

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



GLAMORGAN ARCHIVES JOINT COMMITTEE

MARCH 2024

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

AGENDA ITEM:

PURPOSE OF REPORT

1. To present to the Joint Committee the quarterly report describing the work of Glamorgan Archives for the period 1st December 2023 to 29th February 2024.

BACKGROUND

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

Members are asked to note the content of this report.

ACHIEVEMENTS AGAINST ANNUAL PLAN

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

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

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

Digitisation work has continued through this quarter, although our Corporate Trainee (Digital Assistant) finished his role with us at the end of December. Discussions are being held to plan how to cover this work more effectively in the long-term.

1.2 Improved access to collections through an enhanced online catalogue

Feedback on the new archive catalogue, through Epexio, has been positive with staff and users finding the new system to be more intuitive and user-friendly than the old online catalogue. There are still a few teething problems, but those will be addressed by the supplier over time.

Discussions are underway between the archives in Wales and Archives Hub, which hosts some of Glamorgan Archives' catalogue descriptions. There are issues currently with uploading more material and the all-Wales search isn't working but it is expected that Archives Hub will be holding workshops with Welsh archivists soon to remedy the problems.

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

Work on the Welsh Government-funded project to produce a Research Guide to Sources for the Study of Minority Ethnic History is ongoing. The research phase concluded at the end of December, with paid researchers and volunteers submitting their findings. These are in the process of being collated for inclusion in the final document. In December a festive get-together was held for the researchers and volunteers to celebrate and thank them for their work. A launch event is planned for late March 2024.

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

Our blog has continued to feature items from the records of Stephenson and Alexander, Auctioneers and Chartered Surveyors. Properties include D L Evans, the Wholesale and Retail Draper based in Barry, and the Waterloo Tin-Plate Works in Machen. We also looked at two early-20th century photographs showing players from St James' Cricket Club, Cardiff.

We continue to work with People's Collection Wales on their Wales-wide social media project. Themes this quarter have included pre-1950s fashion and spring celebrations. The national 'Explore Your Archive' focus week concluded on 5 December. We contributed content on the daily social media tags.

Our own social media accounts have featured content on Christmas and New Year, accessions highlights from 2023, Burns Night, Dydd Santes Dwynwen, the start of the Six Nations rugby tournament, LGBT History Month, Valentine's Day, along with various 'on this day' posts. In addition, we promoted our publications for sale as Christmas gifts, highlighted the opportunity for anyone to deposit collections at the Archives, and encouraged people to sign up to our Ask the Experts family history sessions.

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

Our events programme continued in January with a talk on the Wales Women's Peace Petition. Held online, the session provided a summary of the history of the Peace Petition and introduced the new online volunteering project, launching in February, to transcribe the names of women from across Wales which appear on the petition's pages.

In February we were joined at the Archives by Dr Thomas Husoy-Ciaccia, Historian and Outreach Officer at the Norwegian Church Arts Centre in Cardiff. His talk, The Story of the Norwegian Seamen's Mission in Glamorgan, explored the history of the Norwegian churches in Cardiff, Barry and Swansea, and of the smaller missions established in Penarth and Port Talbot.

1.6 Agree and deliver a digital preservation repository

One of the Archivist team has attended four online training modules for the use of Preservica. This will help inform office procedures for using the digital preservation software.

Work has continued this quarter on the delivery of the all-Wales digital preservation consortium. Funding from Welsh Government has been secured for the first year of the solution, and procurement is being led by Glamorgan Archives. The tender documentation has been prepared and partners are now working on the documentation required, including developing assessments of current issues and concerns.

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

Photographs from the records of the Wales Women's Support Group relating to activities during the 1984/85 Miners' Strike have been supplied to various media outlets for use, including BBC's The One Show.

A television crew from Ukraine visited to film items from the Hughesovka Research Archive for a programme on the links between Wales and Ukraine. Former Glamorgan Archivist, Susan Edwards, was interviewed on camera about the Archive material and her visit to Donetsk during the 1990s.

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

We continue to work in partnership with the Jewish History Association of South Wales. Two training sessions have been provided for the Society's volunteers, one on Archive Research and one on Document Handling.

Volunteers from Tiger Bay and the World visited for two training sessions on Archive Research and Document Handling. The volunteers will be working on material in the Butetown History and Arts Centre collection held at the Archives.

