

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

SEPTEMBER 2023

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

AGENDA ITEM:

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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> June to 31<sup>st</sup> August 2023.

## 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.**

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

Epexio, the new collection management system and public catalogue, will be launched in September. Team training will be undertaken prior to the switchover. Work is currently being completed on adding updated research guides to the public catalogue which will have links to relevant catalogue entries. Short descriptions and images of featured collections will also be added to the website to promote newer collections.

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

The People's Collection Wales social media project continues. The theme for June was the 1960s, and July focussed on maritime history to coincide with Marine Week.

Engagement figures have been received for the Healthcare Professionals content posted in April, which reached an audience of 56,730, and June's 1960s theme – which included content within living memory for many – reached an audience of 110,455.

On our own social media accounts we celebrated Volunteers Week with a post highlighting the work of our volunteers and thanking them for their contributions throughout the year. On International Archives Day we featured our online tour, which allows audiences worldwide to take a glimpse behind the scenes at the Archives. We have also posted content relating to World Milk Day, Bike Week, Pride Cymru, World Refugee Day, Wimbledon, the 75<sup>th</sup> anniversary of the NHS, World Chocolate Day, the Royal Welsh Show, Love Parks Week, the National Eisteddfod, and National Allotments Week. And, as always, we have used our social media feeds to promote our own events, services and activities.

Our blog looked back 80 years to the Second World War and the contribution made by local school pupils to agricultural work. We also began a new series of articles inspired by documents within the collection of Stephenson & Alexander, Auctioneers and Chartered Surveyors. The initial posts introduced the collection and featured the Barry Hotel. We're grateful to volunteer Tony Peters for his continued contribution to our blog.

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

Our events programme continued in July with two in-person events held at the Archives. On 4 July Nic Hodges from the Victorian Barry Experience spoke on 'The Demon Drink', which explored the tensions between the temperance movement in Barry and those residents who enjoyed a drink. On 20 July Norena Shopland gave a talk based on her new book, Women in Welsh Coal Mining. Our events programme has taken a break during August before re-starting in the Autumn.

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

Work is continuing on a Welsh consortium approach to digital preservation, with Welsh Government funding to assist in getting the project off the ground. The business case for such a consortium was finalised in June and work on developing a Tender Specification for a system is underway.

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

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

On 6 June S4C's afternoon magazine programme, Prynawn Da, included an item on Hughesovka. Images from the Hughesovka Research Archive were featured.

The BBC Cymru Fyw website published an article by historian Louvain Rees on the lives of patients at the Glamorgan Asylum during the 19<sup>th</sup> century. The hospital records held at Glamorgan Archives were referenced and images from the collection were used to illustrate the article.

An article by Dr Nathan Abrams of Cardiff University in The Jewish Chronicle in August addressed the work underway to preserve and explore the history of the Jewish

community in Wales. He highlighted the work of the Jewish History Association of South Wales in ensuring records are deposited at Glamorgan Archives.

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

Work on our project to produce a Research Guide to Sources for the Study of Minority Ethnic History continues. Project Officer Ophelia Dos Santos has focussed on the recruitment and training of volunteers over the last quarter. 14 volunteers have been recruited to date, and two training sessions delivered. Documentation supporting the gathering of information has been shared and a WhatsApp group has been established to facilitate good communication amongst the volunteers, many of whom are undertaking work online from home. Recruitment of volunteers continues, and discussions have been held with the Heritage and Cultural Exchange, Grange Pavilion, and work placement co-ordinators at Cardiff University.

Three paid researchers have been recruited to the project on a freelance basis. A good field of applications was received, and three early career researchers have been selected. Michael Jonas, Myya Helm and Renee Eshel will undertake more complex work identifying relevant material within our collections for inclusion in the guide. Training for the researchers was delivered in late-July.

A celebration event was held by the Wallich to mark the completion of training by the first cohort of trainee tour guides recruited to the Invisible Cardiff project. The Senior Archivist attended, and also supported a test tour held by one of the trainees, providing feedback on content.

We continue to work with the Heritage and Cultural Exchange. A meeting was held this quarter to discuss supporting their volunteers in their research work and the ongoing cataloguing of their collection.

Letters of support have been provided for funding applications for intergenerational heritage projects led by Valleys Kids and the Senghenydd Youth Drop In Centre.

The Senior Archivist met with a representative from the Welsh Muslim Cultural Foundation to discuss future projects, including work around family history.

Volunteers from the Innovate Trust's Secret Garden project paid another visit to the Archives. They took a closer look at census records relating to past occupants of Ysgubor Fawr Farm in St Fagan's, the base for their project, and explored culinary and medicinal recipes from the past seeking inspiration for the use of produce grown during the project.

The Senior Archivist attended the first meeting of the Steering Board of the Sub-Sahara Advisory Panel's Kumbukumbu project. The project will focus on mapping Welsh-African heritage.

Members of the Cardiff Branch of Glamorgan Family History Society held their June meeting at the Archives. A member led the meeting with a talk on poor law records; this was followed by a display of relevant material from our collection. The Senior Archivist also continues to represent the Archives on the Glamorgan Family History Society Executive Committee, attending quarterly meetings.

The Glamorgan's Blood exhibition moved to Gwent Archives in June where it was on display for 3 weeks. It has now returned to the Archives, but is available free of charge to any venue that wishes to display it.

The Senior Archivist was invited to speak at the Annual General Meeting of Gelligaer Historical Society, held at Llancaiach Fawr. She gave a talk on the work of the Archives, highlighting items from our collection which relate to the Gelligaer area.

Members of Rhiwbina Trefoil Guild visited for a tour behind the scenes and to view a selection of documents from the collection relating to Girl Guiding and to the Rhiwbina area of Cardiff.

