

# Staffordshire and Stoke on Trent Archive Service



History Centre development stage activities

## Annual Report 2017 - 2018



STAFFORDSHIRE  
&  
STOKE ON TRENT  
• Archive Service •

## Introduction

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Staffordshire and Stoke on Trent Archive Service holds over five miles of historic records dating from the 10<sup>th</sup> to 21<sup>st</sup> centuries. These collections cover virtually every aspect of life within Staffordshire and the city of Stoke on Trent and it is estimated that we have about 11 million items. The Archive Service is jointly funded by Staffordshire County Council and Stoke on Trent City council through a joint agreement since 1997.

This year the Archive Service has continued to focus on the major Heritage Lottery Fund project to deliver the vision for the Service for the future. The Service has also continued to progress work to care for collections and make them accessible with the Doulton Described project and Lancers regimental archive at Stoke on Trent representing a significant part of this work.

These projects have involved strong collaboration with partners, users, volunteers, Friends groups and of course staff. The Service supports the aims and objectives of its two parent authorities by:

- delivering a service and projects to engage local communities making them stronger and more aware of their history
- supporting learning and delivering placements to enable people to develop new skills leading to better employment opportunities
- delivering a strong volunteer programme which also supports skills growth but crucially enables many older people to feel happier and more independent.

This report shows how the Archive Service has progressed during the last year and highlights its key achievements. This report also illustrates the power of archives to engage individuals and local communities with archives by attending some of our successful events such as the Staffordshire History Day or volunteering to help preserve archives and open up access.

Most importantly it records the volume, quality and significance of the work of all the staff in the Service as well as volunteers in ensuring the Archive Service continues to meet the demands of its users.

## Performance

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### Joint Archive Service Objectives 2015-2018

The Joint Archive Service works to a three year forward plan and developed a ten year vision in 2015. 2017–18 is the third year of delivery of the plan. The key objectives are focussed on:

- ❖ Developing an active partnership approach.
- ❖ Delivering resilience and sustainability.
- ❖ Reaching and engaging with a wide range of people and building new audiences.
- ❖ Sharing knowledge across the UK.
- ❖ Increasing our online presence and remote access.

In order to make progress towards these strategic objectives, the Service works to detailed annual Service Plans with identified outcomes. Final performance against the targets for the 2017/2018 Service Plan was reported to the Joint Archives Committee prior to the end of the financial year.

### **Performance against Local Performance Indicators and Charter Targets**

The Archive Service's overall performance against the customer satisfaction rating has remained high at 99%. It reflects the continuing high standard of customer care shown by front line staff in the Archive Service. The overall useage of the Archive Service decreased by 10% mainly due to dips in visits to Staffordshire resources on the Find My Past website.

This year we saw an overall reduction of 19% in the numbers of personal visitors to the Archive Service. This is a continuation of a national trend and the closure of Lichfield Record Office in December 2017 also accounts for some of the decrease.

The number of original documents consulted decreased by 18% mainly due to the closure of Lichfield Record Office.

Online use of the Service has seen a mixed picture again this year, though overall the trend is upwards. Figures for visits to the main Service website where people can find out about visiting the service were up slightly. Visits to other online resources such as the Minton Archives microsite increased by 34%. Statistics for the use of the Service's online and other resources is provided at Appendix 1.

### **Major Projects: Staffordshire History Centre**

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During 2017-2018 the Service continued the development of the Staffordshire History Centre. The project will see the creation of a new History Centre in Stafford redeveloping the site at Eastgate Street to provide storage for collections from the William Salt Library, Lichfield Record Office and photographic and paper based collections from the County Museum.