The second cohort of trainees have embarked on the Invisible Cardiff training programme. Led by charity The Wallich, the programme will train people who have experienced homelessness to become tour guides. Two training sessions have been held for this new cohort, covering archive research and document handling.

Planning is underway for a Takeover Day by members of Cardiff People First. Training will begin in April with the Takeover itself being held on 2 May.

Members of Cwmaman Historical Society visited for a tour of the Archives in December. The Society formed relatively recently and are keen to discover more about our holdings relating to their locality.

Young people from Senghenydd Youth Drop In Centre visited for a tour behind the scenes during February half term. They are embarking on an intergenerational project to explore and record the history of their community, and were keen to learn more about documents which could support that research.

Valleys Kids have been successful in securing funding from the National Lottery Heritage Fund for a project to mark their 40th anniversary. The Senior Archivist met with the project team to discuss the delivery of training sessions during the Spring.

Representatives from Peculiar Productions, a Cardiff-based amateur theatre company, visited in February for a tour and to view items relating to the history of theatre in Glamorgan. They are interested in potentially depositing their records with the Archives.

Ffotogallery Wales has been successful in securing Arts Council Wales funding for a new project to redress the balance of gender representation within their collection. Four female identifying artists have been commissioned to produce new images following engagement with their own archive and the collections of partner organisations – ourselves, Cyfarthfa Castle Museum and Gallery, and National Museum Wales. Work will begin in the spring.

Discussions have been held with The Wiener Holocaust Library in London regarding hosting a possible event at the Archives. The Library is keen to raise its profile outside London and hopes to engage with audiences in Wales through the event.

The Cardiff Branch of Glamorgan Family History Society has held two meetings at the Archives. The first introduced members to our coal collections and their potential use for family history research; the second focussed on crime and punishment records, including those of the police, the courts and prisons.

The National Archives are leading on a funding application to support work on poor law records across Wales in order to encourage researching using this material. The Senior Archivist has contributed to the development of the proposal, which will cover all four unions for which records are held at the Archives – Bridgend and Cowbridge, Cardiff, Merthyr Tydfil and Pontypridd.

The Senior Archivist attended a meeting of the Open University's Learning Disability Advisory Group. The Group has a UK-wide remit and aims to encourage the safeguarding and deposit of archive material relating to people with a learning disability. Our work with people with a learning disability, in particular with Cardiff People First, led to the invitation to join the Group.

The 'From May to Etta with Love' project progressed to Stage 2 this year. 'From Us to the Future' saw families invited to the Archives to create portraits similar to those taken by photographer Fred Petersen in the early-20th century and held within the collection. They were also interviewed about their lives by "Fred" himself. The portraits will be displayed at the Archives and added to the collection, along with the recordings. The audio dramas produced in Stage 1 are now available to listen via our website.

Members of Radyr and Morganstown WI visited for a tour behind the scenes and to view items from the collection relating to the WI and to their locality.

The Senior Archivist continues to represent the Archives on the Sub-Saharan Advisory Panel's Kumbukumbu Project Steering Group, the Glamorgan Family History Society Executive Committee and the Glamorgan History Society Council.

2.4 Enhance communications with users to increase engagement with service

The service is in the planning stages for a new newsletter to communicate with users.

2.5 Enhance the GA building as a community asset

Further improvements to the landscaping around the building have been completed in conjunction with colleagues in the Registrars team, following on from the improved signage that was brought in when the Registrars team moved into the building in October 2023.

Work has continued on the project to host a 'Clip Corner' from the National Broadcast Archive at Glamorgan Archives. The legal agreement has finally been agreed and signed, and work has been happening to put in place the technical infrastructure required for the computers and screen. This will be sited in the corner of the reception area and it is hoped to launch this over the forthcoming months.

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

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

Two Year 6 classes from Mount Stuart Primary School, Cardiff, visited for workshops on the Second World War in November. A total of forty children attended and enjoyed learning about how the War had impacted their local area. They also completed a quiz using original documents and were taken on a tour of the strongrooms.

Fifteen members of staff from Ysgol Hamydryad in Cardiff attended an inset day training session in January. It was an opportunity for them to learn about the school workshops that we offer as well as learning more about how we work and how best they can research topics for use in school themselves. They were also taken on a tour of the building and enjoyed seeing documents being repaired in Conservation.

Staff from Ysgol Hamadryad yn Butetown, Cardiff, visited during an inset day to learn more about the Archives, our schools services, and how our collections can support learning in the classroom.