The Glamorgan Archivist and the Senior Archivist met with representatives from Cardiff University's School of Journalism who are currently working in partnership with the Heritage and Cultural Exchange. They are working to create a comprehensive list of the audio-visual material relating to Butetown held in collections across the UK.

Members of the Insole Court Archive Research Group visited for a tour and to view items from the collection, including material relating to Insole Court. The Senior Archivist then visited Insole Court, where she met with members of the Group and viewed their collection and storage areas, providing advice as required.

Grangetown Local History Society continue to hold their monthly meetings at the Archives, and Whitchurch Hospital Historical Society have also made use of our meeting room.

### *2.5 Enhance the Glamorgan Archives building as a community asset*

The path and lower frontage of the building were pressure-washed by contractors in July to make the front of the building safer and more attractive. There had been a build up of moss on the walkway outside the building and that needed clearing before winter.

As part of the work towards Registrars renting space within the building, planning is underway to enhance the signage and landscaping around the building. Once that has been done, the site will be more attractive and that will hopefully encourage others to use the facilities.

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

### *3.3 Strengthen existing and develop new partnerships with Higher and Further Education establishments in the area*

The Senior Archivist met with history tutors from Cardiff and Vale College to discuss potential visits by their students during the Autumn term.

## **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 met with colleagues from Rhondda Heritage Park in June to discuss digital preservation and what Glamorgan Archives might be able to do to help with long-term planning and policy in this area.

#### *4.2 Ensure better integration with local authorities and other business collections*

Work is underway on the appraisal, sorting and cataloguing of the local authority records that are held within the collections (both legacy and current authorities). These collections have been identified as a priority as part of the Archives' ongoing planning process, due to the amount of records involved and their core importance to the Archives and the partner authorities. They would not be eligible for external funding and need to be catalogued to assist with the acquisition of electronic records in the future so, therefore, it has been decided that the staff will concentrate time on these collections during Stocktake Weeks.

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

New procedures and templates for handling requests to view coroners' reports and papers have been approved by the Coroner. The Access Team have started following the new process, now referring only the more complicated queries to the Coroner's Office.

The majority of electoral registers from Bridgend that had been gaps within the complete record – 2002, 2004-2012, 2014-2021 – were collected and added to the collections in this quarter. The 2003 register was missing from the records at Bridgend County Borough Council and the 2013 register was delayed and subsequently published in 2014. The deposit was made up of printed but unbound sheets and the conservation team have since bound the registers into volumes to ensure ease of use and preservation.

The electoral registers from Vale of Glamorgan, 2018-2022, have also been deposited (either in paper or electronic format) in the last quarter.

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

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

A successful collections week was held in June. The archivists focussed on two projects; work on the records of our current local authorities was progressed through the cataloguing of electoral registers and committee papers for Bridgend County Borough Council, and progress was made on the larger accessions received within the last 6 months through the cataloguing of the records of Howell's Department Store.

The Records Assistants continued with the stocktake of boxed materials in the stongrooms.

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

Initial receipts for accessions received during this quarter were issued within the target time. Full receipts were issued within 15 working days for 76% of the accessions; the target is 60%. 97% of the accessions received between December 2022 and February

2023 had receipts issued within the 6 months target for more complicated deposits; the target is 90%.

In order to ensure that further transfers of records from the Coroner's Office were not delayed, it was agreed that the index to the files transferred would be compiled by Glamorgan Archives staff upon receipt.

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

The NMCT (National Manuscript Conservation Trust)-funded project to conserve the drawings, paintings and plans from Cardiff Castle has continued this quarter and is almost complete. This phase of the work dealt with the large, rolled items and included repackaging of items that did not need specific treatment. An expression of interest form was submitted to Welsh Government for Phase 2 of the work in July and has been accepted. The full application has to be submitted at the beginning of October. The second phase will repackage items that do not need interventive conservation and conserve and repackage items that were created on tracing paper. If successful, the grant would fund a conservation intern to do the majority of the work and pay for the packaging materials required. A further phase would be required (probably in 2026, with application in 2025) to deal with the remaining damaged material.

An application for funding from the Business Archives Council to catalogue the records of the Principality Building Society was turned down. Other options to pay for the work needed on this important collection are being examined.

### *5.5 Reinterpret collections descriptions so that they reflect modern views of history*

Work has been continuing with colleagues from the Archives and Records Council Wales on the 'Revising Archival Descriptions' strand of work. Difficulties in recruitment have delayed the start of this work and consultancy is now being looked at as a way of resolving these issues.

## **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*

Budget monitoring continues on an ongoing basis, with best value sought in all instances.

ICT equipment purchase is now being done on an annual basis in smaller batches so that there should not be the requirement to replace all laptops and monitors, etc. at once. By ensuring that there is a budget for this every year, this reduces the spend in one financial year. The building access system is being replaced by spreading the costs over three years instead of undertaking in one go.

### *6.2 Maximise income generation opportunities*

Planning for future phases of work on digitising collections with commercial suppliers is continuing with school records being looked at as the next project. This is being developed with colleagues from across Wales.

The Cardiff Registry Office team are moving into the Archives building in October and will be renting three rooms and storage space in the repository. This will bring in considerable income to the service, as well as enhanced benefits such as increased footfall and raising the profile of the service amongst members of the public. Some building work is required to make the space available fit-for-purpose and that will be completed in September. That work is being done is being paid for by the Registrars.

Carmarthenshire Archives have approached the Archives for a quote for conservation work on plans of South Wales Railways. This will be the subject of a NMCT funding application but, if successful, the conservation team would be commissioned to undertake the work.

Several commissions of digitisation work have been received and are underway.

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

The Corporate Trainee post has been extended for another couple of months using income generated through digitisation work.

