

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

THE GLAMORGAN ARCHIVES
JOINT COMMITTEE
11 September 2015 2015

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
REPORT FOR THE PERIOD 1 June-31 August 2015	

PURPOSE OF REPORT

1. This report describes the work of Glamorgan Archives (GA) for the period 1 June - 31 August 2015

2. BACKGROUND

As part of the agreed reporting process the Glamorgan Archivist updates the Joint Committee quarterly on the work and achievements of the service.

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

4. ISSUES

A. MANAGEMENT OF RESOURCES

1. Staff

Maintain establishment

Several externally funded appointments have been made to the Relief Records Assistant (RRA) bank post. The underspend from the CLOCH Heritage Lottery funded project is to be used to employ former trainees still seeking employment in the sector on a digitisation project. 3 appointments have been made, including Andrew Booth whose Department of Works and Pensions (DWP) Bridging the Gap funded post ended in June. Access to Work funding has been obtained for a part-time assistant for a staff member with health issues. Matthew Coleman, previously employed under a DWP Youth Contract scheme, has been appointed. Dan Jewson, a Cardiff University undergraduate, has also been appointed to the RRA post. He will work during searchroom opening hours over the summer vacation period, and will continue on a part time basis once he resumes his studies in the autumn. His salary is covered by

maternity leave vacancies. Lowis Elmer, RRA, has moved onto Archives and Records Council Wales funded cataloguing projects.

Another member of staff will be on maternity leave from October. Options for covering her absence have been agreed; it will not be possible to recruit a replacement.

Continue skill sharing programme

During the quarter 49 volunteers and work experience placements contributed 1398 hours to the work of the Office. Of these 26 came from Cardiff, 10 from the Vale of Glamorgan, 8 from Bridgend, 2 from Caerphilly, 1 from Rhondda Cynon Taf, and 2 from outside the area served. Tours for prospective volunteers and work experience placements are now offered monthly with 3 people attending during the quarter.

The summer months have been busy with students on weekly work experience placements. The majority of these have been year 12 students working towards the Welsh Baccalaureate qualification. Feedback has been positive; a student from Llanishen High School reported:

'I completed all the tasks I was given and I was pleased with that, but my favourite things about the placement were that I got on with the staff as they were very friendly and kind and all of my days were really interesting and fun.'

Feedback was also received from Cardiff University's School of Welsh, for taking postgraduate student Ciara Ni Bhroin on placement:

'Rydym yn gwerthfawrogi'r ffaith i'ch gweithle gynnog rhaglen waith a oedd yn gweddu i brofiad a sgiliau estynedig y myfyriwr, ac iddynt elwa'n fawr o dreulio cyfnod byr â chi. Gobeithio y bydd modd i ni gydweithio eto yn y dyfodol.'

Stephanie Brown, a history undergraduate at Swansea University who came on a two week placement in June and July, wrote about her experience on her blog Apprentice Historian. It was interesting for staff to read about a placement through the eyes of a student, and confirmed that proposed changes to the system were warranted.

Margaret Brooks, Pembrokeshire Archives' Trainee Conservative, completed a further work placement in the Conservation Studio. Amanda Jones, conservation student at Cardiff University, completed her studies and has returned to the USA. She has been a regular and valued volunteer who has promoted the service to fellow students.

The NADFAS volunteers have continued their work on the Quarter Sessions Deposited Plans and are now more than halfway through the collection. One of their number, Elizabeth Tabenor, is considering a career in conservation. Consequently, she is spending more time volunteering in the studio to gain experience.

A pupil from Ysgol y Deri, the new special education needs (SEN) school in Penarth, has completed his placement. Harry digitised the Mary Traynor collection of sketches and paintings which will shortly be made accessible via the online catalogue. His support worker was also kept busy, listing buildings included in sketchbooks.

As a result of the reduction in staffing levels changes to the work experience and volunteer programme have been implemented. In order to maintain the high standard and quality of placements the number offered has been restricted to one each fortnight, rather than weekly. The option of students completing a ten day, rather than five day placement has been withdrawn.

Coleg Llandrillo held an awards day in the Archives. Staff were pleased to see Tom Davies, former CLOCH trainee, receive a Level 2 certificate in Archives, Libraries and Information Services.

Ensure all staff access appropriate CPD

In August the Investors in People (IIP) accreditation was reviewed and the standard achieved at the previous review retained. As this review followed a period of change and challenge rather than seeking to build on the previous level of success it was decided to seek confirmation that good practices recognised in 2012 are still in place and to provide a sense check on staff morale. The Archives has been an IIP organisation since 2001. The current award report (*Appendix V* below) states:

Achieving Bronze additional accreditation places you at the leading edge of the best people management practice in the UK and shows that you are an advanced Investors in People.

The Archives has been identified as an exemplar of good practice in staff communication for Cardiff Council's Governance and Legal Directorate to which it belongs. A case study, based on a visit from the Directorate's Senior Improvement and Information Officer, is on the agenda for the next management team meeting.

All staff have agreed objectives with managers in line with the annual plan.

The Glamorgan Archivist attended a course on the implications of the European PSI directive on cultural services. The directive governs the re-use of public sector information.

The Senior Archivist has completed the five day Cardiff Manager Programme and submitted the required assignments.

Four members of staff completed the second year of the Mynediad course with Cardiff University Welsh for Adults Centre. Three of them sat the WJEC Mynediad exam in June and passed with flying colours. They now progress onto the Sylfaen course at Severn Road Centre in September.

Hannah Price, Archivist, attended a meeting for assessors of the Libraries, Archives and Information Services qualification held at Cardiff and the Vale College in Barry.

The Conservator attended two training days held by MALD (formerly CyMAL) on hazards and pollutants within collections.

Other training is listed under the objective to which it applies.

Maintain commitment to good health and safety practices

The newly appointed Unison Health and Safety officer visited the office in August. He was shown around by David Hail, Records Assistant and the Archives' union health and safety representative. The officer was impressed with the level of commitment demonstrated to ensuring a safe working environment.

2. Budget

Manage to best advantage

Regular meetings of the Resources Team address issues arising with the budget and monthly monitoring ensures compliance. Building issues are monitored to align repairs with planned preventative maintenance visits where possible to avoid additional call out charges.

The leased vehicle has been returned as it is no longer used as frequently. Options for staff travel have been assessed and the most efficient method will be chosen on each occasion.

