

# *Glamorgan Archives*



*DISCOVERING THE PAST*



# ***Contents***



<i>Introduction</i>	2
<i>Skills</i>	3
<i>Partnerships</i>	8
<i>Conservation</i>	12
<i>Events</i>	24
<i>Education</i>	26
<i>Cataloguing</i>	21

# *Introduction*

This report describes the activities and achievements of Glamorgan Archives, its staff, volunteers and supporters, during the period from 1 March 2012 to 28 February 2013. It has been a challenging year in which a great deal of time has been spent on internal functions resulting from Cardiff County Council's assessment of posts and salaries. The emerging picture has not always been advantageous but has not prevented us from continuing to offer an exceptional service or dimmed our enthusiasm for improving and extending what we do.

Glamorgan Archives was recognised as an organisation demonstrating outstanding leadership qualities through the Welsh Government's Strategic Leadership Award. Investors in People status was renewed with the bronze standard achieved. Partnerships and projects have continued apace.



The slogan adopted for the leadership programme was Much more...and the submission for the award presented the service as upbeat and innovative, developing excellence in skills sharing, conservation, community engagement and partnerships. We aim to be Much More than you expect and I hope this report indicates the extent to which the service has met this aspiration and plans to continue doing so.

This report highlights a few areas of our work. Full accounts of activities are presented to the Glamorgan Archives Joint Committee 4 times a year and are available to view on the [Cardiff Council website](#)

# *Skills*

Skills and training are vital for the development of our service. The descriptions of staff duties and of the way staff are expected to perform them are being reviewed. Duties and responsibilities have grown and changed since the move into the new building as the principles of flexibility, innovation and inclusivity have become embedded. Operational staff in particular continue to respond positively but deserve more support and a clearer training route is being designed to meet this need.

Volunteers make a major contribution to our work. During the year we have welcomed 30 volunteers who come from each of our funding authorities and from further afield. The figure includes 11 work placements for school students (Bishop of Llandaff, Cantonian, Cardiff and Willows High Schools, Howells School, Michaelston Community College and St. John's College) and a Catalanian archive student on placement through the European Centre for Training and Regional Co-operation (ECTARC) which organises three-month work experience for graduates across Europe.



Between them, these volunteers have contributed 2,591 working hours to the Archives. They have indexed building regulation plans for Cardiff Borough and Rural District Council, Penarth Urban District Council and the Bridgend authorities of Maesteg, Ogmere and Garw, Penybont and Porthcawl. In Conservation they have contributed to a new project to clean and re-box the crew lists and agreements for the Port of Cardiff.



They have continued the development of the electronic catalogue by retyping hand and type written lists and converting extra information into formatted tables which can then be imported directly. During the year work has focussed on the catalogue to Stephenson and Alexander, Auctioneers and Chartered Surveyors (DSA), indexes to the crew agreements of the Port of Cardiff (DCA), and an index to the Glamorgan Quarter Sessions Juvenile Convictions records, listing the individuals convicted, their ages, crimes and sentences.

In preparation for the centenary commemorations of the First World War a volunteer project has been set up to extract information on the period from relevant records, starting with school log books. The sources reveal a lot about the impact of the conflict on local communities and will be used over the next few years to give a local flavour to our work with schools and other groups.

Organisations expressing interest in our volunteer programme have included Cardiff Council, the National History Museum at St Fagan's, and the National Library of Wales.

Staff responsible for the programme have attended training courses in Volunteer Management and a road show at which they learnt about what other organisations were doing and shared experiences and tips. All staff received training in disability awareness, particularly helpful as we expand our work with agencies seeking work experience placements for people with a range of disabilities and restrictions.



Other staff training has included attendance at several conferences and seminars by the Conservation Team who came back better informed about mould, red rot, iron ore inks, sizing gelatines and risk assessment. The Preservation Assistants have been trained in new software for the box-making machine while staff from all areas of the Office attended an introduction to the new British Standard for the storage and exhibition of archival material PD5454 2012 which replaces BS 5454:2000, the previous standard. Staff visits have been arranged to National Museum of Wales Collections Centre in Nantgarw and the new Gwent Archives in Ebbw Vale.



Archivists attended the annual conference of the Archives and Records Association's Archives for Learning and Education Section and an Education Open Day at the National Archives, courses on emergency preparation planning, digital preservation and developing initiatives in cataloguing. They gave presentations on access initiatives including films produced and social media, and attended the Archives and Records Council Wales Forum and the Chartered Institute of Library and Information Professionals conference. All events allow us to compare our service to the best of the rest and to share and develop our plans and ideas with fellow professionals.