Interviews were held at the end of August for a replacement Admin Officer. An appointment was made and it is hoped that the successful candidate will start at the Archives in October.

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

Corporate Trainee Barney Andrews and Project Officer Ophelia Dos Santos have completed Manual Handling, and Ophelia has also completed a short course in Welsh.

The Senior Archivist attended the latest CPD event organised by CLIC – Cardiff Libraries in Cooperation. It included a presentation on Do Something Different Day, where staff from libraries and archives across Cardiff visit each other and have the opportunity to share skills and experience.

The Glamorgan Archivist attended the Preservica User Group conference in Oxford in June. This was a useful opportunity to find out about the planned developments with the software and ways that it can be used with collections. In addition, she completed Display Screen Equipment Assessment training so that there is more capacity within the team regarding DSE assessing.

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

During the quarter, 29 volunteers and students have contributed to the work of the Archives.

Archive volunteers are contributing to the following projects:

- cleaning and transcribing crew lists of Cardiff registered ships (1863-1913);
- listing building plans of the Gelligaer Urban District Council (c1910-c1974);
- digitisation of photographs from the Cardiff Bay Development Corporation collection (1987-2000);
- creating an electronic index to the Coal Annuals (1903-1932);

- listing bound auction particulars from the Stephenson and Alexander collection (1880-1967);
- indexing the Leversuch family correspondence (1928-1960s);
- indexing letterbooks of the Cardiff Exhibition (1894-1897);
- extracting information relating to World War Two from school log books across Glamorgan;
- indexing Quarter Sessions depositions (1860-1907);
- listing records of Stephenson & Alexander, Auctioneers and Chartered Surveyors (c1710-c2012);
- cataloguing deeds within the Cardiff Library collection.

Conservation volunteers are continuing to work on:

- Police newspaper cutting books
- National Coal Board plans
- Associated British Ports collections (photographs and volumes)

In addition, several volunteers work independently on research projects.

Every year we organise a special summer outing for our volunteers to express our gratitude for their contribution to the office. This year the Heritage Collections Manager at Rhondda Heritage Park was pleased to offer a talk and object display developed specifically for our volunteers. Unfortunately, uptake was so low that we took the decision to cancel.

Due to a combination of long term sickness and leave over the summer school holidays, it was necessary to suspend volunteering during August. Staff look forward to volunteers returning during the first week of September.

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

The searchroom continues to be busy, although we have experienced quieter periods over the summer on the days when the sun has briefly made an appearance. Feedback received includes:

*I just wanted to email to say a massive thank you to the staff at the Glamorgan Archives who helped me last week while researching. They were incredibly helpful and went above and beyond to give suggestions on the best way to go about finding information in the archives. If all archives had staff like this it would be a lot easier to do research, so I just wanted to express this and look forward to returning again in the future.*

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

*Thank you so very much, that is just fantastic news... You've made my day.*

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

Work has continued on the Crowd Cymru project encouraging online volunteering using collections from the Archives, as well as Cardiff University Special Collections and Archives and Gwent Archives. This project will conclude in November but it is hoped to be able to continue the volunteers working on different collections.



Meetings have been held with the Roman Catholic Archdiocese of Cardiff with regards to their collections and the future housing of those items.

### 6.12 Improve management of Glamorgan Archives building

The annual service of the building management system has been carried out with no major issues found.

A site visit was undertaken by a contractor working for Cardiff Council to look at the solar panel installation on the roof of the Archives building. Cleaning and maintenance of the panels is required and that is being investigated.

Discussions are underway regarding the replacement of the lighting within the Archives building for LED lights. It may be possible to get assisted funding to pay for any work required, and this would have long-term benefits to the building including reduced operating costs, reduced carbon footprint and heat wastage, as well as improved working conditions for staff and users.

The painting work planned for the Reprographics Studio is likely to take place in October.

Monitoring of the building for faults and pests continues, with no real issues identified.

Average Temperature and Humidity 23/5/2023 to 22/8/2023								
	Strongroom 1		Strongroom 2		Strongroom 3		Strongroom 4	
	Temp.	RH*	Temp.	RH*	Temp.	RH*	Temp.	RH*
Average	20.5°C	56.7%	22.2°C	52.4%	22.4°C	48.1%	21.4°C	57.8%
Variation	±1.0 °C	±3.5%	±1.2 °C	±3.7%	±0.8°C	±4.3%	±2.0°C	±8.1%

#### Relative Humidity\*

The strongroom environmental conditions have remained within acceptable levels. Temperatures in strongrooms 2,3 & 4 are slowly climbing due to plant not working.

### SUMMARY

9. This quarter has been very busy, both in terms of usage of the building and collections and in terms of planning for future use as well. Staff have taken the opportunity to take leave over the summer and that, as always, has created challenges in ensuring everything is covered. As can be seen from the report above, the team have continued to be very busy and to deliver to a high standard. The appendices below also show that a large number of accessions have been received and much work has been done on the collections.

The next quarter promises to be extremely busy with the work and move of our colleagues from Cardiff Registry Office into the building. This coincides with the start of term for schools and the universities, and we expect an influx of users and volunteers as a result of this.

### **LEGAL IMPLICATIONS**

10. The Glamorgan Archivist is appointed by the Committee to manage the joint archives service on behalf of the Committee; to exercise the duties powers and functions of the parties under the enactments agreements and instruments set out in the Joint Archives Committee agreement dated 11 April 2006; to comply with national standards for archive keeping; to satisfy the requirements of Welsh Government with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.
  
11. The Glamorgan Archivist acts at all times under the direction and supervision of the Committee and the quarterly reports of the Glamorgan Archivist to the Committee enable the Committee to discharge its duty to provide maintain and develop a joint archives service for the parties.