Further representation has been made on the archives' behalf, including by Leighton Andrews, Minister for Public Services, in relation to the burden of non-domestic rates (nndr) on the building. In response, Edwina Hart, Minister for Economy, Science and Transport, has confirmed the establishment of a

Business Rates Panel to examine the recommendations of the Business Rates Task and Finish Group and make strategic proposals. The Welsh Government's expert review of local museum provision in Wales released a report in August which included the recommendation that local authority museums should be eligible for the same rate of nndr relief as those with charitable status. Representation has been made for extending this benefit to archive services, should it be implemented.

Maximise benefit from income generation

An external client has commissioned a database of its collection stored at Glamorgan which staff have completed for a fee. Cardiff Story staff have inspected storage space for their holdings. Cardiff Library staff have reviewed available space as part of an options proposal for the future delivery of local studies services in the city and a statement of the archives' offer was presented to inform the cabinet report on the Library's stock management strategy.

Several large orders for custom made boxes have been received. Additional staff have been trained to use the box machine to cover staff absences and orders have been progressed over the summer.

The building is being considered as a site for solar panels. If implemented the proposal could save up to £2,000 a year on the energy bills.

Grangetown Local History Society has arranged to store exhibition materials at Glamorgan Archives in return for an annual donation of £25 to the service.

Promote partnerships

National

A meeting of the Archive Accreditation panel was held at the Archives with the Glamorgan Archivist in attendance. Attendees including staff from the National Archives and Tyne and Wear were impressed with a tour of the building. The Glamorgan Archivist attended a meeting at the National Library of Wales (NLW) to discuss the promotion of a National Conservation Strategy for Wales, led by CyMAL and NLW, and a meeting of Archives and Records Council Wales. She contributed, via a telephone interview, to an evaluation of the all-Wales ARCW funded cataloguing project, *Wales, showing our metal*.

She also attended a celebration of the Women's Archive of Wales 'Voices from the Factory Floor' project at the Senedd. The film produced as part of the project was shown and contributors thanked for their memories.

The Archives continues to be cited as a best practice exemplar. The Welsh Local Government Association's Policy Lead on Culture Leisure and Sport met the Glamorgan Archivist to discuss the operation of the joint service and the benefits of collaboration in connection with options for the future development of archive services in north Wales. Staff from Aberystwyth University were welcomed for a tour and discussions about planning the new building and designing service delivery.

The Conservation Studio has also hosted partners. Lenis Vasilis from Aberystwyth University discussed parchment with the Conservation Team. He is researching Welsh sheep breeds which he hopes to identify from DNA testing parchment scraps.

The Curator of the Fan Museum in London was provided with space to survey the fan collection of an external client.

The Parliamentary Archives communities' project, Parliament 750, which celebrates the 750th anniversary of the De Montfort Parliament and the 800th anniversary of Magna Carta, culminated this quarter with a series of events and an exhibition. These are detailed in section C below.

The Glamorgan Archivist represented the archive domain at a meeting of the Schools Challenge Cymru programme at the Welsh Government Offices in Cathays Park, and by video conference with other sites. She attended a meeting of the local Pioneer Area Programme, a partnership across the Communities First areas in west Cardiff and north Merthyr Tydfil. The officer responsible for Welsh Government's newly launched Creative Portal came to see the Archives and to learn about services already provided for schools both in Glamorgan and throughout Wales.

The Senior Archivist attended a joint Llafur: Welsh People's History Society and Women's Archive of Wales Day School held at Big Pit National Coal Museum. The theme for the day was 'Understanding the Miners' Strike in South Wales: Women, Men and Support Groups in 1984/5', and a number of speakers featured in the programme had undertaken research at Glamorgan Archives.

The Art Libraries Society, ARLIS, held its annual conference in Cardiff in July. The Conference saw the launch of the latest ARLIS publication, *Art Researchers Guide to Cardiff and South Wales*, which features relevant collections held at Glamorgan Archives. The Senior Archivist attended the launch and was presented with a copy of the publication. She also delivered a

paper at the conference on the Archives' skill sharing programme.

Local

The Glamorgan Archivist attends meetings of Cardiff Council's Senior Management Forum and the Directorate team. David Hail contributed to the Chief Executive's Employee Engagement process, attending a forum to raise issues specific to the service.

The newly elected Member of Parliament for Cardiff North, Craig Williams, visited for a tour and introduction to services.

The Glamorgan Archivist attended the Humanities Graduation Dinner at Cardiff University. The invitation recognised the longstanding partnerships between the Archives and several university departments.

The Senior Archivist represented the Archives at the launch of the Waterloo Lives exhibition at the Firing Line Museum, Cardiff Castle. Archive volunteers are among contributors to the exhibition.

The Friends of Cathays Cemetery held an exhibition over the summer at the Cardiff Story museum. Much of the research for the exhibition was based on cemetery records held at Glamorgan Archives. The Senior Archivist attended the exhibition launch.

Llantrisant Town Trust have received grant funding to develop the Guildhall at Llantrisant. A representative from the Trust met with the Senior Archivist to discuss options for the display of items from the Borough of Llantrisant records following completion of the renovation work.

The partnership with Cardiff People First has continued with a multicultural heritage trail project, 'Our Cultural Voices'. This culminated in August with an exhibition at the Pierhead building in Cardiff Bay which showcased the digital stories and research work undertaken by members of Cardiff People First. The Senior Archivist spoke at the launch. She also attended the launch of the Cardiff People First Pink Ladies film produced in conjunction with Cervical Screening Wales, at Chapter Arts Centre.

Planning is underway for a second heritage day at the Winding House museum this September. The Senior Archivist met with colleagues from the Museum and from Gwent Archives to progress this work.

Louise Hunt, Archivist, attended the Caerphilly Local History Forum at the Winding House at which the various groups in the Borough have the opportunity to share news. A representative from Caerphilly Borough Council provided information on opportunities available for heritage projects to apply for funding from the Rural Development Plan EU fund.

Potential partnerships

A request to accommodate a visit from a group of Chinese archivists has been agreed. The group, from Guangxi autonomous region on the south east of China, is expected in September.

The Glamorgan Archivist met the Development Officer of Addoldai Cymru, the Welsh Religious Buildings Trust, a registered charity devoted to the built heritage of non-conformity in Wales. The Trust is developing a centre for the history of chapels in Bethania, Maesteg, and the Archives' potential contribution is being discussed.

This year marks 600 years since the Battle of Agincourt. The Senior Archivist met with a representative from the Agincourt 600 Wales project to discuss potential involvement in commemorations.

Pontypridd YMCA is applying for Heritage Lottery funding. As the proposed project will include an al element a representative visited to discuss potential partnership work, and a letter of support has been provided.

