

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

May 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> February to 30<sup>th</sup> April 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*

More digitisation is now underway using the Guardian camera system that was purchased with a Welsh Government grant last year, including user requests. A long-term plan is being worked towards regarding wholesale digitisation of key collections.

We have begun to undertake digitisation work on behalf of Cardiff Libraries. They are passing items from their manuscript collection over to the Archives when they get user requests for digitised copies, and we are doing the digitisation on their behalf and charging users direct. The procedures have been amended to ensure tracking of material between locations.

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

Work continues to refine the Epexio system that will replace the current collection management software, CALM, so that it fulfils our requirements. Conservation data has been uploaded and the system examined, resulting in changes to templates and an improvement to the flagging of items in need of conservation work. Further work is still needed on user registration and the public interface.

#### *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. More work is needed to review the website.

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

We are participating in a pilot social media project led by People's Collection Wales alongside a number of partner Welsh archive services. Monthly themes are selected, and relevant items from our collection uploaded to the PCW website. They are then promoted through PCW social media accounts, with selected posts boosted to reach a wider audience. The campaign started with a 'seaside' theme, followed by 'recent memories'.

During April we took part in the annual #Archive30 social media campaign led by ARA Scotland, which draws participants from across the world. Content was posted on the daily hashtag themes.

We continue to use social media to highlight items from the collection. Posts have featured Dydd Miwsig Cymru (Welsh Language Music Day), the Winter Olympics, the Six Nations, LGBT History Month, International Day of Women and Girls in Science, Valentine's Day, St David's Day, World Wildlife Day, International Women's Day and Women's History Month.

Our blog featured a letter written from Pennsylvania to Aberdare in 1847 by Welsh emigrants to the US, Daniel and Jane Scurry, along with the records of Solomon Andrews' cinemas across south Wales, especially the Central Cinema in Porth.

In April we reached 6000 Twitter followers, a significant milestone which indicates the ongoing growth of our social media presence (see Appendix III for detailed figures).

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

Our online events programme continued in March with a talk by Dr Rachel Lock-Lewis of the University of South Wales to celebrate International Women's Day

and Women's History Month. The talk focussed on Dr Lock-Lewis' continuing research on the Wales Women's Rights Committee, records of which are held at Glamorgan Archives.

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

Work has continued on the Welsh Vital Digital Information project this quarter with most efforts directed towards a National Library of Wales-funded pilot project with Preservica looking at long-term preservation of Council records. The final report on this work is expected in May, which will then prompt a discussion amongst Welsh archive services regarding the future direction of work and whether to opt for a pan-Wales solution. It is hoped that those discussions will lead to an agreed way-forward so that work can start on the procurement of such a system.

The Glamorgan Archivist was interviewed by Simon Wilson, a consultant working with The National Archives on digital public records, about the Welsh project and about the current state of digital preservation at Glamorgan Archives.

The Glamorgan Archivist is also attending a series of online focus groups run by Aberystwyth University looking at the potential around a National AI-enabled Trusted Digital Repository for Wales, which is thinking about automating processes around data capture and metadata creation.

#### **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*

A photograph of a portrait of John Hughes, the founder of Hughesovka (now Donetsk) was used on the BBC's The One Show in March, in a feature on the long-established links between Wales and Ukraine.

The Senior Archivist has worked with colleagues in Archives and Records Council Wales on two films promoting Welsh archive services. One focussed on LGBTQ+ history and the other on women's history. The films will be available soon through the Archives Wales website.

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

The Glamorgan's Blood exhibition was on display at Cynon Valley Museum during March. The Museum held a talk to coincide with the exhibition, where Dr Ben Curtis spoke about the coal industry in the Cynon Valley.

We continue to work with Rhondda Cynon Taf Heritage Services on the 'Proud Heritage' project. Project volunteers have visited the searchroom to undertake research into the impact of the 1919 Race Riots on the communities of the south Wales valleys.

The Senior Archivist met with Avant Cymru and Rhondda Cynon Taf Heritage Services to discuss a project to commemorate the Aberfan disaster. The aim is to create a time capsule of memories, which will be stored at the Archives.

Members of the 'Welsh, Gifted and Black' collective have attended the searchroom to undertake research in preparation for an exhibition this summer. Staff have supported the project with advice on searching our collections.

The Senior Archivist supported Cardiff People First at the 'Invisible & Under-Represented? Disability History, Objects & Heritage' conference. A staff member from Cardiff People First took part in a round table discussion about increasing public understanding of disability history via museums, media and disabled people's organisations. The Senior Archivist was on hand to support through the Zoom chat facility.

Options are being explored for the funding of a Black History digital research guide focussed on the Glamorgan Archives collections.

We continue to meet with organisers of the Filia Conference, which will be held in Cardiff in October, to assist with the promotion of local women's history to delegates.