As our current Welsh language provision is limited nine members of staff attended a basic Welsh course from which they hope to build language skills.

The Senior Archivist is mentoring a member of staff from the National Museum Wales who has enrolled on the Distance Learning Masters in Archives Management at Dundee University.

Users have not been forgotten; **Starter Sessions** for visitors new to family history began in October. Two free sessions are offered each week, one at 11am on Tuesdays and another at 2.30pm on Thursdays. Sessions are designed for one or two people at a time, and last an hour, during which a member of staff guides the researchers through the basic steps of family history. A series of autumn workshops run on Monday evenings explaining specific series of records in more detail also proved popular.

### **Conserving Local Communities' Heritage**

CLOCH is a Heritage Lottery Fund Skills for the Future project through which a consortium of local heritage institutions, led by Glamorgan Archives, will prepare 16 unemployed young men for entry level posts in the sector through a programme of skill development, practical experience and accredited learning. Project staff are based at the Archives and all trainees spend a 3 month induction period here before moving into placements at partner institutions. To date, these have included Swansea (Central Library), West Glamorgan Archives, Blaenau Gwent, (Tredegar Library) Bridgend (Y Llynfi, Maesteg), Caerphilly (Bargoed Library), Gwent Archives, Monmouthshire (Chepstow Library) and Torfaen (Cwmbran Library) with future partners confirmed as Swansea Museum, University of Wales Newport (Caerleon Learning Centre) and The Royal Mint, Llantrisant.





The project uses Positive Action Training to target potential trainees with the help of Working Links, Bridges into Work, local councils and local voluntary and training organisations. The Project Manager has provided advice and information to a number of organisations about the Skills for the Future programme and the CLOCH project. She and staff of partner institutions have started training towards a level 3 certificate in Assessing Vocational Achievement. A case study on the project was prepared for the National Archives (TNA) website and was profiled in the TNA newsletter. It is available at:

<http://www.nationalarchives.gov.uk/archives-sector/glamorgan-archives.htm>

A new round of Heritage Lottery Skills for the Future funding has been announced with Glamorgan Archives hosting the Wales launch. A bid has been submitted for an extension and development of the project and a decision is expected early in the summer.

Further information about the project can be found on the CLOCH Project on [Twitter](#) and on [Facebook](#).



## *Partnerships*

Glamorgan Archives continues to contribute to the Archives and Records Council Wales (ARCW). The Deputy Glamorgan Archivist completed her period as Chair and is currently Vice-Chair. Staff have worked on the Heritage Lottery Fund bid for tithe map digitisation, Cynefin, the pilot scheme for Archives Accreditation, the national marketing strategy for archives, electronic records management through the Digital Conservation Consortium, and a project to survey surviving records of the steel industry.

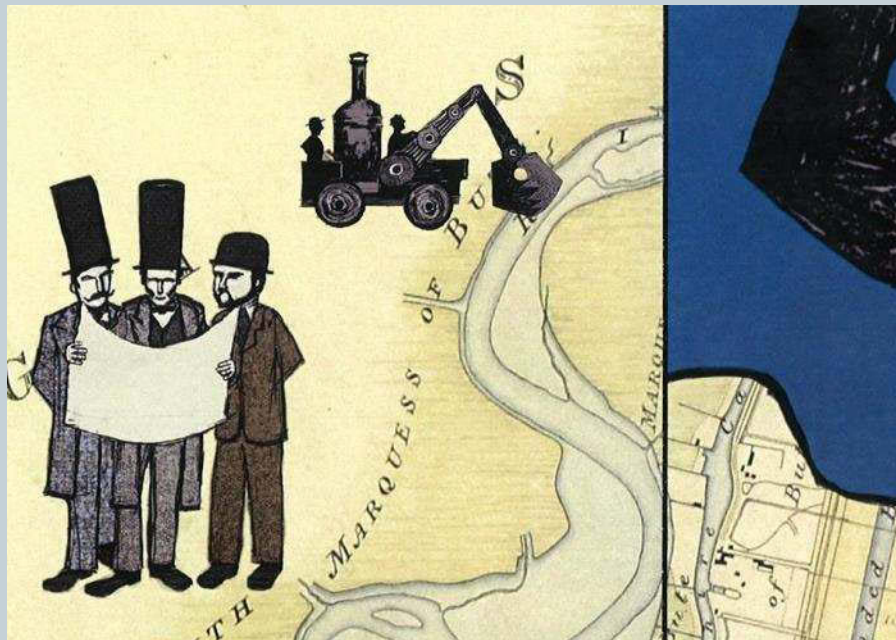
Staff attend meetings of the CyMAL Advisory Council, South Wales Records Society, the Glamorgan History Society, the Glamorgan Family History Society, the South Wales Museums Group, the Glamorgan County History Trust, a Diwali celebration at the Sanatan Dharma Mandal and Hindu Community Centre in Cardiff, a lecture marking the renaming of the Humanities Building at Cardiff University and a book launch at the National Museum of Wales

Communications strategies for the building were shared with staff of Community Housing Cymru (CHC), the representative body for housing associations and community mutuals in Wales. They have recently moved to a new shared office space and were recommended to compare notes by their Investors in People advisor, whom we share.