### **FINANCIAL IMPLICATIONS**

12. Any direct financial implications arising from this report have been accounted for in the 2021-22 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve. In line with previous agreement, any underspend will be added to the General Reserve to support future budgetary pressure.

**Laura Cotton**  
**Glamorgan Archivist**  
**15<sup>th</sup> September 2023**

## Appendix I

<b>Glamorgan Family History Society Records</b>			
<b>Accession No:</b>	2023/60, 108	<b>Reference No:</b>	D37/1/150, 151
Journal no. 150, 151 Date of records: Jun-Sep 2023			
<b>City United Reformed Church Cardiff, Records</b>			
<b>Accession No:</b>	2023/61, 75, 88, 113	<b>Reference No:</b>	D957
City Link Church Magazines Date of records: Apr 2022-Sep 2023			
<b>Wenvoe Castle Estate Papers</b>			
<b>Accession No:</b>	2023/62	<b>Reference No:</b>	DWE
Deeds and Papers relating to the Jenner family and former Wenvoe Castle Estate Land Date of records: 18th-20th century			
<b>Reynolds Family of Ton Pentre Papers</b>			
<b>Accession No:</b>	2023/63	<b>Reference No:</b>	D1937
Letters, certificates, photographs, chapel documents Date of records: 19th-20th century			
<b>Peter Langham of Cardiff, Photographer, Records</b>			
<b>Accession No:</b>	2023/64	<b>Reference No:</b>	D1938
Hand developed mounted black and white images covering civic (buildings and monuments), highways (roads and bridges), transportation (shipping and trains), industry and the workplace and portraits. Most were used in exhibitions and include descriptions on the reverse. Date of records: 1950-c1965			
<b>Cardiff and the Vale of Glamorgan Coroners' Records</b>			
<b>Accession No:</b>	2023/65, 78	<b>Reference No:</b>	CORCV
Coroner's files, numbers 1-1860; files held in Coroner's office Date of records: 2002-2004			
<b>Bridgend and District Local History Records</b>			
<b>Accession No:</b>	2023/66	<b>Reference No:</b>	D1779
Records, including minutes, statement of accounts and membership cards with programme of lectures Date of records: 1974-2023			
<b>Wenvoe Castle Estate Records</b>			
<b>Accession No:</b>	2023/67	<b>Reference No:</b>	D1942
Wenvoe Castle Estate agreements for building lease of land and premises, Barry Date of records: 1912-1926			

**Llancarfan Society Records**

<b>Accession No:</b>	2023/69	<b>Reference No:</b>	DLNS
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Village show pamphlet 2023  
Date of records: 2023

**Cardiff Writers' Circle Records**

<b>Accession No:</b>	2023/70	<b>Reference No:</b>	D1946
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Records include minutes, administrative papers, programmes, lists of readers at meetings, membership records, and publications  
Date of records: 1947-2020

**Frances Ballin Collection**

<b>Accession No:</b>	2023/71	<b>Reference No:</b>	D1948
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Action groups' minutes and reports  
Date of records: 1996-2015

**Elim Methodist Church, Trealaw, Rhondda, Records**

<b>Accession No:</b>	2023/72	<b>Reference No:</b>	D1939
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Register of baptisms  
Date of records: 1970-1993

**Tonypandy Methodist Central Hall (Mission), Rhondda, Records**

<b>Accession No:</b>	2023/73	<b>Reference No:</b>	D1940
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Register of baptisms  
Date of records: 1966-1978

**Zion Methodist Church, Tonypandy, Records**

<b>Accession No:</b>	2023/74	<b>Reference No:</b>	D1282
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Register of baptisms  
Date of records: 1967-2015

**Llanishen Local History Society Collection**

<b>Accession No:</b>	2023/76	<b>Reference No:</b>	D1941
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'Llanishen's Fallen', photographs, adverts, collected archives and local history information, Llanishen Scrapbook, 'Llanishen Voices' audio taped oral histories recorded by Graham Horton, 1991-2004 (LLHS Chairman), Lady Margaret High School Magazine, boxes of research material and collected archives from Keith Edwards.  
Date of records: c19th-20th century

**Romilly Estate Letterbook**

<b>Accession No:</b>	2023/77	<b>Reference No:</b>	D1943
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Letterbook  
Date of records: 1890-1891

**City and County of Cardiff Records**

<b>Accession No:</b>	2023/79, 101	<b>Reference No:</b>	CCF/C/RE
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Electoral registers  
Date of records: 2020-2022

**Deri Primary School Records**

<b>Accession No:</b>	2023/80	<b>Reference No:</b>	ECG19
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Logbook (1978-1996), admission registers (1922-1956), School compendiums (1932), Teachers' attendance registers (1975-1978), Papers relating to the maintenance of the school (1988-1989).

Date of records: 1922-1996

**Brian Jarrett of Cardiff, Collection**

<b>Accession No:</b>	2023/82, 109	<b>Reference No:</b>	D1894
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Gelligaer Urban District Council offices at Hengoed official opening programme, boxes of notated envelopes containing much of Mr Jarrett's professional work that was taken on B&W and colour negative film stock from 1979 to December 1985; one box of publications with which Mr Jarrett was involved together with negatives and transparencies

Date of records: 1967-2008

**Llantrisant Male Voice Party Photograph**

<b>Accession No:</b>	2023/84	<b>Reference No:</b>	D1945
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Photograph with names of members

Date of records: 1915

**National Union of Teachers - Gelligaer Association Records**

<b>Accession No:</b>	2023/85	<b>Reference No:</b>	D1944
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Minute books (28 Sep 1922-12 Nov 1937, 10 Dec 1937-12 Nov 1954, 10 Dec 1954-25 Jan 1974).