Support was provided to staff from Brynmenyn Primary who are embarking on a project exploring the history of rugby in their local area.

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

An introduction to the searchroom and the catalogue was provided to a small number of medical students from Cardiff University who will be undertaking research on the records of Cardiff Medical Society.

3.4 Continue and enhance opportunities for Work Placements at Glamorgan Archives

A member of staff from Rhondda Cynon Taf Libraries attended the Archives for a two day placement to learn more about our services, and to undertake research in the searchroom. He is currently working towards a qualification in Information Science, and the placement will support completion of a module on Archives.

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

4.1 Work to increase advocacy and representation within constituent local authorities

The Glamorgan Archivist continues to attend the South Wales Information Forum (SWIF) with colleagues from all partner authorities as well as others from authorities within the South Wales corridor.

The Senior Archivist met with colleagues from Rhondda Heritage Park to discuss opportunities for joint working.

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

The most recent electoral register from Caerphilly, Vale of Glamorgan, Merthyr Tydfil, and Cardiff have all been deposited in the last quarter following their publication in December. Back copies of registers for Merthyr Tydfil and Rhondda Cynon Taf have also been received, helping to fill the gaps in the runs of registers.

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

An additional collections week was held in February, focussing on the records of Associated British Ports (ABP). This significantly progressed work embarked on as part of our Archives Revealed Time and Tide Project, which began in December 2019 but was disrupted due to the Covid19 pandemic. A total of 677 items were catalogued during the week including a very large number of plans. This included records from Barry Docks, Penarth Harbour, Newport Docks, Port Talbot Docks and Swansea Harbour.

Planning is underway for tasks to be undertaken during the usual Collections Weeks in June and November.

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%. 85% of the accessions received between June and August 2023 had receipts issued within the 6 months target for more complicated deposits; the target is 90%.

The Glamorgan Archivist met with the Cardiff and County Club in Westgate Street, Cardiff to discuss the potential deposit of their archive collection. The collection has since been accepted on deposit.

The Glamorgan Archivist and Senior Archivist met with a representative of the Society of Friends to discuss existing and potential future deposits of records and cross-working.

5.3 Develop coherent programme of external funding applications

Work on Phase Two of the NMCT (National Manuscripts Conservation Trust)-funded project to conserve the drawings, paintings and plans of the Cardiff Castle collection is underway. A conservation intern has been brought in to undertake the majority of the work in conjunction with the Archives Conservator and Assistant Conservator. Over 300 plans have already been repackaged and conserved during this phase of work. This has included removing plans from inappropriate mounts and fully conserving plans on tracing paper (some of which had been backed on blotting paper).

Work has continued on the Crowd Cymru project despite the ending of the National Lottery Heritage Fund funding. Further funding was secured through the 'Towards a National Collection' programme, which has enabled the project officer to remain in post until May. A further funding application is being prepared for Welsh Government in the hope of continuing the project for two further years. This will then attract new partners from other organisations from across Wales and extend the number of collections that can be worked on by the growing team of remote volunteers.

5.4 Complete half-finished collections

See above under 7: 5.1 for information on work undertaken on the ABP collection. This completed a substantial portion of the outstanding work needed on this collection. There are still a large amount of plans that need both cataloguing and conservation work, and discussions are underway as to how to handle this work.

Work continues on listing deposits of Coroners' records when time allows.

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

Work has proceeded swiftly on the Archives and Records Council Wales-led Revising Archival Descriptions project, looking at comparing catalogue data with an agreed list of offensive and biased terms. The entire Glamorgan Archives catalogue was compared against the list (over 17.5 million words) and this produced over 1000 true hits. Some of those terms are very subjective in meaning and a number were the result of typographical errors, but there are other terms that need a lot of consideration. Staff are reviewing the results and the project is planning a future phase of work looking at co-curation with stakeholder groups regarding the terms and what would be the best

way of dealing with them. The project will also provide recommended content warnings that can be used within the archives catalogue.

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

Several meetings have been held in this quarter with the new accountancy support for the service to discuss the budget and income opportunities.

Planning is underway for the replacement of the security camera system in the building working with the contractor that supplies the system.

6.2 Maximise income generation opportunities

The tenancy of Cardiff Register Office within the building is working well for both services and positive comments have been received from users of the relocated Register Office.

Discussions are underway with Ancestry regarding mounting further archive collections online through their commercial website.