Discussions have been held with the community arts organisation Head4Arts, based in the Heads of the Valleys area. They are applying for Heritage Lottery funding for a project using archives to inspire creative writing amongst 11-25 year olds in particular. If successful, both Glamorgan Archives and Gwent Archives will be partners in the project.

3. Building and systems

Maintain building

Issues with the rising bollards were rectified using a local company. Issues with the entry and exit gates were managed until the maintenance contractors planned annual attendance.

A planning application has been submitted to Cardiff Council for a residential housing development on land opposite the House of Sport. A response to the notification has been registered.

Assurance has been received that Cardiff Council is managing the Japanese Knotweed on the Leckwith Drovers Allotments adjoining the Archives.

Ensure compliance

The Glamorgan Archivist met Cardiff Council's Operational Manager for Improvement and Information to ensuring the safe transfer of non-current records from sections vacating buildings.

The Senior Archivist attends meetings of Cardiff Council's Welsh Language Co-ordinators group at which the implementation of the new Welsh Language Standards was discussed. Small changes have been made to office documentation in preparation, and a formal response submitted in relation to the requirement to translate all committee reports. This is a concern shared by colleagues across Cardiff Council and representations will be made to the Welsh Language Commissioner.

One complaint has been received about the failure to provide a Welsh language service to a depositor. A full response was made.

Archive Accreditation

Bi-lingual award plaques are now available and will be purchased for display.

4. Governance

Review options

The National Archives has updated its guidance on "spinning out" or transferring to trust status. Information has been obtained from cultural organisations in England which have moved into trusts. No further work will be undertaken on this task until the results of the Welsh Government's consideration of nndr are known.

B. THE COLLECTION

1. Conservation

Repositories

Over the summer, environmental conditions require air conditioning to maintain stability. By the end of August the air handling units were turned off as the temperatures were falling with a consequent rise in relative humidity. Conservation staff monitor conditions daily and adjust intervention appropriately.

Insect traps in the repositories show no signs of activity although the annual migration of cluster flies from the allotments has

commenced. Dead flies, blown into the buffer zones through the vents, are regularly removed.

A leak has been noted in the top buffer zone, most likely to be caused by water pooling on the roof due to a blocked down pipe. The water ingress is small, contained, and is being monitored until a contractor can be identified to investigate.

Conservation and preservation plans

The survey of collections holding negatives has been completed and a register of types compiled.

In preparation for the project to digitise the degrading cellulose nitrate and acetate negatives a position paper has been submitted to the National Archives proposing the destruction of originals. A quote to move the fume cabinet into the cleaning area in the back hall has been requested and additional IT equipment ordered. The plan is to carry out the digitisation in the fume cabinet in the small room to limit both the movement of the negatives through the building and restrict the number of staff in the vicinity. The cleaning table has been moved out and will be operated elsewhere.

Three volumes of private work have been completed in including one large family Bible and two smaller volumes on Cardiff. Work carried out during the quarter is detailed in *Appendix IV* below.

Curtain Up

The playbills from the Theatre Royal, Cardiff have been digitised and the encapsulation begun. In addition, all playbills which were not washed and deacidified have been backed with MicroChamber, a product which traps and removes harmful by-products of deterioration remaining in the paper. The laminator used for encapsulation has been returned to the manufacturer for repair which has delayed completion of the project. The final report of the accredited conservator for the project, Kate Newton, has been received following her assessment visit.

Of Mouse and Manors

An appointment has been made to the post of Conservation Intern. The range of applicants was excellent and included former volunteers at the Archives.

Forging Ahead

The last set of packaging materials for the Richard Burton Archives has been delivered.

2. Cataloguing

Strategies and plans

The translation of CALMView, the public interface of the catalogue, has begun. The Senior Archivist met Bilingual Cardiff staff to discuss the work required and to set deadlines. The project is funded through an ARCW small grant and the results will be shared with archive services across Wales.

Collection Level Descriptions for Welsh language and bilingual collections have been translated. Translation of item level descriptions has commenced and continues.

Glamorgan Archives was due to host a project archivist funded by MALD (formerly CyMAL) to explore the options for transferring catalogue data from Archives Wales to the Archives Hub. Interviews were held in June, but the panel was unable to make an appointment as no candidate was sufficiently qualified. MALD are exploring alternative options for progressing this work. Meanwhile, staff at the Archives Hub have been examining a sample of catalogue data from the CALM database in order to establish methods for transferring the data into their systems.

A Collections Week was held in June during which the searchroom was closed to the public to allow staff to undertake essential work on the collection. Staff concentrated on processing and relocating outstanding material in strongroom 4 in order to free up space for rental to external clients. A great deal was achieved, and the exercise will be repeated at the end of November, week commencing 30th.

A regular programme of collections days, on which all available staff focus on the backlog of accessions, has been established for the remainder of 2015. During the quarter, such focussed activity has allowed staff to catalogue completely a complex deposit from Afon Taf High School which included records of several predecessor schools in Merthyr Vale, and a large new acquisition of records from the Women's Institute. This was prioritised in preparation for the centenary in September 2015.

Accessions received during the quarter are listed in *Appendix I* below.

Collection development

Receipts were issued within the target time of 15 working days for 77% of the new accessions received during this quarter. Nearly all the accessions which were not processed within the target time have now been completed and progress has been made on some of the backlog.

Hannah Price, Archivist, met Gethin Shepherd, librarian at Barry Library to look at records held in the basements there and to offer advice on packaging. The list for possible transfer includes building plans and ARP warden notebooks.

Hannah Price and Lydia Stirling, Conservator, visited the Royal College of Music and Drama to offer advice on collections held and storage conditions. They met with the library and cataloguing assistants who showed them the main library and storage areas located around the College. Opportunities for training in a range of subjects such as climate control, packaging, digitisation and volunteer management were discussed. Collections may also be transferred.

Negotiations are in progress with National Museum Wales regarding the transfer of the Horner watercolours to the Museum. A separate report has been prepared on the subject.

The Senior Archivist met Joanne Jones, Information Officer at Caerphilly County Borough Council, to discuss future collaboration including issues relating to the transfer of records to the Archives and the preservation of born digital records.

A meeting has been arranged with officers holding responsibility for records management within each of the six funding authorities to discuss the transfer of records and digital preservation issues.

A number of objects relating to the Caerphilly County Borough area have been identified and transferred to the Winding House museum as the appropriate local place of deposit. These comprise sealing instruments for Caerphilly Urban District Council and a pennant for Llanbradach WI.