During 2017-2018 we have developed and piloted activities at fourteen events throughout the county. We opened the William Salt Library for Heritage Open Day and attracted non users, younger people and their families. The response to all of the piloted activities has been extremely positive and has confirmed our belief that the Activity Plan will attract and engage new audiences:



*'I would take my young family if there were suitable things for my youngest one as well as the older children'*  
 (Family activity and Museum objects, Sandon, 12.08.17)



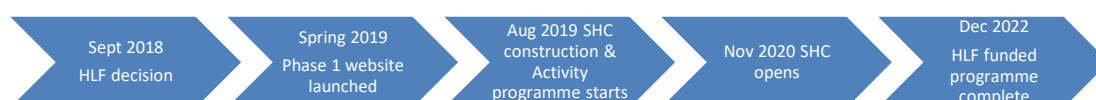
*"I have never been to the Record Office, you always think it's not for you, it's a place for boffins, so I think this whole new thing will be a great idea"* (Heritage open day September 2017)

To develop the SHC project we have worked closely with partners, Friends groups and users in an 'Active Partnership'. From this work we will develop a Staffordshire History Network, a mutually supportive network of groups and local societies with an interest in the history of Staffordshire. We will also establish a Development Trust which will fundraise for the History Centre to sustain and grow activity and engagement beyond the HLF funded period.



- By linking Staffordshire Record Office and the William Salt Library we will create 550 square metres of fully accessible public space at the Staffordshire History Centre. It will include noisy areas, spaces for learning, events and exhibitions whilst retaining quiet study areas for research. The change in types of spaces can be seen overleaf.
- Two new strongrooms will provide storage for 20 years of future collecting. This storage will meet PD5454 standard for archive material, provide document isolation facilities and cool storage for photographic media.

- Building on the pilot activities delivered in 2017 the newly framed activity programme will develop projects to reach migrant and rural communities.
- The service will use existing rural events to promote SHC and engage with new audiences.
- Key collections will be digitised and a new website developed to provide a single portal for the History Centre.
- Collections that have been moved will be prioritised for cataloguing throughout the project particularly the William Salt Library and Lichfield Record Office collections.
- Over four years there will be 17 exhibitions which will begin life at the SHC and then tour a range of venues across the county, our aim is to reach 460,000 people.
- Our project will create learning sessions for schools which will be linked to the exhibitions and engage over 8,000 young people.
- There will be activities for families at the History Centre during school holidays and specific fun days focused around the exhibitions.



We submitted our second stage application in June 2018. Assuming we are successful, our project will start delivering outcomes from 2019 with the new SHC open by 2020. The activity programme will continue until 2022 and then be sustained by a re-shaped service and development trust to fund raise.

We are grateful for the support of the Heritage Lottery Fund and in particular our mentors, Caroline Wilson and Katherine Hann.

**Funding raised by  
The National Lottery**

and awarded by the Heritage Lottery Fund



**LOTTERY FUNDED**



## Archive Service Accreditation

In July 2017 The National Archives (TNA) awarded Staffordshire and Stoke-on-Trent Archives Service Accredited Archive Service status.

In their report TNA commented that the people who use Staffordshire and Stoke-on-Trent Archives Service are getting a great service and historic records are being well looked after. The report also praised the contributions of volunteers.

In November the William Salt Library played host to a Staffordshire History Centre engagement event in November, as a number of key people connected with the Archive Service were invited to discuss plans for the Staffordshire History Centre.

As well as discussing the project and the need to raise £150,000 to match fund HLF's support, the Archive and Heritage Service was presented with the Archive Accreditation Award by Dr Val Johnson, Director of Research and Collections, from the National Archives.



Left, Dr. Val Johnson, The National Archives, and Joanna Terry, Head of Archives and Heritage, Staffordshire County Council.

The Service was incredibly proud to hear that they are within only 3.5% of services to have attained this award. The Archive Service Accreditation Standard "looks at an organisation's ability to develop, care for and provide access to its collections". This is a fundamental standard for the service, and in future we will ensure these standards are maintained by the creation of the proposed Staffordshire History Centre.

## Great War Centennial Commemoration

The Archives and Heritage Service has continued to support the commemorations of the First World War during 2017-18.

The 'J.R.R. Tolkien & Staffordshire 1915-1918: A Literary Landscape' exhibition, also HLF funded, and put together by the county Library Service and David Robbie of the Haywood Society continues to be hugely popular and the tour has been extended to the end of 2018. This exhibition has reached over 200,000 people so far.

Archives and Heritage's Arts Council funded tour of 'War Bride' ran during September 2017 at 6 venues across Staffordshire. Using performance, War Bride aims to engage young people with the feelings associated with being left on the Staffordshire Home Front during World War 1. The project was very successful, with 120 young people participating, and attendances at the performances totalled around 700.