The Glamorgan Archivist spoke on the role of archives in maritime history at Cardiff and Wales, the Parallel Session of Resurgence: riding the wave of success, an international conference on maritime heritage and economic development in the 21st century, held in Cardiff in October and arranged by the Maritime Heritage Trust. Talks were recorded by staff of the People's Collection Wales and will appear on the website.

## Parliamentary Archives

Partnership with the Parliamentary Archives has continued with the commencement of the Arts in Parliament project, working again with Grangetown Local History Society. Linked to the Cultural Olympiad, the project is jointly funded by the Parliamentary Archives and Arts in Parliament. Members of the Society came for several visits to work with artist Trevor Woolery developing themes for an animation, the Sea of Words, based on the history of the docks. They carried out further research to expand their findings from last summer's Time & Tide project and were recorded singing "Riding on a donkey" in the searchroom for the soundtrack to the film which can be enjoyed [here](#)

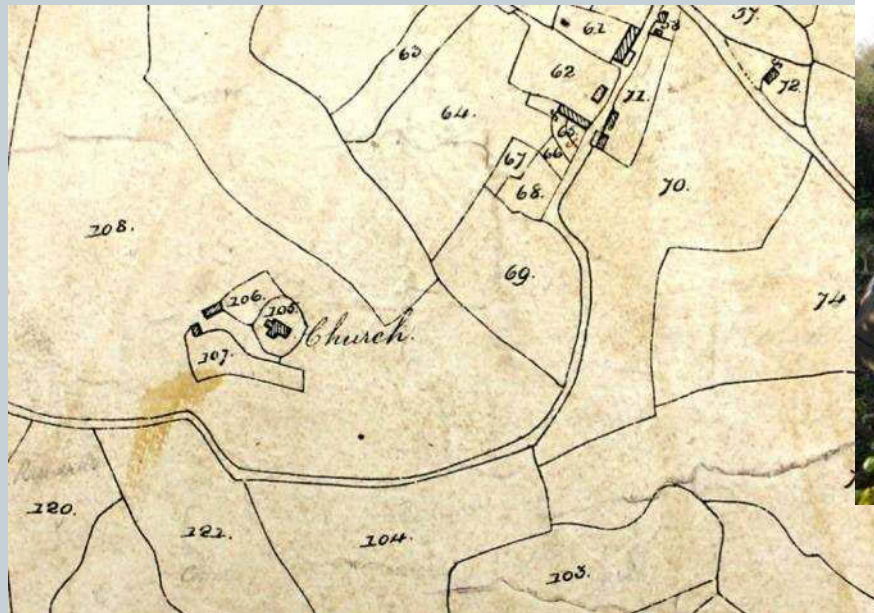


Sea of Words  
Sea of Words  
Sea of Words



## CAER

The [Caerau and Ely Rediscovering \(CAER\) Heritage Project](#) is led by archaeologists from Cardiff University, with the aim of exploring the history of the area and especially that of the Caerau hillfort. As a partner, the Archives' role is introducing year 7 pupils from Glyn Derw High School in Caerau to the more recent history of Caerau and Ely. Historians from Cardiff University introduced pupils to life in Victorian Cardiff followed by an exploration of death in the same period via the graveyard at St. Mary's Church, where pupils worked in groups to record the inscriptions on the surviving headstones, assisted by Archives' staff. Returning to Glamorgan Archives they looked up the people they had identified on the census, parish registers, maps and plans, police records, sales particulars, trade directories and military service records. Back at school the research was converted into creative writing used as part of the project exhibition at the Cardiff Story. The project was great fun for staff and the pupils' enjoyment was evidenced at the exhibition launch where they presented their graveyard project with enormous enthusiasm.