Several objects were received amongst papers donated to the Archives by the now defunct Barry Axis local history society. Although the documentary material has been retained, a suitable home has been sought for the museum items within the collection. The Chair of the Barry at War museum committee visited in August to view the objects and accepted several items for display and use at the museum.

Digital preservation

Louise Hunt, Archivist, continues to sit on the ARCW Digital Preservation Project Board. The focus of the work being carried out at present is on assessing the viability of a system which could be hosted at the National Library of Wales versus a system based on cloud storage.

C. ACCESS

1. On-site use

Monitor service and implement improvements

Ask the Experts sessions, conducted jointly by archives staff and Glamorgan Family History Society member Nick Davey, continue to prove popular. This quarter 5 people booked sessions. The free monthly tours were taken up by 1 visitor.

A further three members of staff from Cardiff Bereavement Services at Thornhill visited for a tour of the office and to learn more about the records of Cathays Cemetery.

Grangetown Local History Society continues to hold its monthly meetings in Llynfi while Grangetown Library undergoes refurbishment.

Members of the Wales branch of the Guild of One Name Studies were given a tour and a talk about holdings and services. Among the group were renowned family historians John and Sheila Rowlands. The organiser wrote following the visit:

Many, many thanks for welcoming members of the Guild of One-Name Studies to Glamorgan Archives yesterday. The tour was extremely interesting and informative and was much appreciated by our group.

Tours and record displays have also been provided for a local history group from Pontyclun, the Friends of the National Museum of Wales (37), Birchgrove WI and Treharris Boys and Girls Club. Club members are researching the history of their club and local area and consulted documents of Deep Navigation Colliery.

The Cardiff People First Pink Ladies women's group held their July meeting at Glamorgan Archives. The Senior Archivist spoke to them about women's history, items relating to women's history were displayed, and the group discussed their efforts to create their own archive recording the history of women with a learning disability, which will be deposited at Glamorgan Archives.

The Glamorgan Family History Society Cardiff & Vale Branch also held their July meeting at the Archives. Archivist Hannah Price gave an introduction to poor law records ahead of the formal part of the meeting.

Programme of user events

A joint event with the Women's Archive of Wales was held to celebrate the completion of the *Voices from the Factory Floor*

project recording the experiences of women in Wales who worked in manufacturing industries after 1945. The event was led by Catrin Edwards, project field officer, who spoke about her work and showed a film produced as part of the project. Many women contributed their memories to the project, some of whom attended the event. Following the film there was an interesting and lively discussion with contributions from all of those present.

The Parliamentary Archives' *Magna Carta and Parliament* exhibition was installed at Glamorgan Archives in early July. The exhibition is travelling to a number of locations across the UK. In each place it visits extra panels are added to provide a local context. In Glamorgan, information was added on S. O. Davies and his work in progressing workplace compensation legislation. Over 100 people have been to view the exhibition since July.

While the exhibition has been in place two public events were held in collaboration with the Parliamentary Archives. Dr Daryl Leeworthy drew on his research both at Glamorgan and in Parliamentary Archives for his talk, *S. O. Davies: Merthyr, Democracy and Workplace Compensation*. A compilation of film from the ITV Wales Archive, supplied by the National Screen and Sound Archive of Wales and featuring interviews with S. O. Davies, was shown. To close the event, Ceinwen Statter and Huw Williams, both members of Merthyr Tydfil Historical Society, recounted their personal memories of S. O. Davies. The event was very well received and drew an audience of 26 people.

The second event saw Dr Mike Mantin from Swansea University's Disability and Industrial Society project gave a talk entitled "*Even a Day out means that Someone Must Go Short*": *Welfare for Disabled People in the British Coalfields, 1880-1940*, accompanied by a display of relevant items, including records of the Dowlais Iron Company, the Cresswell Surgery in Dowlais, and the S. O. Davies Papers.

Education

Twenty-seven pupils from Allensbank Primary School, Cardiff, visited in June for a workshop on the coal trade and Cardiff docks. The majority of the pupils were from Year 6, together with some children from the special needs unit. After the workshop they completed a quiz using original documents and were shown the strongrooms.

As part of the Parliament 750 project undertaken in partnership with the Parliamentary Archives, AS Level history and law students from Merthyr College came to a workshop on workplace compensation, with a particular focus on the

contribution of S. O. Davies. The day at Glamorgan Archives was followed by a visit to the Parliamentary Archives in London.

In June, Glamorgan Archives took part in the all-Wales Rugby Stories initiative to promote and celebrate the heritage of rugby. Linked to the 2015 Rugby World Cup, Rugby Stories featured a creative writing competition for children and young people. The winning entries will be presented by First Minister Carwyn Jones at a ceremony at the National Museum of Wales in September. The event, run in partnership with the Cardiff Blues, was funded through a grant from MALD. Year 5 pupils from Ysgol Gynradd Gymraeg Tonyrefail attended a workshop based around the life of Cardiff, Wales and Lions captain Bleddyn Williams. They then spent an afternoon at Cardiff Arms Park, visiting the Cardiff RFC trophy room and trying out their rugby skills on the pitch with the Cardiff Blues staff. The stories produced by the children, all inspired by Bleddyn Williams' experiences on the 1950 Lions tour to Australia and New Zealand, have been entered into the competition. They will also be displayed at the Archives during the talk on rugby in Victorian Cardiff on 17th September. The teachers and pupils all thoroughly enjoyed the event, and the headteacher commented:

...diolch yn fawr ichi am drefnu'r diwrnod yn Archifau Morgannwg a Pharc yr Arfau i ddisgyblion B15 – roeddynt wir wedi mwynhau y profiad. Gobeithio y gallwn gydweithio eto yn y dyfodol.

The Cardiff Blues staff also enjoyed the experience:

The kids were buzzing by the time they came to us, they had a great day. They certainly knew their stuff about Bleddyn when they arrived. We had a good look around the trophy room and had a good afternoon of fun so all in all I think they had a great day and I know the teachers were very happy.

Statistics of use are given in *Appendices II* and *III* below.

2. External events

Contribute to heritage events

Hannah Price and Heather Mountjoy, Archivists, attended the Rhondda Remembers family history day at Rhondda Heritage Park in June. They were based in the Visitor Centre, alongside the Rhondda Remembers group who were gathering family stories from the First World War period. Staff linked iPads to a large screen, enabling the public to search the online catalogue and make use of family history website subscriptions. Several local history enquiries were received.

