrefail; papers relating to J. R. Selwood; papers relating to Hirwaun Common Inclosure; printed articles Date of records: 20th century			
<b>Cowbridge Grammar School Old Boys Association Records</b>			
<b>Accession No:</b>	2021/93	<b>Reference No:</b>	D341
Audio recording of a School performance of 'The Mikado' performed 1959, cast list, 'Those Blue Remembered Hills' by Timothy Chilcott (Extract) Date of records: 2021			
<b>High School For Boys Cardiff, Photograph</b>			
<b>Accession No:</b>	2021/94	<b>Reference No:</b>	D1835
Group photograph of staff and pupils Date of records: 1921			
<b>Madden Family Postcards</b>			
<b>Accession No:</b>	2021/95	<b>Reference No:</b>	D1822
Postcards depicting Madden family Date of records: c1914-1915			
<b>Kenneth Rowland Harris Family Papers</b>			
<b>Accession No:</b>	2021/97	<b>Reference No:</b>	D45
Photograph album, photographs of pages from front of family Bible Date of records: 1926-2020			
<b>Edwards, Harrap, Ward, Llewellyn, Geldard, Griffiths and Walker Family Papers; M L Edwards Professional papers</b>			
<b>Accession No:</b>	2021/98	<b>Reference No:</b>	D407/10, 11
'Metamorphosis' - the conversion of the Prudential Building, Cardiff into the Hilton Hotel; photographs of Spillers and Company, Cardiff; plan and explanatory note regarding housing at Maes Lloi, Aberthin Date of records: 20th century			
<b>Cardiff and the Vale of Glamorgan Coroners' Records</b>			
<b>Accession No:</b>	2021/99	<b>Reference No:</b>	CORCV
Coroners files Date of records: 2001			
<b>Cardiff and the Vale of Glamorgan Boys' Brigade Battalion, Records</b>			
<b>Accession No:</b>	2021/100	<b>Reference No:</b>	D1285
Brigade papers including committee minutes, financial records, programmes, photographs, newscuttings			

Date of records: 1950s-2017
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<b>Bethany Baptist Church, Rhiwbina, Cardiff Records</b>			
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<b>Accession No:</b>	2021/101	<b>Reference No:</b>	DBAP15
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Church records including minutes, reports, announcements, orders of service, photographs and correspondence
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Date of records: 1970s-2021
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<b>Diocese of Llandaff Quinquennial Inspection Reports</b>			
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<b>Accession No:</b>	2021/102	<b>Reference No:</b>	P
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Inspection reports
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Date of records: c2000-2021
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<b>Gelligaer Historical Society Records</b>			
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<b>Accession No:</b>	2021/103	<b>Reference No:</b>	D1499/1/55
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'Gelligaer Times' - Issue No. 59
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Date of records: Nov 2021
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<b>Ian Meredith Family History Research Papers</b>			
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<b>Accession No:</b>	2021/104	<b>Reference No:</b>	DX558
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Updated versions of 'The Last Glamorgan Malefants [DX558/6], and 'Sir William Fleming, Knt and the de Sully heritage' [DX558/7]; article: 'The Wards of Thomas Moigne (d 1364), Sheriff of Gloucester
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Date of records: 2018-2021
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<b>Principality Building Society Records</b>			
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<b>Accession No:</b>	2021/106	<b>Reference No:</b>	D1746
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Various ledgers including cash books, accounts ledgers, depositors ledgers, accumulative shareholders ledgers, The Building Societies and Land Companies Gazette, Urban Building Society ledgers, Maesteg Permanent Benefit Building Society minute book, Aberavon Mutual Permanent Building Society subscription books.
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Date of records: 1860s-1980
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<b>Stark Brothers, Masons and Plasterers of Cardiff, Papers</b>			
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<b>Accession No:</b>	2021/107	<b>Reference No:</b>	D1838
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Photograph and business papers
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Date of records: 20th century
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<b>'The Barrian' Barry County School Magazines</b>			
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<b>Accession No:</b>	2021/108	<b>Reference No:</b>	D1837
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School magazines
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Date of records: 1919-1924
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<b>Glamorgan Family History Society Records</b>			
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<b>Accession No:</b>	2021/109	<b>Reference No:</b>	D37/1/144
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Journal no. 144
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Date of records: Dec 2021
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**South Wales Talking Magazine Association, Cardiff, Records**

<b>Accession No:</b>	2021/110	<b>Reference No:</b>	D1055
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Association records including minutes, scrapbooks and administrative papers  
Date of records: 1970s-2021

**City and County of Cardiff, Records**

<b>Accession No:</b>	2021/111	<b>Reference No:</b>	CCF
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Registers of Electors for Cardiff North, Cardiff West, Cardiff Central, Cardiff South and Penarth.