The Senior Archivist attended an LGBT History Month event organised by the National Library of Wales. One of the speakers was Norena Shopland, co-author of the Queering Glamorgan research guide. The guide was mentioned several times during the event. She also attended heritage events organised by Women's Archive Wales and Llafur: The Welsh People's History Society.

Grangetown Local History Society continue to hold their monthly meetings at the Archives.

We have provided letters of support for funding applications for projects led by the Innovate Trust, Kiran Cymru and The Wallich.

## **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*

Advice was given to a teacher at Tredegarville Primary School who enquired about sources for the development of Cardiff over the last 150 years. Links were provided to images and school workshops on our website.

Resources were provided for a project led by Glamorgan Cricket Club in partnership with Radnor Primary, Canton, Cardiff. A classroom session was held exploring whether there was equality of opportunity in the school in the past, with copies from the school records held at the Archives used to support the work.

We have provided advice to the Diocese of Llandaff regarding a potential project linked to the new Fitzalan High School in Cardiff.

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

Two History Masters students from Cardiff University are currently undertaking a work placement at the Archives as part of their Research and Community Placement module. They are working on a project to promote the Plymouth Estate Surveys, recently conserved with National Manuscript Conservation Trust funding. Details will be shared through social media in May and June.

## **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 continues to offer help and advice on the redevelopment of Maesteg Library, and has provided a letter of support for a funding application for a project to digitise collections and develop interpretative material.

The Glamorgan Archivist continues to attend the South Wales Information Forum, with Information Governance colleagues from partner authorities.

In addition, the Glamorgan Archivist has been working with colleagues from Adoptions services across Wales on the future of records of adoptions and looked after children. This links with the England and Wales project looking at the long-term preservation of these records.

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

The ARCW Records at Risk Toolkit is now available. In line with the guidance provided, we have introduced procedures for regular checking of The Gazette to identify local businesses in insolvency and any records which may be suitable for permanent preservation.

## **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*

The next Collections Week is being planned for June and will include some stocktaking of collections following the work completed in November.

A Preservation Assessment Survey (PAS) funded by Archives and Records Council Wales (ARCW) has been completed on a sample of the collection to give an overview of the condition of the material. The process will also help to plan the targeting of conservation work to give the best outcomes for the collection and to show the difference in contrast with the last version of the survey that was completed just after the collections had been moved into the current building.

### *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 71% of the accessions; the target is 60%. 88% of the accessions received between May and October 2021 had receipts issued within the 6 months target for more complicated deposits; the target is 90%. Progress is being made with some of those larger accessions that remain outstanding from this period.

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

Support has been provided for a funding application by the Jewish History Association of South Wales to facilitate the cataloguing of the records of the Cardiff United Synagogue. Should the application be successful, it is intended that the records will be deposited at the Archives following completion of cataloguing and digitisation work.

The Senior Archivist has met with staff and volunteers from the National Trust at Dyffryn Gardens to discuss the deposit of archive material.

The transfer of the William Burges drawings from Cardiff Castle is now complete, and discussions continue on progressing conservation, cataloguing and digitisation work.

Records collected by the Butetown History and Arts Centre were deposited by Heritage and Cultural Exchange (also known as Tiger Bay and the World). The collection will be appraised during the next Collections Week in June.

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

Work is underway on planning for an external funding application for checking the archive catalogue for offensive and biased language, in conjunction with colleagues from across Wales.

The Cardiff Castle collection of drawings is being assessed for a possible application to the National Manuscripts Conservation Trust in forthcoming months.

#### *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, concentrating currently on the large plan collection.

### **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 is continuing. All end-of-financial-year tasks were completed on time.

#### *6.2 Maximise income generation opportunities*

The collection from Carmarthenshire Archives that has been in storage at the Archives for several years started to be moved back to Carmarthenshire in April. The removal of the collection is due to be completed in May. This will provide a large amount of empty storage, which can be let to other potential clients. Some discussions are underway with potential clients interested in renting space.

Discussions are underway with Cardiff Council regarding converting the Rhondda meeting room to a hot-desking space for use by the Council and other partners, now that is no longer being used for training space.

The Conservator has carried out work for three private individuals and has flattened documents from Cardiff University Music Library so that they can be digitised and packaged to allow for easier use.

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

Cultural Ambition Trainee Bilal Abdi completed his placement with us in April. Bilal's worked focussed on digitisation of the Cardiff Bay Development Corporation photographic collection. The end of his placement brings the Cultural Ambition programme to a close. Glamorgan Archives has provided placements for 5 trainees during the course of the programme.

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

A number of staff undertook training in the use of the digitisation camera with a representative from the supplier, to increase understanding of the hardware and software involved and to help with digitisation processes.

Melanie Taylor, Records Assistant, has completed her Level 5 Hyfedredd Welsh course. Three other members of staff continue to attend weekly Welsh classes.

Alexis Brito, Records Assistant Support Worker, and Michael Hodgson, Assistant Conservator, have completed the Manual Handling Load Handling course.