Work on the Carmarthenshire Archives project to conserve South Wales Railway plans, funded by the National Manuscripts Conservation Trust, is underway utilising Cardiff University students to assist with the work. One volume has been flattened, repaired and rebound already and work on a second volume is underway.

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

The Corporate Trainee (Digital Assistant) completed his contract in December and has moved on to new opportunities.

One of the Admin Officer team is retiring in March after over thirty-five years of local government service. Recruitment is underway for a replacement.

6.4 Ensure an inclusive and well-developed workforce

Two members of staff continue to attend weekly Welsh classes with Cardiff University.

One of the Archivist team attended a webinar by ARA Scotland on the topic of financial records.

6.7 Ensure a broad range of opportunities for volunteers

During the quarter, 40 volunteers and students have contributed 742 hours to the work of the Archives, as well as the work of the Crowd Cymru project. Volunteering was suspended for two weeks over Christmas and one additional week due to a

combination of staff sickness, childcare requirements over the half term school holiday and annual leave.

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);
- 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;
- listing photographs taken by Brian Jarrett of Cardiff (1950s-2010s);
- listing programmes within the New Theatre, Cardiff collection.

In addition, several volunteers work independently on research projects.

One of the volunteer team completed an index to the Ogmore Valley Local History and Heritage Society Journal (2000-2021). This has been added to the catalogue.

Adverts have been circulated to all Archives and Records Association accredited archive administration courses offering short periods of work experience to students. Various series within the Stephenson and Alexander Collection have been identified as suitable for these opportunities.

In conjunction with Heritage and Cultural Exchange, volunteers have been recruited to catalogue records of Butetown History and Arts Centre.

6.8 Ensure service is run transparently

The searchroom continues to be busy. Feedback includes:

Thank you again, I must say that I am in contact with several Council's Archive's and research centres around the country and yours has been without a doubt the most helpful and a joy to visit!

Monthly Ask the Experts sessions are offered to visitors seeking support with progressing their family history research. These sessions are delivered in partnership with the Cardiff Branch of Glamorgan Family History Society.

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

I am most grateful to you for your prompt and diligent research on my behalf.

The ARA UK Distance Enquiries Survey concluded in mid-December. The results are being finalised and will be circulated in early-March.

6.10 Investigate impact of climate change on the GA building and surrounding area

The Glamorgan Archivist is representing ARCW on Welsh Government's Climate Change and Decarbonisation in Culture steering group. This is helping with planning for what can be done with the Glamorgan Archives building and services.

6.11 Work more collaboratively with neighbouring archive services

The Senior Archivist continues to represent the Archives on the ARA Survey Group and the Archives Wales Marketing Group.

The Glamorgan Archivist has joined the Executive Committee of the Chief Archivists in Local Government Group. This is a very useful way of finding out what is happening across the archives sector in England and Wales.

6.12 Improve management of Glamorgan Archives building

A new maintenance company has been given the contract for the Archives building starting in December, with the aim of maximising value for money and to work more proactively to manage the building and its issues. Priority is being given to pre-existing issues and remedial repairs that will improve the performance of the building.

SUMMARY

9. This quarter has proved to be another busy one, even with the Christmas period included. Several projects have continued to be worked on or have started meaning that all of these commitments are being juggled to ensure everything receives full attention when required. Some staffing shortages have proved challenging, especially with regards to managing digitisation projects. Planning is underway on a number of pieces of work that will improve the building and ensure future developments of projects.

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 2023-24 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
15th March 2024

Appendix I

Penarth Town Council Records			
Accession No:	2023/159	Reference No:	P46
Minutes of the Town Council meetings, and records of the Town Mayors Civic arrangements, engagements and invitations throughout the years. Penarth Cemetery: records of interments, purchase of graves, permits and grants for memorial works and change of ownership. Date of records: 1903-2007			

City United Reformed Church Cardiff, Records			
Accession No:	2023/160, 2024/20	Reference No:	D957
City Link church magazines Date of records: Dec 2023-Feb 2024			

Cardiff Medical Society, Records			
Accession No:	2023/161	Reference No:	DCMS
Attendance book, 1965-1996; Roll of Members; Minutes books, 1988-2011; Accounts, 1963-1977 Date of records: 1963-2011			

Llandaff Cathedral Choral Society Records			
Accession No:	2023/162	Reference No:	DLCS
Posters and programmes Date of records: 2018-2023			

Jones Family of Earl Road, Penarth, Papers			
Accession No:	2023/163	Reference No:	D1992
Household bills and receipts Date of records: 1955-1957			