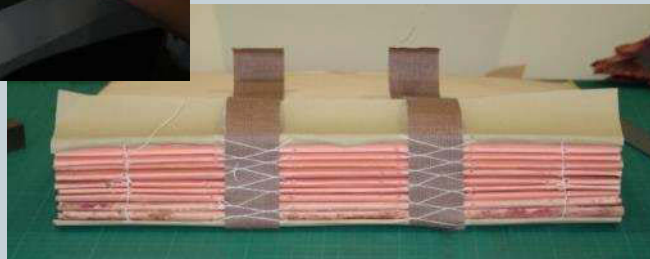
## Open Doors

In September the Archives participated in the Civic Trust Wales' Open Doors programme. The doors to Glamorgan Archives were opened on Saturday 8th September, with tours of the building and conservation demonstrations. The following Saturday, in a partnership with the Mansion House, the Senior Archivist delivered a talk at their Open Doors event on the built heritage of Cardiff. The talk was given three times during the day to capacity audiences.

# Conservation

## Bench Work

Arthur McTaggart Short, was born in Devon in 1896, the fifth son of Captain J.E. McTaggart Short, master mariner. From his twenties he made his home in Cardiff, developing a successful drapery business, eventually owning several shops and other commercial organisations including the Cardiff Arcade Co. He was a prominent member of Cardiff's business community, serving as president of the Chamber of Trade 1949. He took a keen interest in the Boy Scout movement rising to the position of Organising Secretary of the Cardiff County Boys Scouts Association for Wales, and was an active participant in further education as a lecturer and in the University College, Cardiff; in a number of political organisations including the Conservative Party; the Rotary Club; miscellaneous bodies and societies concerned with international affairs; the Church-in-Wales; theatre; the Masons; sports; and charities. His collection of 67 scrapbooks reflecting his interests and activities from 1915 to 1975 are held in the Archives. A preservation survey identified the volumes as in urgent need of conservation and they have been the main focus of bench work in the year.





Planned bench work includes the project 'Curtain Up: Making accessible the playbills of the Theatre Royal' which has received financial support from the National Manuscripts Conservation Trust and CyMAL. The announcement of the grant funding produced a rash of media interest with articles on-line and in print featuring photographs of staff members with the playbills while the Senior Archivist appeared on the S4C show 'Heno' talking about the playbills. This year's Christmas card was based on Pantomime bills from the series.

All conservation treatments are now recorded on the CALM database enabling more accurate controls of the Collection.



It was also a busy year for surveys with work being completed for Cardiff Library's archive collection, Merthyr Tydfil Library's collection of 19<sup>th</sup> building plans for various public buildings in the town, archives belonging to Swansea YMCA and steel company records held in Glamorgan Archives, West Glamorgan Archives Service, the Richard Burton Archives at Swansea University and Carmarthenshire Archives Service. The Conservator has developed a toolkit for conservation assessment which can be used for smaller collections, either new accessions or for external clients, providing essential information without the need for a full-scale, expensive, Preservation Assessment.

Conservation services, and in particular the box-making facilities provided by the Kasemake machine, have been in demand from local individuals and institutions. Further marketing is planned and a film showcasing the machine, [Mark Hives Visits the Archives](#), received its premiere in November.



# *Events*

## **VIPs**

The building is still new enough and the way we deliver our services sufficiently innovative to attract a range of visitors, both local and international. This year we have welcomed the (now former) Minister for Housing, Regeneration and Heritage, Huw Lewis AM, the Deputy Presiding Officer of the Welsh Assembly and Assembly Member for the South Wales Central Region, David Melding and several Cardiff Councillors.

International visitors have included the newly appointed Ukrainian Ambassador to the UK, Volodymyr Khandogiy, on his first official visit outside London, the Head of Cartography at Warsaw University Library, Malgorzata Bandzo-Antkowiak, and a delegation of information professionals and academics from Saudi Arabia. The visits are the result of close working relationships established with Welsh Government, Cardiff University and Cardiff Metropolitan University.





Glamorgan Archives hosted the annual conference of the Welsh Place Names Society in October this year. It was particularly pleasing to attract such a high profile event to the Archives, which is testament to the quality of the facilities on offer to external organisations seeking meeting and conference venues. The event attracted 65 members of the Society from across Wales who listened to talks in both English and Welsh with translation provided, a first for the new building. The opening address was given by Meri Huws, Commissioner for the Welsh Language. The Glamorgan Archivist welcomed participants and introduced Richard Morgan, Archivist and in-house expert, who spoke on place names from the records. Tours were given at lunch time through the medium of Welsh or English ending with a display of documents chosen by Richard to further illustrate his talk. Richard was interviewed on the BBC Radio Wales Good Morning Wales programme about the Conference and the complexities of place name studies.