Date of records: 2019

**Deeds relating to 26 and 27 De Winton Terrace, Llanbradach**

<b>Accession No:</b>	2021/112	<b>Reference No:</b>	D1840
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Deeds and legal papers relating to 26 and 27 De Winton Terrace, Llanbradach  
Date of records: 19th-20th century

**Siloa Independent Church, Green Fach, Aberdare, Records**

<b>Accession No:</b>	2021/114	<b>Reference No:</b>	D1842
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Marriage registers

Date of records: 1914-1998

**Bethesda Cap Coch, Aberdare, Records**

<b>Accession No:</b>	2021/115	<b>Reference No:</b>	D1843
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Marriage registers

Date of records: 1982-2018

**Ebenezer Independent Chapel, Trecynon, Aberdare, Records**

<b>Accession No:</b>	2021/116	<b>Reference No:</b>	D1844
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Marriage registers

Date of records: 1912-2007

**Cornerstone Church, Aberdare, Records**

<b>Accession No:</b>	2021/117	<b>Reference No:</b>	D1845
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Marriage register

Date of records: 2005-2010

**The Kingdom Hall, Zion Street, Pontypridd, Records**

<b>Accession No:</b>	2021/118	<b>Reference No:</b>	D1846
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Marriage register

Date of records: 1985-2004

**Ramoth Christian Centre, Hirwaun, Records**

<b>Accession No:</b>	2021/119	<b>Reference No:</b>	D1847
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Marriage register

Date of records: 2007-2014

**Tonypandy Methodist Church, Records**

<b>Accession No:</b>	2021/120	<b>Reference No:</b>	D1282
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Marriage register



Date of records: 1991-2015
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<b>Capel Bedyddwyr Hebron, Ton Pentre/Hebron Baptist Chapel, Ton Pentre</b>			
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<b>Accession No:</b>	2021/121	<b>Reference No:</b>	D1839
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Minute book

Date of records: 1868-c1919

<b>Oakwood Ecclesiastical Parish Records</b>			
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<b>Accession No:</b>	2021/122	<b>Reference No:</b>	P198CW
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St Tydfil's, Bryn, marriage registers

Date of records: 1927-1956

<b>Anthony M Ernest and Robert M Ernest of Penarth Collection</b>			
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<b>Accession No:</b>	2021/123	<b>Reference No:</b>	D387
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Photographic negatives of Penarth County Treasures Listing, 1979; Official Sully Area Guide, 1995/6; Armed Forces Day programme, 2010; Cardiff Airport Annual Update, 2018; letter and photographs re. construction of deep sewer outfall at Lavernock Point, 1922; The Boy Scouts Association, Warrant Certificate of Group Scoutmaster issued to Robert M Ernest of Penarth, 1932; photographs of the Schroeter Family of Penarth, 20th century; Penarth Festival programmes, 1989-1995; Massed Bands of the Prince of Wales' Division, Programme, 1992; Portway Village Marina, Penarth, Sales Brochure, 1987; 20th Anniversary of Twinning, Penarth-St. Pol de Leon, 1989; 'Penarth – A Development Strategy for the next Decade', Cllr. Anthony Ernest, 1988; Official opening, Civic Offices and Leisure Centre, Barry, 1981 and Leisure Centre, Cowbridge, 1987; Barry Docks Regeneration, photograph, 1950s; Cardiff Marketing Bureau, Travel Trade Organisers Guide, 1988/89; Tourist Information Centre, Barry Island, photograph of official opening, 1992; Penarth Town Walk, September 2021, Alan Thorne; Last voyage of Paddle Steamer "Waverley" from Barry, postcard, 1988; Cardiff Consular Corps/Association correspondence, 1950-1979; records of Rocket Life Saving Apparatus, Penarth Rocket Station, 1920-1930