Two further Staffordshire Great War Conferences have taken place: on 21 October 2017 on the theme of 'Uncovering Hidden Stories' in Newcastle-under-Lyme (in partnership with the Heritage Lottery Fund); and on 10 March 2018 on 'Remembrance and Legacy' at

County buildings, Stafford. Both conferences were at capacity with 50 to 60 attendees at each venue.

Archives & Heritage have also been successful in gaining £7,400 from HLF's World War 1 Then and Now fund to digitise the photograph and postcard collection of Jake Whitehouse, the local historian who researched and wrote the definitive book on the Cannock Chase Training Camps, 'A town for Four Winters'.

Finally, Archives and Heritage have been working with Libraries and Arts to deliver the 'Kitchen Goes to War' HLF funded project. Working with a theatre designer, schools and libraries, this is an interactive resource to encourage children and families to learn about and explore what life was like at home during WWI.

Social media activity has been focussed on twitter, where we have 1,772 followers and had 69,196 impressions during 2017-18.

### **Collaboration and support across West Midlands Archive Services**

The Archives and Heritage Service has continued to offer strategic support for Sandwell Community History and Archive Service. The service has also renewed the contract to provide conservation support for Walsall Archives and Local Studies. These contracts bring in additional income for the Service and provide valued support for neighbouring services.

The Commissioner for Culture and Communities and Head of Archives and Heritage continue to play active roles as trustees of Archives West Midlands. The collaborative network has benefitted from a grant from The National Archives to progress work on digital preservation. This regional work will enable the Archive and Heritage Service to take its own work forward.

### **Staffing the Archive Service and Developing Skills**

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The completion of the Minton Conservation Project, funded by the National Manuscript Conservation Trust, meant that the Project Conservator, Jess Hyslop, who had based herself partly at Stoke and partly at Stafford left for a permanent post in Oxford in August 2017.

Rosie Chew left the Service in November after four months working on the Wellcome Trust funded project to enhance catalogues for public health records.

Rachel Lake (Community History Development Officer) and Hazell Thorogood (Project Support Officer) joined the service in May 2017 to work on the HLF funded development phase of the Staffordshire History Centre project. Their contracts ended in June 2018 when the second stage HLF application was submitted.

### ***Training***

Members of the Archive Service staff attended a range of training and development activity throughout the year including:

Privacy training, GDPR, My HR system, Effective Communications, Presenting Essentials Senior Manager Conference, DCDC conference, Contensis content management.

## **Volunteers: Involving people in delivering access to collections and learning new skills**

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### ***At Staffordshire Record Office***

Our volunteers work in groups with projects on specific days. On Tuesdays morning we are coming towards the end of indexing a series of magistrate's records. Volunteers are moving over to help catalogue an important collection of 'Rights of Ways' plans; on Tuesday afternoon the main focus remains the cataloguing of the Quarter Sessions rolls.

Our place-name project in conjunction with Nottingham University continues. The University has developed a new and innovative system to help our volunteers upload data directly through an online portal, this has proved to be a great success. We have completed the research of archives for the wider County Council's 'Chase Through Time' looking at the history of Cannock Chase. To replace this project we have begun a research project in conjunction the Victoria County History for Staffordshire looking at a series of parishes in the east of the county in and around Uttoxeter with Dr Andrew Sargent

### **The Preservation volunteer group**

The group completed working on records of locomotives built and supplied by Bagnalls engine builders of Stafford. The work involved rehousing photographs and other items onto new pages which were then bound. Nine volumes were completed this year making a total of twenty one. The volunteers are now completing the work of repackaging and housing the Electoral registers for the County, with twenty two having been done this year.



The *Staffordshire Paupers* project with Prof. Alannah Tomkins of Keele University continues. It was the pilot project for a successful AHRC bid to extend the project to Sussex and Cumbria and we have supported those record offices to offer advice on how the deliver that type of volunteer engagement with academic involvement.

### ***At Lichfield Record Office***

Lichfield Record Office closed at the end of December 2017 but the volunteers will continue working on their projects until May 2018. The volunteers Christmas party was an opportunity to thank them for their fantastic contribution over many years and invite them



to continue volunteering for the service either at Stafford or to wait to hear about the new volunteering opportunities that will arise out of the Staffordshire History Centre Project.