Cwmaman Parish Records			
Accession No:	2023/164	Reference No:	P162CW
Photographs of St Joseph's Church. Date of records: c1900-c2000			

Goleulong 2000 Lightship Project Records			
Accession No:	2023/165	Reference No:	D1993
Leaflets, Chaplaincy profiles, Project constitution, postcards, photographs, meeting agendas, minutes, reports, Ship records, Companies House record, correspondence (letters and printed emails), café menu, orders of service Date of records: 1993-2013			

Glyntaff Ecclesiastical Parish Records			
Accession No:	2023/166	Reference No:	P178CW
Parish registers Date of records: 20th century			

St Andrews Major Civil Parish Records			
Accession No:	2023/167	Reference No:	P27
Rate books, 1905-1909; lighting rate ledgers, 1906-1907; receipt and payment books, 1958-1975; extracts from sales particular for land around Sully Road and Murch Road, 1922; polling declaration card, c1900s.			

Date of records: 1905-1975

Michaelston-le-Pit Civil Parish/Michaelston-le-Pit and Leckwith Community Council Records			
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Accession No:	2023/168	Reference No:	P43
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Rate books, 1905-1915; supplemental valuation lists, 1905-1919; receipt and payment book, 1947-1968

Date of records: 1905-1968

Edwards, Harrap, Ward, Llewellyn, Geldard, Griffiths and Walker Family Papers			
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Accession No:	2023/169, 2024/28	Reference No:	D407
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'Cardiff As It Was One Hundred Years Ago'. A reproduction of a map of Cardiff as it was in 1828, reprinted from the Western Mail; Percy Overton Ward: letters from India, with transcripts and postcard

Date of records: 1907-1927

Caerphilly County Borough Council, Records			
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Accession No:	2023/170	Reference No:	CCA/C/RE/26
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Register of electors. In force from 1 December 2023

Date of records: Dec 2023

John Williams, Pentre, Colliery Manager, and Margaret Williams, of 4 Hillside Terrace, Pentre, Papers			
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Accession No:	2024/1	Reference No:	D1994
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Mortgage, burial fees grants and documents, insurance document, birth certificate of Thomas Williams, son of John and Margaret

Date of records: 1867-1903

Grangetown Local History Society, Cardiff, Collection			
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Accession No:	2024/2	Reference No:	D1026/6
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Fish Family Papers: Cardiff City Football Team photograph, featuring A. Fish.

Date of records: 1913

Ogmore Constituency Labour Party Records			
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Accession No:	2024/3	Reference No:	D1957
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Record of Minutes of Executive Committee and General Committee Meetings of Ogmore Constituency Labour Party.

Date of records: 2003-2023

Dinas Powys Community Council Records			
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Accession No:	2024/4	Reference No:	D544
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Minutes of meetings including Full Council, Annual Meetings and Committee Meetings

Date of records: 2005-2017

Vale of Glamorgan Council Records			
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Accession No:	2024/5	Reference No:	CVG/C/RE
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Full electoral register

Date of records: 2024

Merthyr Tydfil County Borough Council, Records			
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Accession No:	2024/6	Reference No:	CMT
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Registers of electors

Date of records: 2006-2023

Cowbridge History Society Records			
Accession No:	2024/7	Reference No:	D1254
Financial records including accounts, bills and receipts for the Glamorgan Hunt's Cowbridge Races.			
Date of records: 1933-1939			

Radyr and Morganstown Women's Institute			
Accession No:	2024/8	Reference No:	DXNO9
Photographs, scrapbooks and programmes			
Date of records: 1960-2018			

Order of Removal of Mary Hackett, 1842			
Accession No:	2024/9	Reference No:	D1995
Order of Removal from Swansea to Ireland			
Date of records: 14 Mar 1842			

T W Brewis' letter of application for position, Lewis School, Gelligaer			
Accession No:	2024/10	Reference No:	D1996
Letter of application			
Date of records: 18 Jul 1891			

Glamorgan County Mental Hospital			
Accession No:	2024/11	Reference No:	D1997
List of working patients			
Date of records: nd			

New Theatre, Cardiff, posters			
Accession No:	2024/12	Reference No:	D1998
Posters			
Date of records: 1936			

Pyle and Kenfig Golf Pavilion Limited			
Accession No:	2024/13	Reference No:	D1999
Special Resolution to wind up Pyle and Kenfig Golf Pavilion Limited, 20 Jul 1946			
Date of records: 20 Jul 1946			