The Glamorgan Archivist, the Senior Archivist, Louise Hunt, Archivist, and Lydia Stirling, Conservator, attended the latest Archives and Records Council Wales Forum.

The Glamorgan Archivist attended a series of seminars held by Welsh Government on environmental sustainability and planning.

All staff undertook their annual personal reviews during April, which covers the previous year and looks forward to the forthcoming year.

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

A training session on archive research was held for volunteers from the Jewish History Association of South Wales. It covered our searchroom services, our collection and appropriate document handling.

The Glamorgan Archivist continues to attend the South Wales Emergency Planning Network meetings, sharing knowledge and skills with colleagues from museums, archives and libraries from across South Wales.

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

Some volunteers have continued to work from home during this period on: individual research projects, indexing crew lists from the port of Cardiff, indexing Merthyr Tydfil Union admission and discharge registers, producing a finding aid for the Crawshay diaries, and transcribing the Leversuch family correspondence.

Indexing of the Merthyr Tydfil Union admission and discharge registers was completed. Staff are editing the work to produce a useful finding aid for the much-used resource.

Due to the easing of COVID-19 restrictions, we are inviting all volunteers to return to the office during May. To that end staff have developed a two-week rota to provide each volunteer with a two-and-a-half-hour slot during that period. Detailed guidelines, written prior to their brief return last year, have been revised and circulated to ensure that volunteers will return with confidence fully aware of the changes implemented in the office.

The conservation students from Cardiff University have all started back and are working on two National Manuscripts Conservation Trust-funded (NMCT) projects. The Royal Welsh College of Music and Drama project is progressing well with three folders of records currently being worked on and four left to be conserved. The maps from the Plymouth Estate are also being worked on: one volume has been digitised and is ready to be rebound. Pages from another



volume have been washed and sized and the fold out maps are in the process of being washed, backed and repaired on the illuminated wall board.

The 'Crowd Cymru' project (offering digital volunteering opportunities), developed in conjunction with Gwent Archives and Cardiff University Special Collections and Archives, was successful in gaining funding from the National Lottery Heritage Fund. The post of Project Officer is currently being recruited for, after a first round failed to draw any applicants. Once the post is filled, volunteers will be recruited to undertake cataloguing, transcription and indexing on digitised collections through a platform developed by the National Library of Wales.

Volunteers from the Art Society and other conservation volunteers have started to return, working on the National Coal Board (DNCB) volumes, maps and plans and Glamorgan Constabulary (DCON) newspaper cutting books.

### *6.8 Ensure service is run transparently*

The searchroom remains busy with high demand for places. Capacity was increased from four to six visitors per session in March.

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

*Thank you for all your help at the Glamorgan Archives, fitting me in where you can and always having all the resources I asked for ready, it has been a really interesting introduction to archival research.*

*Thanks again for the research your extremely competent staff have done.*

*Many thanks, and may I say what a fab service this is.*

A digital microfilm reader has been installed in the searchroom, enhancing public access to collections held on microfilm, in particular some of our local authority building plans. Funded by the Archives and Records Council Wales, it replaces the old microfilm reader printer, which is no longer fit for purpose.

The Senior Archivist continues as a representative on the Archives and Records Association's Survey Group. In preparation for the roll out of a new Survey of Visitors to UK Archives later this year, a pilot survey using amended questions will be run through several archive services, including Glamorgan Archives.

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

The Glamorgan Archivist continues to be involved with Archives and Records Council Wales and with the Welsh County Archivists' Group, and has attended meetings of both in the last quarter.

The Senior Archivist continues to attend meetings of the Archives and Records Council Wales' Diversity and Inclusion Group. She has also taken part in the 'Reading About Race' group organised by the Diversity and Inclusion Group.

Work is continuing on the legal agreements towards the installation of a Clip Corner as part of the National Broadcast Archive. It is hoped that this will be installed in July, and the Glamorgan Archivist continues to attend briefings in preparation for this.

### 6.12 Improve management of Glamorgan Archives building

The latest quarterly Health and Safety check looking for defects and issues was completed in April. The majority of issues are already on the list to be dealt with over time.

The Archives was approached in March by South Wales Police asking if they could use the rear car park as a launch site for their drones during certain events at the Stadium next door. This has been facilitated, and does not impact upon the staff or the interior of the building at all (and is usually outside of normal working hours in evenings or at weekends). The site has been used twice for this purpose so far.

The building management system (TREND) engineer has been on site to carry out maintenance on the building management system. Some issues were discovered and have been dealt with.

The run times for the AHUs are:

Strongroom 1: 145 hours  
 Strongroom 2: 3 hours  
 Strongroom 3: 121 hours, 40 mins  
 Strongroom 4: 211 hours.

The longer runtimes are down to the problems with the issues mentioned above.