- **Wills Indexing Project**

This year saw the major addition of 10 more years of wills to the Staffordshire Name Indexes website, 1620-1629 and the volunteers are continuing to working on 1780-90 and 1610-20.

- **Marriage Bonds and Allegations Project**

The volunteers have sorted the documents for 1847-1875 and have indexed a further 7 years. At almost 1000 bonds per year this is impressive progress for the small team. In due course these will be added to the name indexes website.

- **WW1 projects**

Other volunteers at Lichfield Record Office have completed their work of WW1 indexing projects: the discharged soldiers register, and soldiers reports for Burton Hospitals; and the register of cases for Burton upon Trent Military Tribunal. These indexes will be added to The Staffordshire Name Indexes website and the first to go live is the Burton Arrivals Index, 1915-1919, which lists all newcomers to Burton in this period.

### ***At Stoke on Trent City Archives***

Stoke has two well established groups of volunteers working on specific archives. Former members of the 16<sup>th</sup>/5<sup>th</sup> Lancers Regiment have almost completed working through the archive listing and highlighting significant items within a structure and under guidance created by the Archive Service's archivists. The group of former employees of Michelin Stoke has continued to grow in number and is indexing the company's magazines and contributing content to the website archives.michelin.co.uk that showcases contents of this important social and industrial archive.

Individual volunteers continue to work on: the papers of Geoffrey Godden, the papers of H&R Johnson; indexing the Stoke Poor Law Guardian minute books; cataloguing, identifying and uploading onto [www.staffordshirepasttrack.org.uk](http://www.staffordshirepasttrack.org.uk) photographs from the Bentley photographic collection; indexing Second World War soldiers named in the Sentinel; organising and integrating map resources received from Newcastle Library; the diaries of Sir Francis Joseph, industrialist and politician

### **Placements**

There were three school placements at Stafford during this period and several university students joined us for shorter periods on various projects to gain experience to go on to other courses.

We also provided four week placements to two trainee conservators studying under the Archives and Records Association training scheme.

Stoke Archives was unable to offer any student placements in 2017/18, due to the demands of the Doulton Described Project and lack of time for supervision.

## Consultation

In May 2017 our consultants Headland Design held workshops and surveyed our volunteers to see what they wanted to see included in the Stage 2 HLF bid for the Staffordshire History Centre (SHC).



We asked:

- What would improve your volunteer experience?
- What is important to you in terms of building design?
- What type of training would you like to see for volunteers?
- Why do you volunteer?
- What would you like to do in the future?

The feedback from these workshops was used to inform the activity plan, volunteers and volunteering opportunities will play an integral part to the eventual success of the new SHC.

## *At the County Museum Service*

This year the Museum Service volunteers has been focussed on the collections move from Shugborough to our new outstore at Beacon Business Park, Stafford. They have been condition checking, packing and labelling objects prior to removal, and updating location codes on CALM once the objects are in their new home. Others have been making calico covers for hanging costume items. The volunteers have continued to help with cataloguing new accessions, and have also added over 1,300 new resources to the Staffordshire Past Track website.

## **Public Services: Involving people in service delivery**

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### **Improving Onsite Services**

This year we delivered 55 one to one support sessions for Ancestry.com in Stoke on Trent Community Libraries. In addition an experienced volunteer from our Family History Club has continued to offer one to one family history support sessions at Staffordshire Record Office, which are much appreciated by service users.

The Family History Club continued to meet with an active programme of talks. We welcome new members.

We also continued our exhibits of interesting documents at Staffordshire and Lichfield Record Offices.

## **Improving Online Services**

### ***Digitisation Projects***

We have continued to work with the Friends of the Staffordshire and Stoke on Trent Archive Service (FoSSA) as they fundraise to enable the digitisation of the Staffordshire Tithe Maps, and their viewing on computers at libraries and record offices in the county and the city. Fundraising currently stands at more than £15,000 out of the estimated £18,000 required to deliver the project.

### ***Staffordshire Name Indexes Online***

During the year we have added one new index and extended another, of use to local and family historians alike. In addition, significant progress has been made by our volunteers on new indexes for presentation in 2018/2019. We are grateful to the volunteer groups at all of our service points, without which this helpful website would not be possible.