Isaiah Verity of Bristol			
Accession No:	2024/14	Reference No:	D2000
Letter relating to arrest of Isaiah Verity of Bristol			
Date of records: 20 Mar 1776			

Thomas Dalton, Solicitor, Cardiff			
Accession No:	2024/15	Reference No:	D2001
Half-yearly accounts sent from Thomas Loftus, New Inn [London]			
Date of records: 1821-1822			

Declaration in case of Edward Thomas and David Richard, Cardiff			
Accession No:	2024/16	Reference No:	D2002
Declaration in case of Edward Thomas (plaintiff) and David Richard (defendant)			
Date of records: c1777			

Swansea Calendar of Former Convictions			
Accession No:	2024/17	Reference No:	D2003
List of convictions, Swansea, Midsummer Sessions Date of records: 1879			
Payments made to Alice Bowen, St Thomas, Swansea			
Accession No:	2024/18	Reference No:	D2004
Order brought before Justices of the Peace, Swansea, concerning payments made to Alice Bowen, by Overseers of the Poor, St Thomas, Swansea Date of records: 31 Mar 1780			

Llanmaes Community Council Records			
Accession No:	2024/19	Reference No:	D2005
Minutes of the Community Council Date of records: 1987-2022			

Cardiff and County Club Records			
Accession No:	2024/21	Reference No:	D2006
Records, including minutes, accounts, subscription books, correspondence, visitor books and photographs. Date of records: c1850s-2000s			

William Kohnstamm of Cardiff Collection			
Accession No:	2024/22	Reference No:	D2007
Photographs of an anti-Apartheid demonstration held in Cardiff, Jan 1970 Photographs of Treforest Chrome Leather factory and employees Treforest Industrial Estate, Jan 1970; Cardiff Labour Party papers, 1950s-1980s Date of records: 1950s-1980s			

Rhondda Cynon Taf County Borough Council, Records			
Accession No:	2024/23	Reference No:	CRCT
Registers of electors Date of records: 2013-2020			

Electoral Services			
Accession No:	2024/24	Reference No:	CC/C/60
Statistics relating to summaries of registers of electors and results for council and other elections. Date of records: c1948-2014			

Creighton Sims of Penygraig, Collection			
Accession No:	2024/25, 29	Reference No:	D2008
Deeds relating to numbers 10 and 14 Glannant Street, Penygraig; Photographs of Penygraig groups and events; 'Penygraig's Busy Bee'; Fare tables and Season Tickets Rates, Rhondda Transport Company Ltd; 'Family at Work 1900-1918'; 'Collieries and the Gower'; Llanfair Hall, concert programme. Date of records: 20th century			

City and County of Cardiff Records			
Accession No:	2024/26	Reference No:	CCF/C/RE
Electoral registers			

Date of records: 2023-2024

Cofnodion Eglwys Bedyddwyr Ainon, Tonyrefail/ Ainon Welsh Baptist Chapel, Tonyrefail Records			
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Accession No:	2024/27	Reference No:	DWBAP15
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Llyfr cyfrifon / account book

Date of records: 1944-1981

Notable accessions

Caerphilly County Borough Council, Records (CCA) / Merthyr Tydfil County Borough Council, Records (CMT) / Rhondda Cynon Taf County Borough Council, Records (CRCT)

Registers of electors have been received from three local authorities. Caerphilly County Borough Council has deposited its registers for the current year while Merthyr Tydfil County Borough Council transferred copies of its registers for the period 2006-2023. In addition, Rhondda Cynon Taf County Borough Council transferred registers covering the years 2013-2020. Such records are an important addition to the Collection and may be consulted by researchers in the public searchroom.

Cardiff Medical Society, Records (DCMS)

An additional donation has been made by Cardiff Medical Society. The Society was established in 1871 in Cardiff, to encourage the advancement of medical knowledge, and to promote the welfare of the medical profession. The Society holds monthly meetings during the academic year and invites prominent speakers from the UK. Records received from the Society Treasurer include an Attendance book, 1965-1996; Roll of Members; minutes books, 1988-2011 and accounts, 1963-1977.

Ogmore Constituency Labour Party Records (D1957)

Ogmore Constituency Labour Party was created in 1918 under the auspices of the Labour Party. Owing to the changes in parliamentary boundaries it ended on 11 October 2023 after 105 years of existence, and with continuous Labour Party representation at Westminster throughout this period. Minutes of the Executive Committee and General Committee Meetings, 2003-2023 have been donated by the former Secretary.