Date of records: 20th-21st century

<b>Cathays (Cardiff) Rugby Football Team</b>			
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<b>Accession No:</b>	2021/124	<b>Reference No:</b>	D1841
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Team photograph, 1882-1883 season

Date of records: 1882-1883

<b>Women's Archive Wales/Archif Menywod Cymru Records</b>			
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<b>Accession No:</b>	2021/125	<b>Reference No:</b>	DWAW8
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'Setting the Record Straight', minutes of the Project Management Group and Final Report; Women's Heritage Walks booklets.

Date of records: 2019-2021

<b>British Empire and Commonwealth Games Collection</b>			
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<b>Accession No:</b>	2021/126	<b>Reference No:</b>	D1848
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British Empire and Commonwealth Games, letter from Honorary Secretary, pennant and lapel badge; Cardiff Corporation souvenir transport ticket

Date of records: 1950-1958

**Giles and Harrap, Brewers, Merthyr Tydfil, sales catalogue**

<b>Accession No:</b>	2021/127	<b>Reference No:</b>	D1849
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Particulars and conditions of sale of the Brewery premises together with 62 fully licensed houses

Date of records: 17 Jun 1935

**Caerphilly County Borough Council, Records**

<b>Accession No:</b>	2021/128	<b>Reference No:</b>	CCA/C/RE/23
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Registers of electors, 2021

Date of records: 2021

**Cardiff Borough Council, Records**

<b>Accession No:</b>	2022/1	<b>Reference No:</b>	BC
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Cardiff Museum Committee Ledger, 1893-1907; Cardiff Corporation, Book of Reference, 1908

Date of records: 1893-1908

**Llancarfan Society Records**

<b>Accession No:</b>	2022/2	<b>Reference No:</b>	DLNS
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Newsletter 188

Date of records: Dec 2021

**Davies Family of Llandaff and Cardiff Papers**

<b>Accession No:</b>	2022/3	<b>Reference No:</b>	D1850
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Rent books, deeds, legal documents and letters

Date of records: 19th-20th century

**Minster Road United Reformed Church, Cardiff, Records**

<b>Accession No:</b>	2022/4	<b>Reference No:</b>	D756
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Plan of the proposed Congregational school hall, which became the main church building due to insufficient funds for a separate church, c1925; Plan of the church with the proposed site for a church hall indicated, 1971.

Date of records: c1925, 1971

**Roath Local History Society Records**

<b>Accession No:</b>	2022/5	<b>Reference No:</b>	D328
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Slides relating to the history of Roath, Cardiff and the surrounding area

Date of records: 20th century

**Bird Family Business of Cowbridge, Records**

<b>Accession No:</b>	2022/6	<b>Reference No:</b>	D1852
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Business paperwork including communications, details of suppliers, customers, transactions, staffing and administration, promotion and events. Also pictures and photographs relating to the Bird family in Cowbridge.

Date of records: c1900-c2010

**Howard Chant, Papers**

<b>Accession No:</b>	2022/7	<b>Reference No:</b>	D329
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Records relating to rail trips organised by Monmouthshire Railway Society, all departing Cardiff. Date of records: 1970s-1990s
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<b>Associated British Ports (ABP) Records</b>			
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<b>Accession No:</b>	2022/8	<b>Reference No:</b>	DABP
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Photographic archive of Associated British Ports including negatives and transparencies Date of records: 20th century
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<b>Verity Family of Bridgend Papers</b>			
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<b>Accession No:</b>	2022/9	<b>Reference No:</b>	DXCB
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Photograph of Admiral Erich Breuning taken by Denis Verity in his garden, Dec 1947; 'We Landed by Moonlight' by Hugh Verity, 2000. Date of records: 1947-2000
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<b>Bryn Hafren Girls' School Records</b>			
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<b>Accession No:</b>	2022/10	<b>Reference No:</b>	D1853
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Admission registers, attendance registers, staff attendance registers, leavers books, various booklets, videos and DVDs, press cuttings, photographs. Date of records: 1960s-2010s
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## **Notable accessions**

### **South Wales Talking Magazine Association, Cardiff, Records (D1055)**

An additional deposit has been received from the South Wales Talking Magazine Association. The Association was registered under the Charities Act in 1971 with the object of providing taped periodicals for registered blind and partially sighted people. By 2014 the Association produced two audio publications on compact discs, a weekly talking newspaper and a monthly magazine programme.