An handheld electronic thermohygrometer is still being used to do daily readings. The average readings are:

Average Temperature and Humidity								
	Strongroom 1		Strongroom 2		Strongroom 3		Strongroom 4	
	Temp.	RH*	Temp.	RH*	Temp.	RH*	Temp.	RH*
Average	18.2°C	44%	19.2°C	46.5%	19.5°C	42%	18.9°C	42.5%
Variation	±1°C	±3%	±1°C	±3%	±1°C	±3%	±1°C	±1.5%

\*Relative Humidity

The temperature in Strongroom 4 has been up by 1-2°C during the period of the Carmarthen decant, due to the doors being kept open and the presence of more people than usual in the space.

## **SUMMARY**

9. The last quarter has been another busy one for Glamorgan Archives, as the report shows. It has been pleasing to welcome the volunteers back to the building as restrictions have eased.

More and more digitisation of collections is being completed, in response to the increase in demand from remote users. This highlights the change in usage that the service has undergone since the start of the pandemic in 2020. We expect that the remote demand will continue to grow and that digital services will continue to be more important than ever, showing that the focus we have placed on the development of that capability for the Archive service is the correct strategic direction.

## **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 2022-23 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**  
**20<sup>th</sup> May 2022**

## Appendix I

<b>Porth Elim Church Records</b>			
<b>Accession No:</b>	2022/11	<b>Reference No:</b>	D1851
Duplicate marriage register Date of records: 2016-2017			

<b>Holton Girls' Secondary School Records</b>			
<b>Accession No:</b>	2022/12	<b>Reference No:</b>	ESE4
Admission registers, 1911-1973; Inventory of Equipment, 1955-1972 Date of records: 1911-Jun 1973			

<b>Barry High Street Girls' School Records</b>			
<b>Accession No:</b>	2022/13	<b>Reference No:</b>	ESE3
Admission register Date of records: 1908-1933			

<b>Vale of Glamorgan County Borough Council, Records</b>			
<b>Accession No:</b>	2022/14	<b>Reference No:</b>	CVG/C
Agendas, minutes and reports Date of records: 2014-2015			

<b>High Street Girls Secondary School, Barry Records</b>			
<b>Accession No:</b>	2022/15	<b>Reference No:</b>	ESEC10
Admission registers, 1933-1954, 1968-1973; inventory of equipment, 1955-1972 Date of records: 1934-1973			

<b>Barry Girls' County (Grammar) School Records</b>			
<b>Accession No:</b>	2022/16	<b>Reference No:</b>	EBGSEC
Admission registers, 1942-1968; staff register, 1935-1948; games record book, 1964-1968 Date of records: 1942-1968			

<b>Penarth Civic Society Records</b>			
<b>Accession No:</b>	2022/17	<b>Reference No:</b>	D1824
Miss Gwyneth White Papers. The papers include documents on many aspects of Miss White's life. She apparently kept a diary through her life and retained materials relating to members of her family, her interests and the groups that interested her. Date of records: 20th century			

<b>Penarth and District CYTUN - The Council of Churches Records</b>			
<b>Accession No:</b>	2022/18	<b>Reference No:</b>	DPENCC
Minutes and related papers, newsletters and attendance book Date of records: 2000-2016			

**Llandough-juxta-Penarth with Leckwith Ecclesiastical Parish Records**

<b>Accession No:</b>	2022/19	<b>Reference No:</b>	P35CW
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Book of accounts 1867-1908, statement of accounts for church and National School, 1873-1893; Harvest gift appeal letter, 1970; deed of transfer Church land for school, 1872

Date of records: 1867-1970

**Corbett Family of Cogan Pill Papers**

<b>Accession No:</b>	2022/20	<b>Reference No:</b>	D1854
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Small book containing diary with photographs written by Beatrice Corbett 1924 to 1927, birdwatching notebook, 1902-1966; notes on the parish of Llandough and a bundle of parish magazines.

Date of records: 1902-1966

**Cardiff Tram Plans Collection**

<b>Accession No:</b>	2022/21	<b>Reference No:</b>	D1855
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Plans of trams produced for Cardiff council including braking systems

Date of records: c1924-c1968

**Butetown History and Arts Centre Collection**

<b>Accession No:</b>	2022/22	<b>Reference No:</b>	D1856
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Records created and collected by Butetown History and Arts Centre.

Date of records: 20th century

**Bridgend and Glamorgan Valleys, Coroners' Records**

<b>Accession No:</b>	2022/23	<b>Reference No:</b>	CORB
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Stray inquest file found in Coroner's offices to add to existing series. File no. 2124.

Date of records: 1997

**South Glamorgan Coroner's Records**

<b>Accession No:</b>	2022/24	<b>Reference No:</b>	CORS
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Stray files found in Coroner's office.