Goleulong 2000 Lightship Project Records (D1993)

The concept of the Lightship was developed by Cardiff Churches Forum. The Helwick Lightship was bought in 1993 and opened to the public in Cardiff Bay as Goleulong 2000 Lightship in 1994. The project was an ecumenical partnership between several Christian denominations, including the United Reformed Church, the Church in Wales, the Methodist Church, the Presbyterian Church of Wales, the Baptist Church, the Roman Catholic Church and the Salvation Army.

Records donated by the Property Officer, United Reformed Church (Wales) Trust Company Limited, include leaflets, Chaplaincy profiles, Project constitution, postcards, photographs, meeting agendas, minutes, reports, correspondence, and orders of service.

Cardiff and County Club Records (D2006)

Cardiff and County Club was founded in 1866 in premises adjacent to the Royal Hotel. The Club subsequently moved to its existing premises on Westgate Street in 1892. Records deposited include minutes, accounts, subscription books, correspondence, visitor books and photographs.

Radyr and Morganstown Women's Institute (DXNO9)

Records of a local branch of the Women's Institute have been deposited by its Secretary. Formed in 1957 the Radyr and Morganstown Women's Institute meet monthly. Their aim is to give women the opportunity to 'make new friends, learn new skills and become more involved in the local community'. In addition to the monthly meetings the organisation also arranges special interest get-togethers, such as walking and book groups, socials and outings. Items received include photographs, scrapbooks and programmes of events.

Penarth Town Council Records (P46)

An additional transfer has been received from a local council. Penarth Town Council was created in 1974, taking over some of the more localised functions of Penarth Urban District Council which was dissolved at that time. Items transferred include minutes of the Town Council meetings, and records of the Town Mayors Civic arrangements, engagements, and invitations throughout the years. In addition, records of Penarth Cemetery including records of interments, purchase of graves, permits, and grants for memorial works and changes of ownership have also been received.

Appendix II

	Number of Visits		No. of Groups	Documents Produced
	TOTAL	(groups and meetings)		
Dec 2022-Feb 2023	517	262	15	1911
Mar-May 2023	673	379	11	1989
Jun-Aug 2023	568	285	14	1653
Sep-Nov 2023	828	602	21	1980
Dec 2023-Feb 2024	569	307	24	1908

	Remote Enquiries	Website Hits
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
Sep-Nov 2023	1050 (+ 293 un-printed thank you, etc.)	6500
Dec 2023-Feb 2024	1050 (+ 293 un-printed thank you, etc.)	6720

Interesting Enquiries

Enquiries relating to records of the Glamorgan Asylum are received frequently, but this past quarter has seen more than usual. Most relate to individuals seeking to trace their ancestors who were patients at the Asylum. These include a recent enquiry from Australia seeking details of the stay of a great uncle at the hospital, who was admitted in 1903. We were able to locate him in our indexes and confirmed that he died at the Asylum in 1906. Another enquiry relates to an ancestor who had served in the First World War, but later died at the Asylum. Again, we were able to locate him in our indexes and confirm his stay.

Coroners' files are also frequently the subject of remote enquiries. Most are dealt with quickly, but a recent enquiry proved more challenging as, although related to a local person, the death had occurred in Italy. We were able to provide details for the Italian Consulate and relevant Italian Comune.

We continue to receive regular enquiries relating to family history. Of note this quarter was a request from Canada for assistance in tracing ancestors who lived in the St Bride's area during the 19th century. We suggested she search for their names on the parish tithe map. Another enquiry sought details of long-lost relations who may have been transferred from Grimsby to a children's home in Cardiff during the 1910s. We were able to refer them to admission and discharge registers and creed registers for the children's homes in Cardiff at that time. Crew agreements and the CLIP website proved to be of use for a gentleman seeking a number of Irish sailors who he believed served on Cardiff registered ships.

Shipping records proved useful in responding to an enquiry concerning the Cornish Salvage Company. The company had its main office in Cardiff Docks until it went into voluntary liquidation in 1929. They also operated from Ilfracombe where they dismantled several naval wrecks.