Date of records: 1922-1974

**John Richards, of Peterston-Super-Ely, Collection**

<b>Accession No:</b>	2023/86	<b>Reference No:</b>	D1950
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Advertising for steamer trips – 1935 (from Bristol to Cardiff for Cardiff City v Bristol Rovers football match); 1937 (Manchester – Ilfracombe via Cardiff); engravings and postcards depicting Cardiff and the Docks, bills and acts of parliament relating to the Bute Ship Canal, 1796-1830.

Date of records: 1796-1953

**Lilian Ryall of Aberdare Papers**

<b>Accession No:</b>	2023/87	<b>Reference No:</b>	D1947
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A family album including photographs taken at home and on holiday; newspaper articles reporting on Golden wedding celebrations for Myfanwy and Bert Seymour, Sep 1970; an invitation from the Lord Mayor to a reception at City Hall, also a photograph taken at the event, Jun 1968; school photograph including Lynda Ryall [Cwmbach Infants School?], c1961; class photograph at Mardy House Secondary School, including Lynda Ryall, 1970s.

Date of records: c1920-1980s

**Mountain Ash County School Records**

<b>Accession No:</b>	2023/89	<b>Reference No:</b>	D1949
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Annual Athletic Sports programme.

Date of records: 11 Jun 1938

**South East Wales Unitarian Society Records**

<b>Accession No:</b>	2023/90	<b>Reference No:</b>	DUNI
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Annual reports, 1891-2021 [gaps]; monthly calendars, 1929, 1937; executive minutes, 2007-2008, 2012; Society rules, 1939, 1974; reports on congregational development and future ministry; cash book, 1949-1969; booklets and reports of particular churches; in memoriam Rev. Emma Rosalind Lee.

Date of records: 1891-2021

**Vale of Glamorgan County Borough Council, Records**

<b>Accession No:</b>	2023/91, 111	<b>Reference No:</b>	CVG/C/RE
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Full electoral registers

Date of records: 2018-2022

**Dyffryn Gardens, Records**

<b>Accession No:</b>	2023/92	<b>Reference No:</b>	D1900
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Scrapbook compiled by Joan Kruger (nee Warburton), wife of Harry Kruger, Head Gardener at Dyffryn Gardens 1963-1975.

Date of records: c1975

**Corkery Family of Southerndown Papers**

<b>Accession No:</b>	2023/93	<b>Reference No:</b>	DDC/U/3-6
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Photographic negatives of family members, two miniature portraits of family member

Date of records: 19th-20th century

**Sessions and Sons Ltd, of Cardiff and Gloucester, Records**

<b>Accession No:</b>	2023/94	<b>Reference No:</b>	D1951
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Records of the Cardiff Branch of Sessions & Sons Ltd, and personal papers of its successive Managing Directors Arthur Sessions (1849-1915) and (Arthur) Bertram Sessions (1884-1942).

Date of records: 1849-1950s

**Vale of Glamorgan County Borough Council, Records**

<b>Accession No:</b>	2023/95	<b>Reference No:</b>	CVG/C
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Committee agendas, minutes and reports [VOGTB 358-368]

Date of records: 2016-2017

**Strick and Bellingham Solicitors, Records**

<b>Accession No:</b>	2023/96	<b>Reference No:</b>	D1180
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Deeds relating to Aberdare, plan of Gurnos Estate

Date of records:

**Plans of Cardiff and Barry Docks**

<b>Accession No:</b>	2023/98	<b>Reference No:</b>	D1953
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Date of records: 19th-20th century

**South Wales Coalfield Chart**

<b>Accession No:</b>	2023/99	<b>Reference No:</b>	D1952
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Showing a provisional correlation of the main coal seams. Covers the area Cross Hands to Tirpentwys.

Date of records: 20th century

**Olwen Hughes, of Rhymney, Artist, Papers**

<b>Accession No:</b>	2023/100	<b>Reference No:</b>	D1955
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Drawings and paintings of buildings in Cardiff and the Vale of Glamorgan

Date of records: 20th century

**Cardiff Reform Synagogue Records**

<b>Accession No:</b>	2023/102	<b>Reference No:</b>	D1718
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Items including correspondence, membership applications, newsletters / magazines, Reform Synagogues of Great Britain returns and documents, orders of service, AGM papers, building and maintenance papers, Council meeting minutes, synagogue rules, Youth Association documents, Ladies Guild records and photographs [full list provided by JHASW volunteers]

Date of records: c1930-2017

**Cofnodion, Eglwys Y Bedyddwyr, Bethesda, Abercwmboi/Bethesda Welsh Baptist Church, Abercwmboi, Records**

<b>Accession No:</b>	2023/103	<b>Reference No:</b>	D1962
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Llyfrau cofnodion, cyfrifon, posteri a pamffledi

Date of records: 1864-2000

**Ogmore Constituency Labour Party Records**

<b>Accession No:</b>	2023/104	<b>Reference No:</b>	D1957
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Minutes of Executive Committee and General Management Committee Meetings

Date of records: 1982-2003

**Ogmore and Garw Labour Party Records**

<b>Accession No:</b>	2023/105	<b>Reference No:</b>	D1959
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Minutes of monthly meetings

Date of records: 1959-1975

**County Alderman John Haydn Thomas, JP, OBE, Papers**

<b>Accession No:</b>	2023/106	<b>Reference No:</b>	D1786
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Records relating to Council duties including invitations and programmes

Date of records: 1948-1973

**Llandough Hospital Records**

<b>Accession No:</b>	2023/107	<b>Reference No:</b>	DHLL
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Registers and 14 boxes of slides

Date of records: 20<sup>th</sup> century

<b>St Fagans Branch Conservative Party Records</b>			
<b>Accession No:</b>	2023/110	<b>Reference No:</b>	D1956
AGM and committee minutes, 1969-1973; women's section AGM and committee minutes, 1928-1954; membership book, 1969-1972			
Date of records: 1928-1974			