Date of records: 1990-1991

**Grangetown School Photographs**

<b>Accession No:</b>	2022/25	<b>Reference No:</b>	D1857
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Photographs of staff and pupils collected by a former teacher

Date of records: 1971-2022

**Cardiff and the Vale of Glamorgan Coroners' Records**

<b>Accession No:</b>	2022/26	<b>Reference No:</b>	CORCV
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Stray file from 2000 found in Coroner's Office, file no. 50 [marked 49 but another file already received with this number]

Date of records: 2000

**Abercerdin School Records**

<b>Accession No:</b>	2022/27	<b>Reference No:</b>	ELL9
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Admissions registers

Date of records: 1919-2006

**Gelligaer Historical Society Records**

<b>Accession No:</b>	2022/28	<b>Reference No:</b>	D1499/1/56-57
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'Gelligaer Times' - Issue Nos. 60-61

Date of records: Jan-Feb 2022

**Glamorgan Family History Society Records**

<b>Accession No:</b>	2022/29	<b>Reference No:</b>	D37/1/145
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Journal no. 145

Date of records: Mar 2022

**Caerphilly County Borough Council, Records**

<b>Accession No:</b>	2022/30	<b>Reference No:</b>	CCA/C/RE
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Register of electors, 2020

Date of records: 2020

**Edwin J Culliford of Taff's Well, Papers**

<b>Accession No:</b>	2022/31	<b>Reference No:</b>	D1062/5
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Taff's Well RFC team photograph

Date of records: c1930s

**Matthew Williams of Cardiff, Collection**

<b>Accession No:</b>	2022/32	<b>Reference No:</b>	D1080
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A bound copy of the Glamorganshire Canal Acts; Howell's School Llandaff, photograph of pupils and staff, 1937; three glass plate negative photos of Cardiff; an illustrated sale catalogue of Cardiff Properties for sale, 1964; two photographs of decorations in Gorsedd Gardens Cardiff, for the 1969 Investiture; poster for Cardiff events for the 1969 Investiture; eighteen topographical photographs of Cardiff, c 1980 (some Western Mail); aerial photograph of Cathays Park, c 1920

Date of records: 20th century

**Fire at Ogilvie Colliery**

<b>Accession No:</b>	2022/33	<b>Reference No:</b>	D1858
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Report on the measures to control a fire at Ogilvie Colliery, Rhymney Valley

Date of records: 11 Oct 1971

**Photographs of Barry Sports Teams**

<b>Accession No:</b>	2022/34	<b>Reference No:</b>	D1859
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Photograph of Barry County School 1st XI Hockey Team, 1929-1930; Barry YMCA Table Tennis Team, 1935-1936

Date of records: 1929-1936

**South Wales Police Constabulary Records**

<b>Accession No:</b>	2022/35	<b>Reference No:</b>	DSWP/83
'Billy Spiller Policeman and Sportsman 1886-1970 Remembered with Pride'			
Date of records: c2022			

**Aberdare Hall, Cardiff, Papers**

<b>Accession No:</b>	2022/36	<b>Reference No:</b>	D1860
Group photograph of teaching and serving staff with students, 1910s; programme of centenary events, 1985			
Date of records: 20th century			

**Collection of Theatre and Events Programmes**

<b>Accession No:</b>	2022/37	<b>Reference No:</b>	D1861
Theatre and events programmes relating to New Theatre, The Welsh Theatre Company, Cardiff Film Society, Cardiff Chinese Jazz Club, Chris Barber's Jazz Band, Inter-University Jazz Federation, Cardiff Inter-College Rag Appeal and Eisteddfod Gyd-Golegol			
Date of records: 1960-1967			

**Aberfan Disaster Papers**

<b>Accession No:</b>	2022/38	<b>Reference No:</b>	D1869
List of children attending East Glamorgan General Hospital, photographs of two recovering children, correspondence, newscuttings relating to the Disaster			
Date of records: 1966-1996			

**Pritchard Family, Collection**

<b>Accession No:</b>	2022/39	<b>Reference No:</b>	D414
Notes made by Ronald Griffith Pritchard regarding a history of the Fire Service in south Wales, c1989; photographs of fire service events and activities, c1939-1944			
Date of records: 1940s-2014			

**Councillor Phil Bale of Cardiff, Papers**

<b>Accession No:</b>	2022/40	<b>Reference No:</b>	D1732
Cardiff Capital Region City Deal papers, 2015-2016			
Members Handbook, 2012			
Economic Development Update Meeting papers, 2014-2016			
Cabinet Report – Cardiff Central Transport Interchange, Mar 2016			
An interview between Richard Cowie and Phil Bale for a new book about the Reservoir Campaign, 2022			
Date of records: 2010s-2022			

**Kingdom Hall of Jehovah's Witnesses, Picton Street, Maesteg, Records**

<b>Accession No:</b>	2022/41	<b>Reference No:</b>	D1862
Marriage register			
Date of records: 1987-2013			

**Photographs of Tinkinswood, Maes y Felin and the church at Caerau Hillfort**

<b>Accession No:</b>	2022/42	<b>Reference No:</b>	D1863
Views of Tinkinswood, Maes y Felin and the church at Caerau Hillfort with associated negatives			
Date of records: c1965			