Dr David Morris, Archivist at West Glamorgan Archive Service and formerly Archivist at Glamorgan Archives, gave a free public lecture entitled 'The Black Presence in Eighteenth Century Wales'.

Two creative writing workshops on 'Writing Historical Fiction' were held, led by Dr Spencer Jordan, novelist and Programme Director for MA English and Creative Writing courses at Cardiff Metropolitan University and supported by Literature Wales. Feedback received from participants was overwhelmingly positive, with comments including 'Please can we have some more?', 'Glamorgan Archives is an amazing facility', 'Thank you for such a brilliant two hours' 'I enjoyed seeing the range of material available – I hadn't thought of it!' and 'it just demonstrated once again to those who were new to the Archives what an excellent source of research material is contained in your building.'



August saw the introduction of a Friday afternoon Movie Matinees series. Two programmes were shown; a series of Welsh language cartoons from the archives of S4C featuring Superted, Sam Tan and Wil Cwac Cwac, and a selection of films from the National Screen and Sound Archive of Wales entitled 'Cardiff Past'. Sweets, popcorn and squash were provided for our younger visitors with coffee for adults. At the final cartoon showing staff appeared in costume as Fireman Sam and Superted and took over the office! The shows were very popular and garnered considerable publicity during what is normally a quiet period for the Archives. The dual approach provided our standard demographic with entertainment in a miserable summer and attracted a new audience from Welsh language parents. Cardiff Past was shown again at Christmas to capacity audiences.

One very special guest at the first show was a life-long Cardiff resident now aged 103. She was delighted to see the films and afterwards staff were able to find her with her family on the 1911 census. Her late husband had been a policeman and she and her granddaughter were able to see his personnel file detailing his 30 years of service with Cardiff Police from the 1930s.



Over the summer we hosted Cardiff University Special Collections' 'Turning the Pages' exhibition. The exhibition features digitised images of rare books acquired from Cardiff Library Service, and allows visitors to virtually turn the pages and read the volumes.

**Groups** 1197 visitors attended events and group visits; 54 group visits and events were held on-site; external organisations hired rooms on 43 occasions for training attended by 992 people.

#### **Local Societies visiting**

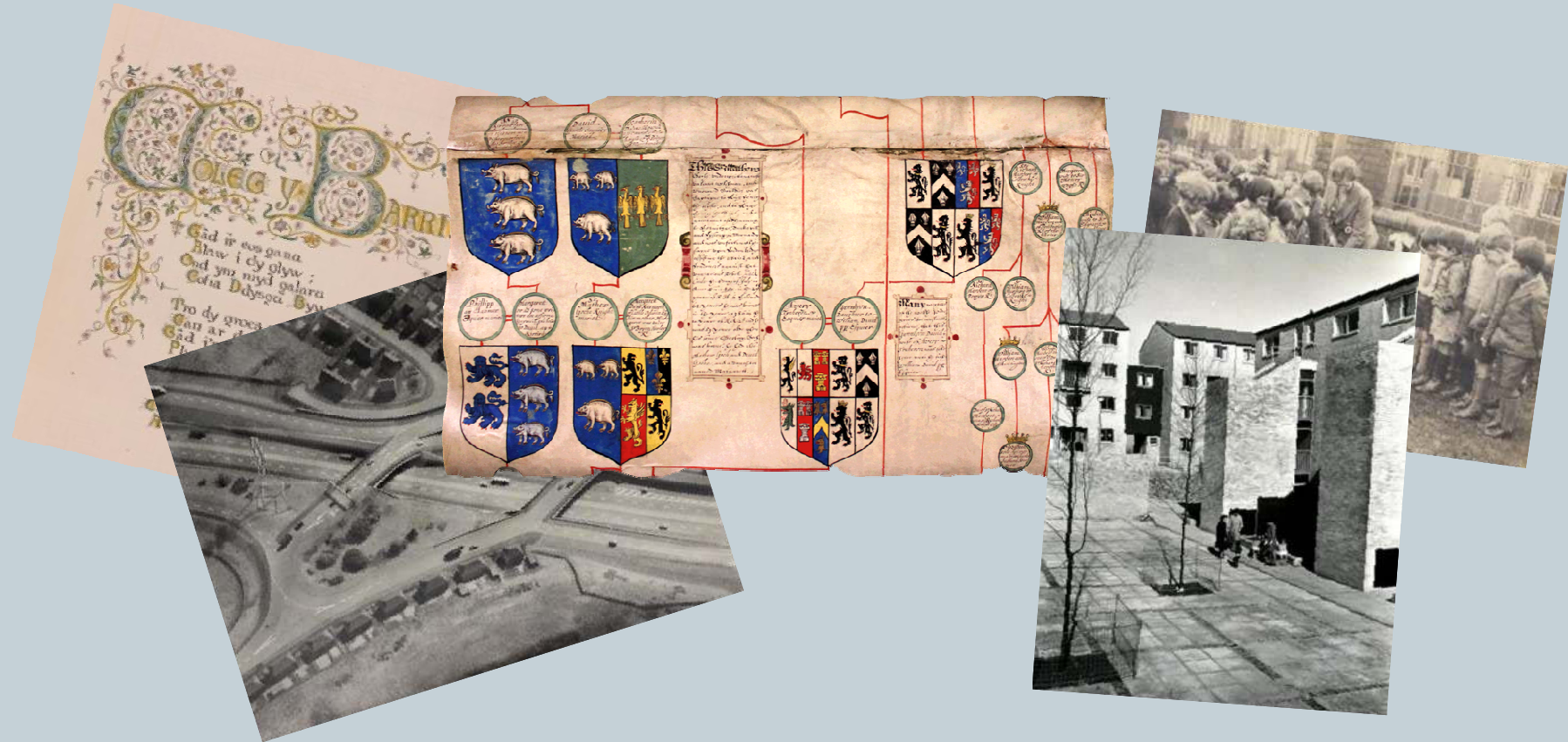
<b>Cardiff:</b>	<b>Vale of Glamorgan</b>
Rhiwbina Cathays Grangetown Menter Caerdydd	Dinas Powys Penarth Sully