<b>St Mellons &amp; Rumney Countryside Magazines</b>			
<b>Accession No:</b>	2023/112	<b>Reference No:</b>	D1958
Magazines			
Date of records: 1924-1932			

<b>Wheadon Family of Tonypanydy Papers</b>			
<b>Accession No:</b>	2023/114	<b>Reference No:</b>	D1960
Records relating to the Wheadon Family: papers relating to military service, including letter relating to posthumous award of 1914-1918 medal; postcards and letters, solicitors' and undertakers' accounts.			
Date of records: 19 <sup>th</sup> -20 <sup>th</sup> century			

<b>Mary Bell of Barry Collection</b>			
<b>Accession No:</b>	2023/115	<b>Reference No:</b>	D1961
Barry Urban District Council: accounts, year book, rules, record of Sunday work for Taff Vale Railway; plan of Cathays Works, Cardiff			
Date of records: 1894-1967			

## **Notable accessions**

### **Cardiff Reform Synagogue Records (D1718)**

Records of a Cardiff synagogue have been received from the Jewish History Association of South Wales. The Cardiff Reform Synagogue was founded in 1948 as the Cardiff New Synagogue (CNS). The following year, it became a constituent member of the Reform Synagogues of Great Britain. The congregation worships in a converted Methodist chapel on Moira Terrace, which they acquired in 1952. Papers include correspondence, membership applications, newsletters, magazines, orders of service, AGM papers, building and maintenance papers, Council meeting minutes, synagogue rules, Youth Association documents, Ladies Guild records and photographs.

### **Cardiff Writers' Circle (D1946)**

Papers have been received from a local writers' circle. Cardiff Writers' Circle (CWC) is one of the longest-running creative writing groups in the UK, and the oldest such group in Wales. It was established on 6 May 1947 and its constitution, drawn up on 20 May 1947, listed its aims as: fostering, encouraging and improving writing. Most meetings are 'open manuscript' in which members read from and receive constructive feedback on their work. The Circle also holds five annual competitions: short story, poetry, flash fiction and two for short humorous pieces. The group meets weekly at the YMCA on Shakespeare Street, Cardiff and has approximately 40 active members.



Records received include minutes, administrative papers, programmes, lists of readers, membership records, publications and manuscripts covering the period 1947-2022.

### **Sessions and Sons Ltd, of Cardiff and Gloucester, Records (D1951)**

Records of a long-established firm of builders' merchants have been donated by a family member. Jesse Sessions (1804-1894) purchased two brickyards in Gloucester in 1838, and began his business of brick and tile manufacturing, later becoming a general Builders' Merchant. He opened a branch at Penarth Road, Cardiff, in 1857 (with later subsidiary premises in Newport and Swansea).

In the first half of the twentieth century, Sessions & Sons sold a wide range of internal and external fittings for both domestic and commercial buildings as well as basic building materials. They also owned, and operated from Cardiff and other south Wales ports, a succession of ships engaged in sand and gravel dredging in the Bristol Channel. In 1962 the company was sold to Sharpe & Fisher Limited of Cheltenham.

Business, property and shipping records together with photographs of company directors have been received.

### **St Fagans Branch Conservative Party Records (D1956)**

Records of a local branch of the conservative party have been donated by the Welsh Conservatives. Papers of St Fagans Branch include AGM and committee minutes, 1969-1973, women's section AGM and committee minutes, 1928-1954, and a membership book, 1969-1972.

### **Ogmore Constituency Labour Party (D1957) / Ogmore and Garw Labour Party Records (D1959)**

A collection of labour party records has been received from the Secretary of the Ogmore Constituency Labour Party. Items comprise minutes of the Executive Committee and General Management Committee for the period 1982-2006. Ogmore Constituency Labour Party was created in 1918 under the auspices of the Labour Party. Owing to the changes in parliamentary boundaries it will draw to a close during October after 105 years of existence, and with continuous Labour Party representation at Westminster throughout this period. In addition, records of Ogmore and Garw Labour Party were also received. Items include minutes of monthly and annual meetings, administrative papers and annual statement of accounts covering the period 1959-1975.

### **Llandough Hospital Records (DHLL)**

A collection of twentieth century patient registers has been transferred from Llandough Hospital. The items were stored in the Hospital's academic library and will be added to an existing collection of records held at Glamorgan Archives.

### **Deri Primary School Records (ECG19)**

Records of a local school have been donated by Darran Valley History Group. Deri (British) Mixed and Infants School was built and opened in 1869. In 1886 the building was enlarged to provide for 200 children. By 1905 capacity had increased to 240 mixed and 191 infants. In 1913 a separate mixed school opened to provide for 270

children, the original building continued to be used for 191 infants. In 2023 Deri Primary School teaches 91 children aged 3-11 in the original school buildings.

Items received include a logbook, admission registers, School compendiums, Teachers' attendance registers and papers relating to the maintenance of the school.

**Mid Glamorgan Mission Methodist Circuit**

The former Superintendent Minister of Mid Glamorgan Mission Circuit has deposited the baptism registers of several churches from the Rhondda. Churches comprise Elim Methodist Church, Trealaw, Tonypandy Methodist Central Hall (Mission) and Zion Methodist Church, Tonypandy.