The Senior Archivist attended the 'Representing Butetown: The Lens' event. Organised by the University of South Wales'

Representing Butetown project, it focussed on photographic representations of the people of Butetown both past and present. The event was held in the Cory Buildings on Bute Street, and as people entered the dark foyer images from the Glamorgan Archives Collection could be seen projected onto the stairwell wall. The event provided an opportunity to make the wider community aware of the material held at Glamorgan Archives.

Cardiff Central Library held a family history day in August at which Stefan Walker, Records Assistant, staffed a joint stand with Gwent Archives. The event was well attended and several people enquired about resources.

Identify and respond to major anniversaries

The blog continues to highlight the work undertaken by volunteers on our First World War records. This quarter, postings have included a six-part series on Roath Women and the War, the use of allotments during the war, the Aberdare Grandpa's Army, and the Bridgend Boys and the Machine Gun.

July featured a guest blog from Elen Phillips, Principal Curator: Contemporary & Community History at St Fagan's National History Museum. With her colleague, Sioned Williams, she is currently researching the history of St Fagan's Castle during the First World War for a book to be published later this year. The post featured the use of St. Fagan's Castle as an auxiliary hospital during the war, and drew heavily on Glamorgan Archives' Plymouth Estate collection.

3. Remote access

Monitor service and implement improvements

We have been experiencing issues recently with remote access to both our website and catalogue. The matter is under investigation by Cardiff Council ICT and software provider Axiell, and should be resolved soon.

Publicity

A BBC film crew visited the searchroom to film a documentary on The Cardiff Blitz of 1941. The programme will be presented by journalist John Humphries, a native of Splott, who was filmed in the strongrooms and in the searchroom, where he consulted records and spoke to the Senior Archivist. The programme will be broadcast in September.

The Senior Archivist appeared on the daily BBC1 programme Crimewatch Roadshow speaking about the history of crime and policing. Images from the Cardiff Constabulary fingerprint and photographic registers were used in the programme.

Contacts with the local media continue to be developed. The Senior Archivist met Media Wales journalist Ruth Mosalski to discuss the use of Glamorgan Archives material in their publications and in Wales Online. She also met Bryn Roberts, controller of Made in Cardiff TV, to discuss potential partnership working. A film crew from Made in Cardiff TV visited the searchroom to film for a documentary piece on the Cardiff Race Riots of 1919.

Articles featured by Media Wales both in print and online this quarter include features on the Glamorgan Asylum, the Blitz in Cardiff, the Women's Archive of Wales Voices from the Factory Floor project and event, Roath Park, Cardiff bus station, the S. O. Davies event, and a 'back to school' feature based on school rules and school log books.

Articles from the Archives have also featured in the Merthyr Express and the Penarth Times, the latter including a piece on work at St. Augustine's Church on their roll of honour and the research at the Archives.

The Glamorgan Archivist was quoted in an article in the Daily Telegraph investigating the processing of appeals against business rates assessment.

Social media continues to thrive. In addition to the First World War posts, the blog has featured the Squelch drying technique in use in the conservation studio, and celebrated the 150th anniversary of the arrival of the Mimosa in Puerto Madryn, Patagonia.

Postings on Twitter and Facebook have included updates on collections week, cycling records to coincide with Velothon Wales, playbills featuring a performance by Charles Chaplin (father of Charlie) and sheep shearing (for the Royal Welsh Show), the National Eisteddfod, and new accessions including a poster from Hancock's Brewery. A series of recipe cards produced by the Cardiff Gas Light and & Coke Company during the 1930s proved very popular. During the annual conference of the International Association of Women Police, held this year in Cardiff, several items relating to women police in south Wales were posted.

Document of the Month on the website has seen commemoration of the 200th anniversary of the Battle of Waterloo with Glamorgan's links to the event, the history of agricultural shows in Glamorgan and a new accession, the visitors' book of Alderman Dorothy Lewis compiled during her time as Lord Mayor of Cardiff.

SUMMARY

Steps taken to ameliorate the immediate effects of staff reductions have been successful, assisted by the employment of eternally funded operational staff, all of whom have some level of experience in the Archives. Reductions to service levels have been contained and should be sustainable although the likely absence of 3 staff members on maternity leave from the autumn will be a challenge. Income generation continues to rise and all possible steps have been taken to reverse the rating increase which has dealt such a severe blow to the budget. Staff are committed to the continuing survival of the service and are thanked for their hard work.

5. LEGAL IMPLICATIONS

The Glamorgan Archivist is appointed by the Committee to manage the joint archives service on behalf of the Committee; to exercise the duties powers and functions of the parties under the enactments agreements and instruments set out in the Joint Archives Committee agreement dated 11 April 2006; to comply with national standards for archive keeping; to satisfy the requirements of the National Assembly for Wales with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.

The Glamorgan Archivist acts at all time under the direction and supervision of the Committee and the quarterly reports of the Glamorgan Archivist to the Committee enable the Committee to discharge its duty to provide maintain and develop a joint archives service for the parties.

6. FINANCIAL IMPLICATIONS

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

Susan Edwards
Glamorgan Archivist
2 September 2015

Local Government Act 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item : WORK OF THE ARCHIVES
1 June – 31 August 2015

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Appendix 1

Alderman Mrs Dorothy Lewis, OBE, JP, Cardiff Council, Records			
Accession No:	2015/125	Reference No:	D1255
Visitors' Book, 1960-1961; Presentation Book, 1961 Date of records: 1960-1961			

Confodion Eglwys Annibynnol Ebenezer, Tynewydd, Treherbert / Ebenezer Independent Church, Tynewydd, Treherbert, Records			
Accession No:	2015/126	Reference No:	D1252
LLyfr cyfrifon, 1908-1966; llyfrau cyfraniadau, 1915-1965 / Accounts book, 1908-1966; Contributions books, 1915-1965 Date of records: 1908-1965			

Troedyrhiw Secondary School, Merthyr Tydfil, Records			
Accession No:	2015/127	Reference No:	ESEC52
Admission registers, summary register, bills of quantities and stocks and stores books Date of records: 1939-1967			

Quakers Yard Secondary School Records			
Accession No:	2015/128	Reference No:	D1253
Log books, admission registers, staff registers, headteacher's diary and reports, certificates Date of records: 1922-1967			

Pantglas Senior/Secondary School Records			
Accession No:	2015/129	Reference No:	ESEC7
Pantglas Girls admission registers (1908-1940); Pantglas Secondary Domestic Science Department stock and stores accounts (1948-1964) and post school age record (1945-1947); Pantglas Mixed admission register (1958-1966); Pantglas Senior Mixed Department (1930-1961). Date of records: 1908-1966			