**Papurau'r Parch. D. Rhagfyr Jones o Dreorci / Rev. D. Rhagfyr Jones of Treorchy Papers**

<b>Accession No:</b>	2022/43	<b>Reference No:</b>	D1865
Gweithred ymddiriedolaeth Capel Bedyddwyr Cymreig Ebeneser, Cefn-Coed-y-Cymmer, 1874; Nodiadau anghydfod, Capel Soar, Cwmclydach, 1898 (gydag adysgrif); nodiadau 'Grand Bazaar', Capel Cynulleidfaol Bethania, Treorci; stori fer 'Teddy Bear', d.d.; Hysbysiadau nas defnyddiwyd i'w dosbarthu i'r rhai nad ydynt yn mynychu'r Ysgol Sul, Capel Cynulleidfaol Bethania, Treorci, d.d..			
Deed of Trust, Ebenezer Welsh Baptist Chapel, Cefn-Coed-y-Cymmer, 1874; Notes of dispute, Soar Chapel, Clydach Vale, 1898 (with transcript); Grand Bazaar notes, Bethania Congregational Church, Treorchy, 1910; short story 'Teddy Bear', n.d.; Unused notices to be handed out to those who did not attend Sunday School, Bethania Congregational Church, Treorchy, n.d..			
Date of records: 1847-c1910			

**Cofnodion Dathliad 70 Mlynedd o Addysg Gymraeg yng Nghaerdydd**

<b>Accession No:</b>	2022/44	<b>Reference No:</b>	D1864
Papurau'n ymwneud a'r digwyddiadau i ddathlu 70 mlynedd o addysg Gymraeg yng Nghaerdydd, gan gynnwys cofnodion a gohebiaeth, a phapurau ariannol y pwyllgor Cyn-ddisgyblion; rhestr gyswllt cyn-ddisgyblion; papurau'n ymwneud a threfniadau'r orymdaith; deunydd cyhoeddusrwydd; papurau'n olrhain hanes Ysgol Gymraeg Caerdydd; lluniau o'r orymdaith; gohebiaeth ynglŷn â gosod plác i goffau'r ysgol yn Ysgol Ninian Park; papurau Siân (Morgan) Thomas, un o ddisgyblion cyntaf Ysgol Gymraeg Caerdydd, a ddychwelodd i ddysgu yn yr ysgol, a phapurau'n ymwneud ag addysg cyfrwng Gymraeg yng Nghaerdydd.			
Date of records: 1950-2020			

**Lan Gas Coal Company, Bryncethin, Records**

<b>Accession No:</b>	2022/45	<b>Reference No:</b>	D1866
Company records including plans, leases, agreements and correspondence			
Date of records: 20th century			

**[Tonysguboriau School, Talbot Green] admission register**

<b>Accession No:</b>	2022/46	<b>Reference No:</b>	D1868
Admission register			
Date of records: 1967-1999			



**Papurau'r Enid Jones-Davies o Gaerdydd**

<b>Accession No:</b>	2022/47	<b>Reference No:</b>	D1867
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Dau ffotograff dosbarth, c1950-1956; ffotograff staff, 1960au; 'Nyni', sef cylchgrawn Ysgol Bryntaf, Caerdydd, 1971  
Date of records: c1955-1971

**Owen Family of Clodian Avenue, Cardiff, Papers**

<b>Accession No:</b>	2022/48	<b>Reference No:</b>	D1870
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Papers relating to 81 Clodian Avenue, Cardiff, 1950-1951; Menus and toast lists of Annual Dinners, The Cardiff and District Pembrokeshire Society, 1951-1952; Prince of Wales Theatre programmes, 1950-1951; South Wales and Monmouthshire Branch of the Cinematograph Exhibitors Association, Gala Souvenir Programme, 1950; Postcards showing views of Wales, 20th century  
Date of records: 20th century

**Dinas School Records**

<b>Accession No:</b>	2022/49	<b>Reference No:</b>	ER12/3-5
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Boys' admission register, 1916-1927, log book 1901-1932; Dinas Junior School admission register, 1966-1987.  
Date of records: 1901-1987

**Graigddu Infants School, Dinas Records**

<b>Accession No:</b>	2022/50	<b>Reference No:</b>	ER39/2-4
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Admission registers, 1924-1937, 1944-1966, 1945-1948  
Date of records: 1924-1966

**Mid Rhondda Schools Football League**

<b>Accession No:</b>	2022/51	<b>Reference No:</b>	D1871
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Minute book  
Date of records: 1919-1930, 1953

**Glamorgan History Society Records**

<b>Accession No:</b>	2022/52	<b>Reference No:</b>	DGHS
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Council minutes and related papers, 1977-1995; Secretaries' correspondence and papers, 1987-2018; School projects which have won the Patricia Moore Prize (WHST) 2007-2019  
Date of records: 1977-2019

**Notable accessions****Edwin John Culliford of Taff's Well, Papers (D1062)**

Edwin John Culliford (Junior) was born September 1911. He played for Taffs Well Rugby Football Club during his twenties before joining the army at the outbreak of the Second World War. After the War he became a President of the Club. His father Captain Edwin John Culliford, merchant marine, was a patron of the Club. A further photograph of Taff's Well RFC team taken during the 1930s and featuring Edwin John Culliford has been donated by a family member.