Local history research continues to prove popular. Topics of late include the location of old orchards in Penarth, with a view to recreating a map of their locations. Ordnance Survey maps, tithe maps and a Plymouth Estate map were consulted. Records of Noddfa Baptist Chapel, Treorchy were consulted in an attempt to confirm the date of the broadcast of an episode of the BBC's Songs of Praise from the chapel. We also suggested consulting the Radio Times online archive. And several series of records, including school records, estate records and records of Llandaff Cathedral, were recommended to a researcher investigating the history of Llandaff National School on Llandaff High Street.

We responded to a media request for information to support a programme on the 40th anniversary of the Miners' Strike and its impact on children at the time. We recommended records of the South Wales Women's Support Group along with school magazines. An officer from Cardiff Council visited the searchroom seeking photographs to support the development of a public art installation in Clare Gardens, Riverside, reflecting the history of the area. And the Royal College of Nursing Library and Museum contacted us for support with their work to create an exhibition about nursing and support staff from Minority Ethnic backgrounds. We were able to refer to photos within the Cardiff Royal Infirmary collection. Finally, the recent acquisition of two duelling pistols led one enquirer to contact us, seeking details of gunsmith George Farmer of Cardiff whose company made the pistols. We located him in an 1858 Trade Directory residing at 3 Broad Street, Cardiff.

Appendix III

Events		
Wales Women's Peace Petition		16
The Story of the Norwegian Seamen's Mission in Glamorgan		44
Jewish History Association of South Wales x2		8
Research Guide Volunteer Gathering		9
Invisible Cardiff x2		5
Tiger Bay and the World x2		18
Ask the Experts		6
Cardiff People First		7
Senghenydd Youth Drop In Centre		6
Peculiar Productions		5
From Us to the Future		17
Radyr and Morganstown WI		17
Education		
Ysgol Hamadryad		15
Cardiff University / Cardiff Medical Society students		3
Local and Family History Groups		
Grangetown Local History Society x3		40
Cardiff Branch, Glamorgan Family History Society x2		24
Cwmaman History Society		5
Filming		
Ukrainian television filming		3
Individuals meeting staff		69

Social Media						
	Twitter		Facebook		Instagram	
	<i>Followers</i>	<i>Engagement</i>	<i>Likes</i>	<i>Engagement</i>	<i>Followers</i>	<i>Engagement</i>
<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
<i>Sep</i>	6331	2597	2248	5495	1518	118
<i>Oct</i>	6323	2514	2259	9450	1536	168
<i>Nov</i>	6333	1567	2276	3967	1548	161
<i>Dec</i>	6331	1383	2288	4158	1548	119
<i>Jan</i>	6345	3742	2312	17,249	1574	127
<i>Feb</i>	6368	1790	2325	3979	1584	129

Appendix IV

Bench work		
QSR/1805/A,B,C,D , 1806/	5 quarter session rolls	Cleaned, flattened, repaired and repackaged
Various	34 Electoral registers	Bound
DCONC/5/61,77	2 Police Newspaper cutting books	Cleaned & repaired, some rebaked, red rot treated
DXNO/9/24/1,2,3,5	4 WI photographs	Removed from frames and encapsulated
UDR/S/2/1/1662,26 60	2 bundles of building plans	Humidified, flattened, repaired and encapsulated with microchamber
Cardiff Castle plans	358 Plans	Removed from mounts, repackaged, tracings removed from backings, heatset tissue removed, rebaked and repackaged
RDC/S/2/1913/44	2 building plans	Humidified, flattened, repaired and encapsulated with microchamber
DHGL/10/45	Asylum records, Case numbers: 2468 - 2781	Cleaned, repaired, rebaked
HRA/DX/587,DX588,DXGC232,DX409,DX627,DNMW44	6 photographs	repackaged
	3 Ordnance Survey maps	New hangers attached
Cleaning and Packaging		
DNCB	114 plans	Repackaged
DNCB	7 Volumes	Cleaned
DCBDC/13/1	1 folders of photographs	Repackaged
Yellow spot boxes	53 large boxes	Cleaned and repackaged
Various	8 volumes	Cleaned
Bespoke boxes made		
Various	82 Boxes	Made
Barcoded and Relocated		
Various	2638 Items	Barcoded
External Work		
English Archive	122 Boxes	Made
Private individual	12 Boxes	Made
Welsh Archive	1 volume	Flattened, repaired, rebound
Publishers	31 Boxes	Made
Local Private Conservator	17 Boxes	Made
Private conservation company	12 Boxes	Made
Quotes sent	5 large quotes for boxes sent out	