Windsor Road United Reformed Church, Barry, Records			
Accession No:	2015/130	Reference No:	DECONG10
Sketch of exterior of Old Hall, 1890; architects' drawings (copies), 1903 Date of records: 1890-1903			

Porthkerry Road Methodist Church, Barry, Records			
Accession No:	2015/131	Reference No:	DWESB/24
Centenary Year poster, cradle roll, photographs of Frank Murrell and Walter Lucas Date of records: 19th-20th century			

Ebenezer United Reformed Church, Llantwit Major, Records			
Accession No:	2015/132	Reference No:	D1260
Marriage registers Date of records: 1987-1992			

William Hancock and Company Limited, Brewers, Cardiff, Poster			
Accession No:	2015/133	Reference No:	D1259
Promotional posters Date of records: 1950s			

Mr Sydney Berks Lacey of Cardiff, Papers			
Accession No:	2015/134	Reference No:	D1258
Personal correspondence Date of records: 1960s-1970s			

Llandaff Diocese Mothers' Union Records			
Accession No:	2015/135	Reference No:	DMUL
St John's Branch, Canton, minutes, members' registers, accounts Date of records: 1947-2010			

Glamorgan Family History Society Records			
Accession No:	2015/136, 159	Reference No:	D37/1/118, D37/3/9-11
Journal No 118. Veteran Miners Committee minute book (Nov 1974-Mar 1988); Pentre School Infants' Department teachers' service records (1925); photograph of No 3 rescue team with kit, Ynysfaio Colliery, Penyreglyn, Treherbert. Individuals identified (1910s). Date of records: Early 20 th century - Jun 2015			

Penarth and Llandough Ecclesiastical Parish Records			
Accession No:	2015/137	Reference No:	P46CW
Church electoral rolls, inventories, accounts, parish directories Date of records: c1914-c2005			

City United Reformed Church Cardiff, Records			
Accession No:	2015/138, 155	Reference No:	D957/1/34-35
Date of records: Jun - Aug 2015			

Cilybebyll Ecclesiastical Parish Records			
Accession No:	2015/139	Reference No:	P73CW
Minutes book, baptism register, confirmation register, registers of banns of marriage, register of burials, registers of services, accounts books Date of records: 19th-20th century			

Cofnodion Eglwys y Bedyddwyr Calfaria, Blaenrhondda			
Accession No:	2015/140	Reference No:	D1267
Rhestr bedyddiadau, 1912-1952, rhestr aelodaeth, 1917-1961, cyfraniadau aelodau, 1946-1961 Date of records: 1912-1961			

Llantrisant Ecclesiastical Parish Records			
Accession No:	2015/141	Reference No:	P62CW
St David's, Miskin, marriage registers Date of records: 2007-2012			

Friends of St Mary's (Caerau) Records			
Accession No:	2015/142	Reference No:	D1060
Graveyard suvey and index Date of records: 2015			

Howard W Ireland, Auditor, Papers			
Accession No:	2015/143	Reference No:	D1256
Household accounts Date of records: 1975-2008			

Bethesda Methodist Chapel, Miskin			
Accession No:	2015/144	Reference No:	D1251
Marriage register Date of records: 1971-1994			

Llanwonno Parish Church Monthly Magazines			
Accession No:	2015/145	Reference No:	D1257
Monthly magazines Date of records: 1892			

South Glamorgan County Council Records			
Accession No:	2015/146	Reference No:	SD/PR/2
Plans of Dyffryn House and gardens Date of records: c1970s-1990s			

Magistrates Court Records			
Accession No:	2015/147	Reference No:	PSMBO
Court registers Date of records: 1982-1987			

Collection of local magazines and sports programmes			
Accession No:	2015/149	Reference No:	D1264
Rugby programmes, 1980s-1990s; 'What's Happening!' Magazine, 1985-1987; Polytechnic of Wales Rag Magazine, 1985; UWIST Student Union handbook, 1980-1981; Cardiff Pub Guide, 1996 Date of records: 1985-1996			

Gelligaer Parish Records

Accession No:	2015/150	Reference No:	P2CW/46
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Churchwarden's Parish accounts. Records include: an agreement to undertake carpentry, joinery and ironmongery on behalf of the Parish (1852), provision of cloths (nd, c1840s), assessments of contributions to be made towards repairs of the parish church (1842-1843), correspondence (1852).
Date of records: 1840s-1850s

Dr T F Holley of Merthyr Tydfil Collection

Accession No:	2015/151	Reference No:	D332
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Ernest T. Bush postcards of Llandaff, the Welsh National War Memorial, Cardiff and the war memorial in Mountain Ash.
Date of records: 1910s-1920s

Cardiff and the Vale Peace Festival Records

Accession No:	2015/152	Reference No:	D1036
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History and constitution of the Peace Festival, administration and correspondence relating to competitions.
Date of records: 2007-2012

Deeds relating to 35 Wellfield Road, Cardiff

Accession No:	2015/153	Reference No:	D1263
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Deeds and documents relating to 35 Wellfield Road, Cardiff
Date of records: 1891-2009

Postcard of Roath Park and Lake

Accession No:	2015/154	Reference No:	D1266
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Colour postcard showing Roath Park and Lake. Produced by Raphael Tuck & Sons as part of their "View" series 1440.
Date of records: c1906

Llancarfan Society Records

Accession No:	2015/156	Reference No:	DLNS
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Newsletter 162
Date of records: Jun 2015

Cor Cochion Caerdydd Records

Accession No:	2015/157	Reference No:	D254
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Correspondence between choir members and externally, posters created by the choir, newspapers and internet articles covering matters of interest, details regarding particular events the choir was involved in.
Date of records: 2014

Cofnodion Merched y Wawr Cangen Bro Radur

Accession No:	2015/158	Reference No:	D1261
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Cyfrifon y trysorydd (1989-2008), cofnodion y trysorydd (1989-2008), cofrestrï aelodau (1989-2002), cofnodion (1989-2012), Oriel Luniau (2008-2014).
Date of records: 1989-2014

Thomas Francis, Grocer and Provision Merchant of Treharris Records

Accession No:	2015/160	Reference No:	D1262
Notebook of Thomas Francis providing detailed specifications for the construction of a shop at Quakers Yard, Edwardsville for Messrs Tho Treharne Cottage Co. William Dowdeswell, Architect, Treharris. Written in a notebook embossed 'Thomas Francis, Grocer & Provision Merchant, Clive Stores, Edward's Ville, Treharris'.			
Date of records: Early 20th century			

Glamorgan History Society Records

Accession No:	2015/161	Reference No:	DGHS
Correspondence, administrative papers and minutes collected by Geoff Evans former secretary of the Society.			
Date of records: 1980s-1990s			