### **Matthew Williams of Cardiff, Collection (D1080)**

Amongst a further donation of records from Matthew Williams is a bound volume of Acts of Parliament of 1790 and 1796 relating to the Glamorganshire Canal. These have been established as being the Glamorganshire Canal Company's own copies, having been signed 'Thomas Reece, Navigation House, 1809'. He was the Company's Clerk and the copies include numerous annotations, showing that they were in use as working copies. Research by Stephen Rowson (author of *The Glamorganshire and Aberdare Canals: Two Welsh Waterways and their Industries*) has shown that this is an early printing of the Acts before they had passed the committee stage in Parliament. There is also a hand-written index and a Table of Distances, printed by W Williams of Merthyr Tydfil which is believed to be the earliest and only known copy.

### **Councillor Phil Bale of Cardiff, Papers (D1732)**

An additional deposit has been received from a former city council Leader. Councillor Phil Bale became Cardiff Council Leader in March 2014. He represented the council on a variety of boards and partnerships. As Leader of the City of Cardiff, Councillor Bale headed the City Cabinet and had specific portfolio responsibilities at City Hall for Economic Development and Corporate Affairs. Records deposited comprise meeting papers and reports together with an interview Mr Bale gave for a book about the Llanishen Reservoir Campaign.

### **Fire at Ogilvie Colliery, Rhymney Valley (D1858)**

A report regarding a fire at a local colliery has been donated by Teesside Archives. The report details the measures employed to control a fire which occurred on 6 February 1971 at Ogilvie Colliery, Rhymney Valley. The record was collected by John Owens, a former Cleveland ironstone miner, whose papers were deposited at Teesside Archives. The main sections of the report comprise synopsis, location of colliery, emergency organisation, role of rescue services and scientific control.

### **Photographs of Barry Sports Teams (D1859)**

Images of a hockey and table tennis team have been received. Both photographs feature William John Reed who attended Barry Boys' County School during the 1920s and later studied as an architect. Images comprise the Barry County School 1st XI Hockey Team, 1929-1930 and Barry YMCA Table Tennis Team, 1935-1936

### **Lan Gas Coal Company, Bryncethin, Records (D1866)**

The Lan Gas Coal Company operated the Lan Drift/Slant Colliery adjacent to the Cardiff and Ogmores Railway in Bryncethin near Bridgend from 1910. It proved a short-lived enterprise being abandoned in March 1914 owing to flooding. A range of company records have been donated including property deeds, colliery inspection report, Articles of Association, correspondence, accounts and flooding report.

### **Aberfan Disaster Papers (D1869)**

Papers compiled by a former social work clerk employed at East Glamorgan Hospital, Church Village at the time of the Aberfan Disaster have been donated. Items comprise a list of children receiving treatment at East Glamorgan General Hospital, photographs of two recovering children, correspondence and newscuttings relating to the Disaster.

**Owen Family of Clodian Avenue, Cardiff, Papers (D1870)**

A collection of family papers relating to a Cardiff corner shop has been donated. Evelyn Dorothy Owen and her husband William Frank Owen moved to Clodian Avenue in 1950 and managed a shop at number 81 known as 'Corner Stores'. Records include legal papers relating to the purchase of the property, invoices for extensive building works carried out by a firm of local builders and photographs of the exterior of the premises.

## Appendix II

	<b>Number of Visits (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
	<b>TOTAL</b>			
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
Feb-Apr 2022	227	0	0	1625

	<b>Remote Enquiries</b>	<b>Website Hits</b>
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
Feb-Apr 2022	1201 (+256 un-printed thank you emails)	9081

### Interesting Enquiries

Family history continues to prove popular, with enquiries reaching us from across the world. A request was received this quarter from Anguilla in the Caribbean. A descendent of Governor Hodge of Anguilla found reference to him within the catalogue of the Mathew Family Papers (DMW). Although a visit to the searchroom was unlikely in this case, we were able to offer to supply a digital copy.

An Australian family historian contacted us as whilst researching an ancestor employed as a Relieving Officer for Bridgend and Cowbridge Poor Law Union. His resignation was reported in The Cambrian newspaper in June 1843; we offered a search of the minutes of the Board of Guardians for a record of his resignation, and also his appointment.

Closer to home, we assisted with a search for information on an ancestor believed to have been a member of the 3/1st Glamorgan Yeomanry from 1915 to 1917, along with

a family history enquiry relating to the Garth Colliery Disaster memorial stone. Several researchers have contacted us for details of ancestors who were patients at the Glamorgan Asylum, but one request was of particular interest, as the descendants were able to trace their ancestor through numerous admissions to the hospital, complete with photographs showing him over a timeframe of several years. They were surprised by the wealth of information they were able to find from the case notes.