Rooms in the building are available for hire for training and other events, developing a useful income stream. Further episodes of the drama series, Being Human, were filmed here as well providing entertainment to staff and users alike.

# Education

## Schools

School groups of all ages are catered for and word is spreading about the services we provide. Sessions are tailored to the age of the pupils and linked to work schemes with themed workshops arranged to suit the demand from Foundation through to A level. Staff are currently trialling resources for the Welsh Baccalaureate Qualification as well. There has also been good take up of the supported transport scheme, funded through CyMAL, which helps schools from a distance with the cost involved in travel to Cardiff.





Visiting school groups often stay in the Archives for lunch, particularly if they have a distance to travel. Younger children also need to take a break in the course of a visit. Lunches have been eaten indoors and the grass bank outside used to expend some energy but a small play area has now been created in the rear car park, safely fenced off and accessible through the pass gate. There are benches and tables, a hop scotch court and a version of the Archives' logo. Along with the hula hoops recently acquired these will allow children to experience pastimes from a previous era and, weather permitting, will enhance the facilities offered to younger visitors.



A total of 731 school students were welcomed this year from 25 schools. 8 primary schools brought 16 classes; 17 secondary schools visited 19 times, 10 of which were EBP World of Work.

**Bridgend:** Brackla Primary, Porthcawl Comprehensive (2)

**Caerphilly:** St. Gwladys Primary, Bargoed

**Cardiff:** Kitchener Primary(2), Lakeside Primary(2), Ninian Park Primary(4), St Alban's Roman Catholic Primary, Tremorfa(3), Glyn Derw High, Ely, St John's College, St Mellons

**Rhondda Cynon Taf:** Ferndale Infants, Aberdare Boys Comprehensive, Aberdare Girls Comprehensive, Blaengwawr Comprehensive, Hawthorne High Pontypridd, Mountain Ash Comprehensive, Pontypridd Comprehensive, Porth County Community College, Tonypany Community College(2), Treorchy Comprehensive, Ysgol Gyfun Cymer, Ysgol Gyfun Garth Olwg(2), Ysgol Gyfun Llanhari, Ysgol Gyfun Rhydywaun.

**Vale of Glamorgan:** Llandough Primary, Barry Comprehensive

## Universities

Educational support is not restricted to schools and 85 students from Cardiff Metropolitan University and University of Wales Newport attended sessions in the year on using archives in creative writing, history BA and community heritage.

Although many of our users now attend in groups, service to individuals continues. Responses to people unable to come into the Archives themselves have overtaken individual visits to the searchroom and hits on the web site continue to rise, particularly following recent improvements and developments.