Park Colliery and Cambrian Colliery Records

Accession No:	2015/162	Reference No:	D1265
Cambrian Colliery explosion report and supporting papers, 4 files, 1 booklet (1965-1974); book of plans relating to Park Colliery no 1 & 2 pits (c1954-c1958).			
Date of records: 1954-1974			

Church Patronage Records

Accession No:	2015/163	Reference No:	D1268
Records relating to churches in Pontyrhun and Pentrebach, both Merthyr Tydfil, and Cardiff.			
Date of records: 1867-1879			

Graham Croad Collection

Accession No:	2015/164	Reference No:	DX325
Scouting diaries, maps of south Wales, Great Western Society Membership Cards, Conference Handbook, Llantrisant Parish Council Rights of Way Act, 1932.			
Date of records: 1930s-1986			

Caerphilly Local History Society Collection

Accession No:	2015/165	Reference No:	DCAEHS
Three albums of photographs and postcards of Caerphilly town collected by Michael Clewer of Caerphilly. First album labelled by the Society; application from residents of Caerphilly to the Gorsedd and National Eisteddfod Association for the 1926 Eisteddfod to be held in the town; Order of Service for the laying of the commemoration stone of the tower of St Martin's Church; Two photographs showing the demolition of Park Lane School; Exercise books of Elizabeth and Rachel Phillips pupils at the above school			
Date of records: 1870s-2015			

Victor Eveleigh, Managing Director, Collection

Accession No:	2015/166	Reference No:	D1269
Records of Penrad Ltd, Myson Radiators (Wales) Ltd, various printed items and a photograph of a container ship. Date of records: 1959-1989			

St Fagans Community Council

Accession No:	2015/167	Reference No:	P33
Community Council minutes Date of records: 1967-2010			

Hope Presbyterian Church, Merthyr Tydfil records

Accession No:	2015/169	Reference No:	D1270
Minutes of Church Meetings, 1901-1957; Minutes of Governing Body Meetings, 1918-1924; Minutes of Sunday School Meetings, 1939-1942; Minutes of Church Council Meetings, 1941-1944; Minutes of Elders' meetings, 1982-1998; Register of Promissory Notes, 1893-1945; Roll of Church members, 1905-1945; Transfer certificate of membership, 1908-1929 Date of records: 1901-1998			

Market Square Congregational Church, Merthyr Tydfil records

Accession No:	2015/170	Reference No:	D1271
Church meeting minutes, 1872-1917; Deacons' meeting minutes, 1929-1953 Date of records: 1872-1953			

Radcliffe Hall Presbyterian Church, Penydarren records

Accession No:	2015/171	Reference No:	D1272
Church meeting minutes, 1949-1964; annual accounts 1961, 1963; analysis of Church collections 1964 Date of records: 1949-1964			

English Presbyterian Church, Elizabeth Street, Dowlais records

Accession No:	2015/172	Reference No:	D1273
Church meeting minutes, 1925-1932. Date of records: 1925-1932			

Ebenezer English Calvinistic Chapel, Merthyr Tydfil records

Accession No:	2015/173	Reference No:	D1274
Accounts book, 1858-1876 Date of records: 1858-1876			

Cardiff Union Ordnance Survey Plans

Accession No:	2015/174	Reference No:	UC
Volumes of plans Date of records: c1880-1920			

John Smith of Cardiff Papers

Accession No:	2015/175	Reference No:	D14
Rhondda My Valley Brave by Emrys Pride, published by The Starling Press Ltd of Risca, 1975. With additional notes by John Smith.			
Date of records: 1975			

Bedlinog County Secondary School, Treharris records

Accession No:	2015/176	Reference No:	ESEC60/2
Admissions register Sep 1958-May 1973			
Date of records: 1958-1973			

Vale of Glamorgan Council Records

Accession No:	2015/177, 181	Reference No:	CVG/C
Committee agendas and reports, signed minutes, Cabinet agendas and reports, call-in papers			
Date of records: 2007-2009			

Kenneth Rowland Harris papers

Accession No:	2015/178	Reference No:	D45
Family papers			
Date of records: 19th-20th century			

Merthyr Tydfil Borough Records

Accession No:	2015/179	Reference No:	BMT/E
Education Committee minutes, 1927-1928, 1973-1974			
Date of records: 1927-1974			

Corporal Thora Rixon of Penarth Scrapbook

Accession No:	2015/180	Reference No:	D1275
Scrapbook containing postcards and photographs taken during her time with the Auxiliary Territorial Service. Libia, (Nov 1943), Italy (Christmas 1943),			
Date of records: 1943-1950			

Mid Glamorgan Mission. The Methodist Church Records

Accession No:	2015/182	Reference No:	DWESRH
Relating to churches in Pontypridd, Ystrad Mynach, Nelson, Treherbert, Tonypandy and Porth			
Date of records: 1904-2004			

Penygraig and District Historical Society

Accession No:	2015/183	Reference No:	D1276
Records relating to Bethania Chapel, Llwynypia.			
Date of records: 1879-1955			

Captain Owen Llewellyn John Papers

Accession No:	2015/184	Reference No:	D1277
Photographs, papers and newspaper cuttings.			
Date of records: 1940s-1960s			

Notable accessions

Alderman Mrs Dorothy Lewis, OBE, JP, Cardiff Council, Records (D1255)

Dorothy Lewis was elected a Councillor of the City of Cardiff Council in May 1944 and served as the Lord Mayor for the year 1960-1961. A family member has presented the official visitors' book which records the numerous visitors including royalty and political figures received by the Lord Mayor during her year in Office. The accession also includes an illuminated volume presented to Dorothy Lewis by Cardiff Council upon the completion of her duties as Lord Mayor.

Howard W Ireland, Auditor, Papers (D1256)

An unusual collection of personal papers has been received which illustrate an individual's spending and saving habits over a quarter of a century. Howard W Ireland was born in 1923 in Cardiff and served overseas with the Royal Air Force Signals during World War II. Later he joined the Civil Service, working in the District Audit based in Cardiff. He travelled throughout south and mid-Wales conducting the audit of local government. Mr Ireland compiled a meticulous set of household accounts for the period 1975-2008 recording money spent on a range of items including utility bills, subscriptions and football pools and amounts received through pensions and bonds.

Park Colliery and Cambrian Colliery Records (D1265)

A collection of colliery records has been received from a former National Coal Board Insurance Inspector via the Glamorgan History Society. These comprise a book of plans relating to Park Colliery and records relating to the Cambrian Colliery explosion of 1965 which include papers of the subsequent inquiry.