With the dramatic changes in methods of communication over recent years and the growth in social media the South Wales Talking Magazine Association decided to close in the summer of 2021 after 50 years of service. Items received comprise Association records including minutes, scrapbooks and administrative papers.

### **Cardiff and the Vale of Glamorgan Boys' Brigade Battalion, Records (D1285)**

The Boys' Brigade was founded in Glasgow in 1883 by Sir William Alexander Smith with the aim to develop Christian manliness using a semi-military discipline and order, gymnastics, summer camps and religious services and classes. Originally called the Cardiff Battalion, the name changed in 1974 to Cardiff and the Vale of Glamorgan Battalion. In 2010 the four battalions in Wales merged with the parent body, Boys' Brigade in Wales, to form just one battalion for the whole region, resulting in the winding up of the Cardiff and the Vale of Glamorgan Battalion. Additional Brigade papers including committee minutes, financial records, programmes, photographs and news-cuttings have been deposited.

### **Deeds relating to 26 and 27 De Winton Terrace, Llanbradach (D1840)**

A collection of papers relating to a property in Llanbradach has been donated. The deeds relate to houses in De Winton Terrace, which had been built by 1904 and

formed part of the Coedybrain Estate. Items received include assignments, mortgage and abstract of title that provide a unique insight into the history of the property.

**Siloa Independent Church, Green Fach, Aberdare, Records (D1842)**

Marriage registers of several churches have been received from Rhondda Cynon Taff Register Office, Pontypridd. Included are records of Siloa Independent Church, Aberdare which was officially opened in January 1845 and registers for the period 1914-1998 have been deposited.

**Giles and Harrap, Brewers, Merthyr Tydfil, sales catalogue (D1849)**

A sales catalogue detailing the extensive property holdings of a family run brewery has been received. Giles and Harrap Brewery, Brecon Road, Merthyr Tydfil is believed to have been established c1825 and had remained in family ownership by the time of its sale in 1935. The catalogue outlines the particulars and conditions of sale of the Brewery premises together with 62 fully licensed houses situated mainly in the local area.

**Bird Family Business of Cowbridge, Records (D1852)**

Edward Bird, 1768-1835 and brother of the diarist John Bird, established the business in Cowbridge in 1796 at 14 High Street and Waun y Gaer, both of which are still in the family's ownership. Papers deposited commence c1900 and include communications, details of suppliers, customers, transactions, staffing and administration, promotion and events. Pictures and photographs relating to the Bird family in Cowbridge have also been received.

## Appendix II

	<b>Number of Visits TOTAL (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
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
Nov 2021-Jan 2022	158	0	0	1587

	<b>Remote Enquiries</b>	<b>Website Hits</b>
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
Nov 2021-Jan 2022	1157 (+217 un-printed thank you emails)	9529

### Interesting Enquiries

The release of the 1921 census in early-January has led to a flurry of enquiries from family historians following up newly discovered information on their ancestors. Records consulted include those of the Glamorgan Asylum, local workhouses, collieries and schools. One individual discovered that an ancestor in 1921 was working at the Llwyn Onn Reservoir and we were able to refer them to Borough of Cardiff records relating to staff salaries and pensions.

A current serving police officer from Yorkshire made contact seeking information on his grandfather, who had also worked as a police officer, becoming Chief Constable of the Glamorgan Constabulary. We were able to refer him to a police personnel file for his grandfather along with a photograph taken during his time in Glamorgan.

A researcher requested help to trace the history of a marriage chest in their possession. The chest bears the initials 'WG', which they believe may relate to a

Winifred Griffiths. They also believe the chest may have Quaker links. We were able to refer them to items within the Society of Friends records which may help towards solving the mystery.

This year will mark 110 years since the sinking of the Titanic. In December we were contacted by the British Titanic Society, seeking assistance in their attempt to locate the grave of a member of the crew who survived, but was later admitted to Whitchurch Hospital in Cardiff. We were able to refer them to the Hospital records.