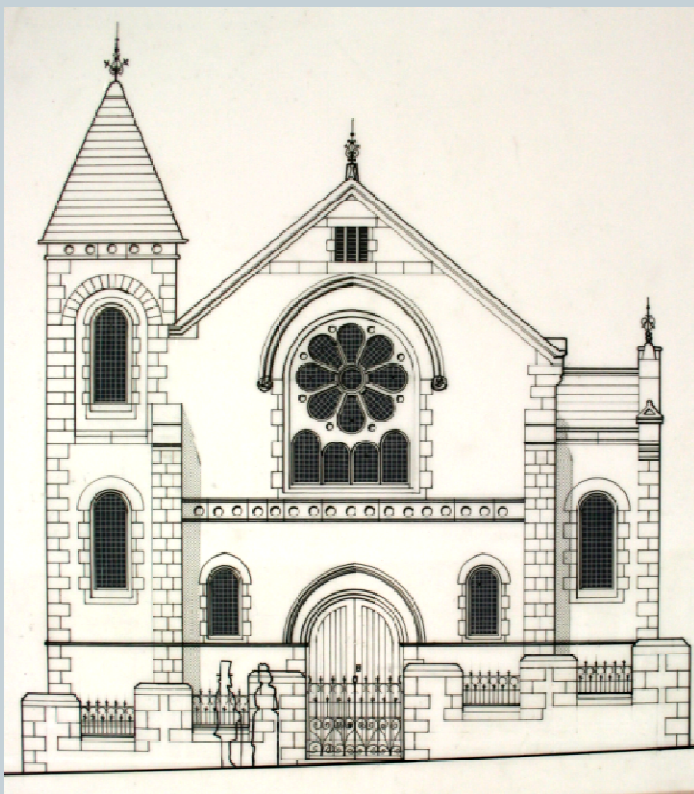
Number of individuals in search room:	<b>3074</b>
Remote enquiries:	<b>4426</b>
Web hits:	<b>53332</b>



# Cataloguing

**246** accessions were recorded in the year.

With the bulk of the editing work on CALM completed (or at least timetabled!) cataloguing staff have been able to develop strategic approaches to existing back-logs. The number of accessions with incomplete documentation was reduced by two thirds and a scoring system has been developed to prioritise collections for cataloguing. It is being applied to current accessions and will be extended to un-catalogued material over the course of the year.

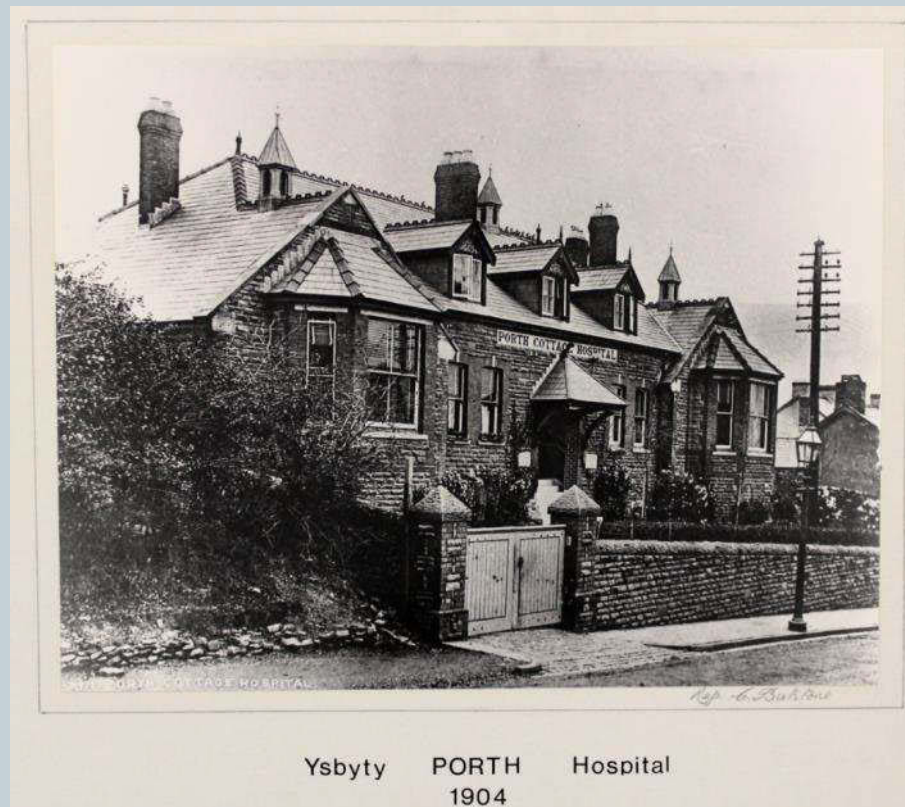


Progress has been made with cataloguing and editing a wide range of records of Nonconformist churches and chapels. Confusion over individual chapel and circuit records which had bedevilled lists of Wesleyan Methodist accessions, were finally resolved for Cardiff circuit (dating from the amalgamation of Cardiff Wesleyan, Cardiff Roath and Cardiff Canton circuits in 1975) Mid Glamorgan Mission, Vale of Glamorgan, Aberdare, Rhymney Valley and Rhondda circuits.