Caerphilly Local History Society Collection (DCAEHS)

An interesting collection of records has been deposited by Caerphilly Local History Society. The deposit includes three albums of photographs and postcards of the town and an application from residents of Caerphilly to the Gorsedd and National Eisteddfod Association for the 1926 Eisteddfod to be held in Caerphilly.

Hope Presbyterian Church, Merthyr Tydfil records (D1270)

Records of several Merthyr churches have been deposited recently including Hope Church which was built on the High Street in 1861. Records received from the Secretary reflect the development of the Church and include minutes of meetings, including those of the council, elders and Sunday School together with a roll of church members and a register of promissory notes.

Corporal Thora Rixon of Penarth Scrapbook (D1275)

A scrapbook of wartime photographs and postcards has been received from South Shields Museum and Art Gallery. The scrapbook was compiled by Thora Margaret Rixon who served with the Auxiliary Territorial Service (ATS) during the Second World War. Her duties took her to the middle-east, north Africa and Europe and the scrapbook records her postings and activities with the ATS over several years

Appendix II

	Number of Visits TOTAL (groups and meetings)		No. of Groups	Documents Produced
June - Aug 2014	2188	(1250)	55	3247
Sep – Nov 2014	2693	(1618)	75	2849
Dec 2014 – Feb 2015	1898	(1143)	60	2345
Mar - May 2015	1806	(1081)	42	2936
June - Aug 2015	1875	(982)	43	2819

	Remote Enquiries	Website Hits
June - Aug 2014	1262	11272
Sep – Nov 2014	1065	12376
Dec 2014 – Feb 2015	789	10206
Mar - May 2015	867 (+79 un-printed thank-you emails)	10444
June - Aug 2015	806 (+53 un-printed thank-you emails)	9268

Interesting Enquiries

Local authority records are accessed regularly by local government officers. This quarter an enquiry was received regarding the birth place of Edward 'Taffy' Bowen, a Welsh physicist who made a significant contribution to the development of radar, so that a commemorative blue plaque could be attached to the building. Glamorgan County registers of electors were consulted.

Members of the general public also make use of local authority records. A former pupil at Ynysboeth Primary School who sat his 11+ exams during the 1940s sought assistance in accessing his exam result. Records of Glamorgan County Council entrance examinations to secondary grammar schools were suggested.

Records of the National Industrial Development Council have been consulted several times this quarter. An academic researching the scientific attempts to draw oil from coal during the 1930s viewed a number of items from the collection, along with material from the Powell Duffryn records. A postgraduate student used the collection to research the experience of Welsh migrants to England during the inter-war years, especially how they were viewed by government and employers etc. He also consulted council minutes and items from the Maes-yr-haf Educational Settlement Records.

A postgraduate student at the University of Wisconsin-Madison in the USA was directed to the Theatre Royal playbills for her research into blackface minstrelsy in Britain, France and the Empire during the period 1850-1930.

Another international researcher was from the Institut d'Histoire de la Médecine et de la Santé Publique in Lausanne, who requested information on the film unit at Glamorgan Asylum.

Researchers for television programmes have become searchroom regulars. This quarter a number of topics have been researched for the BBC1 series 'My Life on a Plate', including items from the culinary history of Cardiff born athlete Colin Jackson.

A copy of a National Coastwatch Institution report on an incident involving a kayak in distress at Nell's Point was supplied. The watchkeeper on duty at the time intends to use the report in a presentation on the incident to a local yacht club.

One researcher was exploring the origin and use of a pair of 'Pilkington' handcuffs in his possession. He was directed to the Glamorgan Constabulary records that relate to uniform and equipment.

A family history query was received relating to Hancock's Brewery. The enquirer's parents worked for the brewery during the 1940s and he wanted a photograph of the building. There are several in the records of E Turner & Sons Limited while employee records of the Brewery are also available.

Appendix III

<i>Local and Family History Groups</i>	
Ask the Experts! family history sessions	5
Public tours	1
Grangetown Local History Society x3	60
Glamorgan Family History Society: Cardiff and Vale Branch	6
Guild of One Name Studies	7
Pontyclun History Group	5
Birchgrove WI	27
Treharris Boys and Girls Club	5
Cardiff People First Pink Ladies	8
Friends of the National Museum Wales	38
<i>Professional Organisations</i>	
Glamorgan Archives Joint Committee	13
Cardiff Council Bereavement Services	3
Aberystwyth University staff	4
<i>Events</i>	
Women's Archive of Wales: Voices from the Factory Floor	24
Parliament 750 Project: S. O. Davies: Merthyr, Democracy and Workplace Compensation	26
Parliament 750 Project: "Even a Day out means that Someone Must Go Short": Welfare for Disabled People in the British Coalfields, 1880-1940	12
<i>Exhibitions</i>	
Parliament 750 Project: Magna Carta and Parliament	115
<i>Filming</i>	
BBC Cardiff Blitz documentary	10
Made in Cardiff TV: 1919 Cardiff Race Riots documentary	3
<i>Education</i>	
Allensbank Primary School	30
Parliament 750 Project: Merthyr College	19
Ysgol Gynradd Gymraeg Tonyrefail	40
<i>Individuals Meeting Staff</i>	60
<i>Tours for prospective volunteers</i>	3
<i>Room Hire</i>	
Cardiff Council Training/Workshop x 26	421
TNA	11
South Wales Libraries & Archives Award Day	30

Appendix IV

Bench work		
UM/28-61/28/5	Admissions and discharge register	Tears repaired, missing areas infilled, loose pages guarded and rebound
DMULL/33/2/1	Accounts book	Tears repaired, pressure sensitive tape removed and folds reinforced.
DMUL/33/2/2	Accounts book	Pressure sensitive tape removed, spine repaired and strengthened.
D452	35 playbills	Washed, backed and repaired.
DMW/309	Family Memoranda by George Buckley Mathew	Iron gall ink treated, washed, alkalised, backed, tears repaired and missing areas infilled.
Cleaning and Packaging		
	3 large, 9 small volumes, 18 plans	Cleaned of mould; repackaged
Q/D/P	240 plans	Cleaned
D452	162 playbills	Encapsulated
Bespoke boxes made		
Various	115 boxes	
External Work		
Private Company	70 boxes	Bespoke boxes made
Record Office	1499 Boxes	Bespoke boxes made
Private individual	2 books	Re-backed, rebound and repaired
Private individual	1 bible	Re-backed, tears repaired and bespoke box made

Appendix V

Investors in People Review Report