## Appendix II

	<b>Number of Visits (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
	<b>TOTAL</b>			
May-Aug 2022	471	164	5	2414
Sep-Nov 2022	666	431	19	1855
Dec 2022-Feb 2023	517	262	15	1911
Mar-May 2023	673	379	11	1989
Jun-Aug 2023	568	285	14	1653

	<b>Remote Enquiries</b>	<b>Website Hits</b>
May-Aug 2022	1265 (+296 un-printed thank you emails)	8789
Sep-Nov 2022	1041 (+ 204 un-printed thank you emails)	9133
Dec 2022-Feb 2023	894 (+ 174 un-printed thank you emails)	6300
Mar-May 2023	973 (+ 218 un-printed thank you emails)	6700
Jun-Aug 2023	1116 (+ 168 un-printed thank you emails)	7370

### Interesting Enquiries

The results of the 2022 Survey of Visitors to UK Archives revealed that the two most popular areas for research amongst the visitors to our searchroom are family history and academic study. This is certainly reflected in the enquiries received both in person in the searchroom and remotely by email and post.

We have received some slightly more unusual family history enquiries this quarter. A descendent of William Blethyn requested a copy of the family pedigree roll held within the collection. William Blethyn is his 9 x great grandfather and the roll, produced during the late-16<sup>th</sup> century, tracks the family lineage back even further. A genealogist visited to follow up family history leads found in the notebook of a family member produced in 1906. We were able to support her efforts to trace the family farms listed through tithe maps and land tax records.

Students and academics have contacted us in connection with various topics, including crime amongst seafarers in British ports during the 19<sup>th</sup> century, vaccination and in particular court cases brought for the non-vaccination of children, and the Jones family of Fonmon Castle – including their links to Oliver Cromwell. A range of local authority records were drawn on in support of work exploring the Labour Party and the politics of class in mid-20th century Britain. We welcomed a visiting academic from Yamaguchi University in Japan who consulted records relating to the development of Cardiff Bay as part of a comparative study of Cardiff and Bristol. We were also pleased to support a researcher from the Cardiff University project, 'Telling Our Stories Our Way: Finding Butetown's Archives'.

The Visitor Survey revealed that a significant number of our customers contact us in relation to work conducted through the course of their employment. This quarter a geotechnical engineer researching the Treherbert Railway line at Dinas Rhondda and Trehafod and Port Talbot Docks consulted a variety of maps and plans, along with auction particulars, estate records and records of Associated British Ports. Maps and plans, along with records of the Cyfarthfa Iron Works, were viewed by a member of the team working on the Cyfarthfa blast furnace.

We regularly receive enquiries relating to vehicle history, often vintage tractors, motorbikes and cars. A recent enquiry related to an 1898 Thompson Steam Car, which the owner is restoring. We searched our vehicle licensing records on his behalf, and also referred him to the Kithead Trust.

A local historian contacted us whilst researching a former police constable who was born in Ireland and who appears on Llanishen War Memorial. We were able to provide information from the Glamorgan Constabulary Records. A scriptwriter researching local politics in Penarth viewed records of Penarth Urban District Council. And a gentleman from the Netherlands sought our help following the purchase of sheet music by Harold Howell, the son of James Howell of Cardiff. He wanted to discover more about the composer.

## Appendix III

<b>Events</b>	
'The Demon Drink' – Victorian Barry Dock	9
Women in Welsh Coal Mining	19
Invisible Cardiff	4
Innovate Trust, Secret Garden Project	6
Ask the Experts	6
ARWAP Research Guide – volunteer and researcher training	15
Gelligaer Historical Society AGM	40
Rhiwbina Trefoil Guild	8
Insole Court Archive Research Group	7
<b>Local and Family History Groups</b>	
Grangetown Local History Society x3	40
Glamorgan Family History Society Cardiff Branch	8
Whitchurch Hospital Historical Society	5
<b>Training</b>	
Lewis Martin Court	12
<b>Individuals meeting staff</b>	
	106

<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>May</i>	6025	4192	1897	11,715	1265	85
<i>Jun</i>	6043	2691	1910	5884	1270	107
<i>Jul</i>	6088	19,005	1923	7824	1297	125
<i>Aug</i>	6095	2315	1933	8209	1300	120
<i>Sep</i>	6109	4023	1948	2150	1311	117
<i>Oct</i>	6133	6498	1974	15,957	1317	100
<i>Nov</i>	6146	14,090	1993	5229	1321	116
<i>Dec</i>	6150	3232	2002	4663	1358	115
<i>Jan</i>	6179	4467	2019	7508	1362	121
<i>Feb</i>	6193	2830	2027	4673	1384	115
<i>Mar</i>	6234	18,753	2067	15,239	1399	101
<i>Apr</i>	6258	2633	2106	16,037	1408	90
<i>May</i>	6288	6499	2131	5779	1426	117
<i>Jun</i>	6305	4253	2161	13,866	1446	111
<i>Jul</i>	6309	3096	2189	5658	1463	152
<i>Aug</i>	6334	6776	2241	15,643	1499	123