We have provided advice and guidance in response to numerous local history enquiries. These include a search for residents lists for Neath for the 1760s-1790s, and a search for an image of the City of Cardiff Coat of Arms that existed between 1905 and 1954.

A local historian sought our assistance in his research into the life of Mary Morgan / Mrs Lewis Williams, who founded Wesleyan churches in Penarth and Cadoxton. We hold a photograph of a wedding party which features her, and we also suggested searching the Roath Road Roamer, the magazine of Roath Road Methodist Church, as she was a member of that church.

An article on our blog featuring the Mackintosh Institute prompted an enquiry concerning the Richards family of Roath, and possible links with William Herbert, 3rd Earl of Pembroke and his brother Philip Herbert, Earl of Montgomery - the "incomparable pair of brethren" dedicatees of Shakespeare's 1st folio. We were able to direct the researcher to the genealogical chart of the Herbert, Powell and Richards families descended from William Herbert of the Friars, Cardiff, c.1600.

We responded to a request for information on the early years of Turnpike Trusts, especially with reference to Cowbridge, by suggesting a search of Cowbridge Borough minutes and records from the Cardiff Library collection.

Records of Cardiff Royal Infirmary, in particular the photographic collection, have been used as part of research for a sound installation at the Infirmary building, with a particular focus on information from the start of the dispensary in 1822.

An art student sought assistance with locating the building in Cardiff where the Rebecca Rioters were tried 1843. We were able to confirm that this was in the Town Hall, on present day St Mary Street.

Other academic enquiries of note have focussed on our coal collections. A Lecturer at the Welsh School of Architecture sought assistance with work researching the industrial heritage of South Wales, looking especially at community engagement and the commemoration of colliery accidents. We highlighted our accident registers, coal annuals and other files within the National Coal Board records. A researcher working on a photographic project on the legacy of coal mining was particularly interested in the number of records which have survived and how they are now stored.

## Appendix III

<b>Events</b>		
'The Body Most Active in Wales for Equal Opportunities': Wales Women's Rights Committee, 1974-1984'		37
Jewish History Association of South Wales: Archive Research Training		7
<b>Local and Family History Groups</b>		
Grangetown Local History Society		35
<b>Individuals meeting staff</b>		35

<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>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
<i>Feb</i>	5954	2503	1670	5100	1230	121
<i>Mar</i>	5981	4968	1687	6335	1245	128
<i>Apr</i>	6006	6633	1867*	17,709	1258	73

\* Figures are now provided based on followers, not likes

## Appendix IV

<b>Bench work</b>		
Q/S/R /44/A, B	2 Quarter Sessions Rolls	Cleaned, flattened & repaired
Q/S/R/1843/C, B	2 Quarter Sessions Rolls	Cleaned, flattened & repaired
DNMW/49/2/3	Register of holders of ordinary and preference shares	Red rot treated
DNMW/49/1/1-10	10 Registers of Proprietors	Red rot treated
DPL/3	'A Survey of Lands in the Parishes of Lanishen, Lisvane, Ruddy, Bedwas, Eglwsilan and Lanvabon...belonging to...the Earl of Plymouth, as taken in the year 1766...'	Cleaned, washed, old repairs removed, alkalised, repaired, rebound and repackaged
DTHO/15	Rosin seal	Seal consolidated and where possible repaired
William Burges designs for tiles for Cardiff Castle	22 large cartoons	Removed old repairs, tears splinted, repackaged
William Burges designs for tiles for Cardiff Castle	2 mounted cartoons	Removed from mounts and protective, large portfolios made to house them
Electoral Register	6 volumes	Bound
Probate Register	76 volumes	Disbound and pulled for recycling
PAS	Preservation Assessment survey	Carried out on the collection
<b>Cleaning and Packaging</b>		
Various	20 boxes of crew lists	Cleaned and re-boxed
DLL/E	14 sheets	Cleaned of back mould
Various	1 box	Cleaned
<b>Bespoke boxes made</b>		
Various	226 Boxes	Made
<b>Barcoded and Relocated</b>		
Various	955 Boxes and maps	Barcoded
<b>External Work</b>		
Local University	4 volumes and bundles of papers	Washed, alkalized and repaired
Private individual	5 bundles of papers, 2 volumes	Repackaged, silver safe sheets interleaved in the volumes
Private individual	1 bundle letters, 2 maps, 1 ID bracelet, 1 set of 3 WW1 medals. 1 hymn book, 1 bundle seaman's discharge volumes, 1 chemistry medal, 4 small volumes	Papers repaired, boxes made and bracelet and medals repackaged.
English Archive	19 boxes	Made
Local Museum	12 boxes	Made

Local Archive	300 boxes	Made
Local Private Conservator	5 boxes	Made