Records were received or lists completed for the South Wales Baptist Association, East Glamorgan English Baptist Association, Baptist Women's League, Cardiff Baptist Union; the Cardiff churches, Aion Splott and Ararat Whitchurch Baptist, Tabernacl Welsh Baptist, Star Street Congregational, Llanrumney and Loudon Square Wesleyan Methodist, Minster Road, Roath Park and St. Andrews United Reform Church; Calfaria Aberdare, Salem Cwmparc Treorchy, Bethel Llantwit Major, Bethania Maesteg, Noddfa Pontycymer, Gilgal Porthcawl, Baptist; Bethesda Barry, Moriah Cilfynydd, Noddfa Senghenydd, Independent; Bethlehem Llanharan and Tabernacl Mountain Ash, Congregational.



Additions have also been received to our series of hospital and Health Trust records with deposits from Cwm Taf and Mid Glamorgan Health Authorities, Mid Glamorgan Hospital Ambulance NHS Trust, Cardiff Royal Infirmary Nurses' League and East Glamorgan, Llwynypia, Pentwyn, Pontypridd, Porth, Rhiwfelin and Treherbert Hospitals.



An interesting addition was made to the fine collection of administrative and patient records already held for the Glamorgan County Asylum at Angelton, Bridgend, which opened in 1864 and expanded to other sites at Parc Gwyllt and Penyfai. Patient records were at first kept in bound or loose leaf volumes, but by the 1940s individual files were created for each patient. As many patients were discharged into their community their files were passed to the local authority; those for the Caerphilly area were recently discovered on the premises of the Aneurin Bevan Health Board and passed to the Archives. It can be hoped that similar series of files survive with other local authorities or health boards.





Another accidental survival were the business and personal records of William Aaron James (1847-1915) of Stafford House, Cowbridge, who ran a small building firm in the town. James appears as a builder in directories in the East Village in 1875 and later in West village 1884 and 1906, employing fourteen men and three boys in 1881. He was one of the first aldermen of the new corporation of Cowbridge 1886, serving as mayor in 1889, 1899 and 1914 and married Selina Booth (born 1857 at Leek, Staffordshire) in 1876. Children recorded in census returns 1881-1911 include William Arthur James (born 1879), Clara Gwladys James (born 1887), and Ethel Selina James (born 1890). James served as secretary of the St Quintin's Lodge of the Manchester Unity of Oddfellows and the papers include records of his lodge and others as well as letters and receipts for building work to local houses, churches and public buildings covering the period 1838 to 1924. This interesting collection was discovered in the attic of a house in Cowbridge where the papers had, at some point, been spread as a form of loft insulation. Now fully listed and available to searchers the papers demonstrate the resilience of archives and are a spectacularly unusual example of how their survival often depends on their value for purposes never imagined by their original creator!

Remote access to information about the Archives has improved with the addition of the electronic catalogue, [CANFOD](#), to the web site. The catalogue contains over 163,000 entries which can now be searched anywhere in the world at the click of a button. The key word search facility lets users find records easily and allows them to organise and prepare their research in advance of visits to the building.

The [@GlamArchives Twitter](#) feed now appears directly on the website's home page providing a quick and easy way of keeping the website up-to-date, as changes can be made and news advertised simply by tweeting.



Susan Edwards  
Glamorgan Archivist



The screenshot shows the Canfod website, which is the online catalogue for Glamorgan Archives. The header features the Glamorgan Archives logo and the name 'Canfod' in a large, stylized font. Below the header is a navigation bar with a search box and a 'Search - Chwilio' button. A sidebar on the left contains a list of links: 'Advanced Search / Chwilio Manwl', 'About Canfod / Ynglyn a Canfod', 'How to Search Canfod', 'Sut i Chwilio Canfod', 'Consulting Documents / Gweld Dogfennau', 'Glossary of Terms / Geirfa', 'Useful Links / Dolennau Defnyddiol', and 'Contact Us / Cysylltu a Ni'. The main content area has a header image showing two people looking at a large document. Below this is a 'Welcome to Canfod / Croeso i Canfod' section with a welcome message and instructions on how to use the catalogue. The text is in both English and Welsh. At the bottom, there is a 'Quick links - Cyswllt cyflym' section with links to 'Site Map' and 'Map o'r wefan'.





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