## Appendix IV

<b>Bench work</b>		
PT/SSR/3/9,5	2 Cardiff Castle Summer Smoking room plans	Cleaned, old repairs removed, repaired, paint consolidated and inpainting of repairs
PT/RG/11/13,11,6,3,1,9	6 Cardiff Castle Roof Garden Plans	Cleaned, old repairs removed, repaired, paint consolidated and inpainting of repairs
CBR/C/RE	50 Electoral Registers	Bound up
DCONC/5/74,75,68,	3 Police Newspaper cutting books	Cleaned & repaired
DCON /281/4/2	1 Llandimor police station General orders	Cleaned, repaired, rebacked
DCON/189	1 Police notebook	Cleaned, repaired, rebound
DWCONG/10/55/1	1 poster Hysbysiad cyfarfod yn yr Hen Gapel i ddathlu agoriad y capel newydd	Cleaned, flattened, encapsulated with microdchamber
DCONC/9/3	1 Police conduct book	Cleaned, repaired, rebound
Q/S/R1852/B	1 Quarter session roll	Cleaned, flattened and repaired
PT/RG/10/13a	1 Cardiff Castle Roof Garden plans	Cleaned, old repairs removed, repaired, paint consolidated and inpainting of repairs
P199CW/6/2	1 Plan of All Saints Church, Penarth	Flattened, repackaged
P55CW/47	1 Plans of the proposed extension	Cleaned, encapsulated
DX71/1,2	2 Pontypridd Park swimming club, photograph of committee members	Cleaned, encapsulated
DX56	1 Napkin printed to commemorate the opening of the Law Courts and City Hall, Cardiff by the Marquess of Bute.	encapsulated
DST/33/2,11,10	3 Stockwood of Bridgend, Solicitors collection documents	Cleaned, consolidated, repaired
43.1, 44.15	2 OS maps	New hangers attached
<b>Cleaning and Packaging</b>		
Hirwaun	2 enclosure plans	Repackaged
DNCB	59 plans	Repackaged
DCBDC/13/7,8	2 folders of photographs	Repackaged
Harry Holland	6 cartoons	Repackaged
Yellow spot boxes	50 x large boxes	Cleaned and repackaged
Public analyst	19 bankers boxes	Destroyed

<b>Bespoke boxes made</b>		
Various	88 Boxes	Made
<b>Barcoded and Relocated</b>		
Various	2026 Items	Barcoded
Various	3 Boxes	Moved
<b>External Work</b>		
Private individual	1 music score book	Repaired, rebound, box made
Local archive research group	1 volume	Cleaned, repaired, rebound
English Archive	111 boxes	Made
Welsh Archive	168 boxes	Made
Local Museum	6 Boxes	Made
Local Private Conservator	2 Boxes	Made

## Appendix 5 ARA Survey of Visitors to UK Archives 2022

### 1. Introduction

The Survey of Visitors to UK Archives looks at on-site searchroom services from the adult individual's point of view. It is a survey of individuals who visit the searchroom; those visiting as part of groups or for events are not included. All searchroom visitors were invited to take part provided they were aged 17 or older.

The 2022 survey took place from Monday 3 October 2022 and Sunday 4 December 2022. This was the first survey to be conducted since the Covid19 pandemic. The survey normally takes place every two years, but the 2020 survey was cancelled, leaving a 4 year gap since the last survey in 2018. A total of 111 archive services across the UK participated in the survey, including 15 Welsh services.

The survey questions remained largely the same as those used in the 2018 and 2016 surveys, allowing comparison across the years.

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

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

### 3. What we're doing well

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

Highlights include:

- Staff and service

	2022	2018	2016
Availability of staff	9.7	96%	96%
Attitude of staff	9.9	98%	98%
Quality and appropriateness of staff advice	9.9	98%	97%

The scoring of these questions changed in 2022 to a mark out of ten, but this still allows for a comparison with previous percentage scores.

	2022	2018	2016
Welcome / reception	98%	100%	95%
Welsh verbal communication	100%	94%	100%
Document ordering system	96%	91%	91%
Document delivery system	98%	95%	93%



*Appointment / online booking system	96%	-	-
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Our appointment system was introduced on re-opening after lockdown. It is pleasing to note that such a new initiative has been rated so highly by our customers.

The scores above are particularly heartening in light of the Covid19 pandemic. Despite these pressures, especially in public service settings, we have continued to provide a high level of customer service.

- Building

	2022	2018	2016
Appearance and upkeep	100%	100%	96%
Access in and around the building	100%	97%	97%
Lockers / toilets / rest or refreshment area	99%	98%	97%

The building is now 13 years old but continues to provide an excellent environment for visitors.

- Facilities

	2022	2018	2016
Availability of seating	100%	99%	99%
Availability of computers	100%	98%	91%
Speed of computers	97%	94%	94%

The service overall scored 9.6 out of 10.

#### 4. Areas for improvement

We did not reach our target of 90% or higher across the good/very good or fairly/very satisfied categories in the following section of the survey. Although not poor scores, these results highlight areas for improvement. Recommendations for delivering these improvements are outlined in section 5.

- Online catalogue

	2022	2018	2016
Opening hours	89%	96%	91%
*Access to wi-fi	87%	-	-
*Facilities to charge personal computing devices	79%	-	-
Microfilm and microfiche facilities	89%	92%	71%
Copy services	85%	100%	88%

\* New questions for 2022

#### 5. Recommendations

Opening hours

- Our opening hours changed on re-opening following lockdown. We have since expanded our hours and will continue to look at this, taking into account other service priorities and staffing resources.

#### Access to wi-fi

- Our wi-fi is provided by Cardiff Council. It provides a good service on the whole, with only occasional glitches, which we will continue to report through the service desk.

#### Facilities to charge personal computing devices

- We are aware that this is problematic as not all searchroom tables have power sockets nearby, and on busy days not every customer can be seated adjacent to a power socket. We will continue to advise customers of this when they book a seat in the searchroom, and on our website, recommending strongly that they ensure devices are fully charged prior to visiting.

#### Microfilm and microfiche facilities

- A new digital microfilm reader is available for use in the searchroom, providing access to the most up-to-date facilities available.
- We only hold one collection on microfilm, so this is not a priority area for improvement.

#### Copy services

- Purchase of new digitisation equipment, combined with the allocation in 2023 of staff to specifically concentrate on reprographics work, should lead to an improvement in this area.

## 6. Conclusion

The Survey of Visitors to UK Archives 2022 has shown that Glamorgan Archives has continued to provide a high quality service to the public despite the disruption caused by the Covid19 pandemic and reductions in resources.

Improvements have been made in a number of areas, and quality of service maintained across the board, since the 2018 survey, and solutions have been identified to help us improve scores in those areas where we are currently falling below our own high standards.

Rhian Diggins  
Senior Archivist  
August 2023