We continue to support academics, students and school pupils with their research. A PhD student visited the searchroom and consulted several items as part of her work exploring the significance of the environment in the lives of coastal dwellers in Brittany and Wales from the 1870s to the late 1930s. We also provided advice to a student undertaking a school project on the Aberfan Disaster and seeking information on insurance and compensation claims. We provided details of items within the National Coal Board collection.

We are regularly contacted for information by architects, engineers and contractors working on development projects. A recent enquiry concerned air raid shelters in the grounds of Hawthorn Secondary School in Pontypridd. A search of the catalogue revealed a detailed plan of shelter trenches in the school grounds.

Linked to the ongoing development work at Cardiff Royal Infirmary, an artist made contact as part of research into the place of the Infirmary in the city, and in particular in the surrounding areas of Adamsdown and Splott. We suggested that they consult the records of the hospital along with historic Ordnance Survey plans showing the development of the area.

Colleagues at Cumbria Archive Service contacted us in January, as part of their preparations for celebrating their 60<sup>th</sup> anniversary this year. Although the joint service opened in 1962, Cumberland Record Office in Carlisle opened in 1942, under the guidance of archivist Madeleine Elsas. Miss Elsas later became the second Glamorgan Archivist, and we were asked if we have any biographical information on her life and career. Copies of newscuttings and photographs from the Glamorgan Record Office archive which relate to Miss Elsas were provided.

### Appendix III

<b>Events</b>	
Sea Walls: Battles of Defence and Responsibility	38
Cardiff Arms Park: The Early Years	23
Cardiff People First Celebration Event	35
Glamorgan Family History Cardiff Branch: Coal Records for Family Historians	85
Glamorgan Family History Cardiff Branch: Looking after your own documents	45
Parish Familiarisation Event	18
<b>Local and Family History Groups</b>	
Grangetown Local History Society	15
<b>Education</b>	
Ysgol Bro Edern	12
Adamsdown Primary	7
Cardiff University School of Welsh	7
Cardiff University History MA	15
<b>Filming</b>	
Title Role Productions re Michael O'Brien case	
<b>Individuals meeting staff</b>	
	20
<b>Tours for prospective volunteers</b>	
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<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>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
<i>Nov</i>	5863	3742	1628	2619	1211	104
<i>Dec</i>	5896	3701	1637	8475	1217	118
<i>Jan</i>	5932	5006	1653	9081	1217	147

## Appendix IV

<b>Bench work</b>		
Q/S/R/1842/A	Quarter Sessions Roll	Cleaned, flattened & repaired
Q/S/R/1842/B	Quarter Sessions Roll	Cleaned, flattened & repaired Cleaned, flattened & repaired
Q/S/R/1842/C	Quarter Sessions Roll	Cleaned, flattened & repaired
Q/S/R/1842/D	Quarter Sessions Roll	Cleaned, flattened & repaired
Q/S/R/1843/A	Quarter Sessions Roll	Cleaned, flattened & repaired
D1848/2	British Empire and Commonwealth Games pennant	Cleaned, repackaged
CCA/C/RE/23/2/1	1 Electoral register	Bound into volumes
CCA/C/RE/23/1/1-5	5 Electoral registers	Bound into Volumes
<b>Cleaning and Packaging</b>		
Various	67 boxes of crew lists	Cleaned and re boxed
<b>Bespoke boxes made</b>		
Various	44 Boxes	Made
<b>Barcoded and Relocated</b>		
Various	670 Boxes and maps	Barcoded
	6 items	Moved
<b>External Work</b>		
Local University	5 volumes and 1 folder	Washed, alkalized and repaired
Local Museum	3 posters	Splinted and encapsulated with microchamber
Private individual	13 boxes	Made
National company	88 boxes	Made
Private conservator	3 boxes	Made
Local Gallery	11 boxes	Made
Local sports club museum	168 boxes 27 items 3 Items 77 standard boxes of documents	Made Encapsulated Wrapped Repackaged
Private individual	1 Family bible	Front section cleaned, and repaired
Private individual	4 volumes and 1 dust Jacket	Repaired
Welsh Archive	Deed	Blue tack removed.
Welsh Archive	Indenture	Parchment unstuck