An index demonstrating the impact of the Great War in Staffordshire is an index to the Burton Arrivals book, 1916-1918. In order to ensure that the Government could keep an accurate overview of manpower availability in a period of mass conscription, people moving from one local authority area to another were required to submit a registration form to their new local authority, which then compiled a register of transfers. Recording of occupations was a key requirement, and this shows significant numbers of migrant workers from Norfolk and Suffolk undertaking seasonal work in the brewing industry. The index to the wills proved in both the Consistory Court of Lichfield and the courts of the various peculiar jurisdictions has been extended again, by ten years at the beginning of the period, so that it now covers 1620-1780.

### ***Gateway to the Past Online Catalogue***

The online catalogue, "Gateway to the Past", continued to expand further during the year, with the cataloguing of newly acquired accessions, back-cataloguing work and editing of legacy catalogues. A considerable amount of time has been spent in work associated with the closure of Lichfield Record Office and the transfer of the collections to Staffordshire Record Office.

Major additions to the online catalogue include Aqualate Hall, Forton, estate papers; the final sections of the papers of the Earls of Dartmouth; additions to the Lichfield Diocesan collections; a large number of smaller collections held at Lichfield Record Office.

In addition, 703 "name authority records" (mini-biographies), mainly for nationally and locally significant people, and for authors on local history, were added to the catalogue. All of this work is crucial in opening up information about collections held by the Archive Service, and we are grateful to those volunteers who continue to assist us in these tasks.

### ***Joint Archive Service Website***

For many researchers our website, forming part of the County Council's website, is their first contact with the Archive Service. The site is highly-rated, receiving the highest possible 4-star rating from SOCITM (Society of Information Technology Management) in their annual audit.

During the course of the year, in addition to the general service information, the site has been regularly updated to enable service users to remain up-to-date with the latest information on our projects, in particular the Staffordshire History Centre Project.

Overall visits to the Archive Service website have increased by 1.6% to 67,073, whilst visits to the online catalogue, Gateway to the Past have declined marginally by 0.2% to 128,203. Visits to the rest of our online resources, including websites such as the Staffordshire Name Indexes and online exhibitions, increased again by 34.2% to 49,424. Again, this is accounted for entirely by visits to the Minton Archive microsite.

## **Social media**

During the last year we have continued to use social media to promote our collections to remote users and as well as visitors to the Service. A wide variety of staff contribute to our social media output, covering a range of subjects, including newly-available collections, conservation, events, etc. Use of social media by the Service has grown and as a result there are further increases in Facebook likes, up by 19%, and Twitter followers, up by 21%. Statistics for social media are in Appendix 1 at the end of the report.

## **Personal Use of the Archive Service**

This year we saw an overall reduction of 19% in the numbers of personal visitors to the Archive Service. This is a very significant continuation of the nationwide trend that has been experienced over the past ten years or so, as users continue to prefer to access material online.

The number of original documents consulted decreased by 18%. A significant proportion of this change was accounted for by the closure of Lichfield Record Office at the end of December, and the subsequent unavailability of the Lichfield collections for the remainder of the financial year.

## **Consulting Users and Partners**

In the absence of the Public Services Quality Group Survey this year, we undertook our own internal survey to measure customer satisfaction in January 2018, with a simpler scoring system. This resulted in a satisfaction rate of 99% (very good and good) for our service overall, based on returns from 154 people surveyed during a period of three weeks across the Archive Service.

For the 15 categories of service provision and delivery surveyed, the scores for ratings of very good and good were as follows:

Information available online : 95%  
Ease of finding Record Office: 93%  
Opening hours: 85%  
Physical access: 94%  
Visitor facilities: 62%  
Quality of catalogues, indexes etc.: 94%  
Quality and usability of online catalogue: 88%  
Waiting time for production of original documents: 100%

Microform facilities: 98%  
Copying services: 98%  
On-site IT facilities: 97%  
On-site IT speed: 92%  
Availability of staff: 100%  
Friendliness and helpfulness of staff: 100%  
Quality of staff advice: 99%

Across the service overall, as usual, there were minor fluctuations in scores both up and down. The one area where there was a significant fall in satisfaction was regarding visitor facilities, despite facilities not changing during the course of the year. This is a perennial issue with our customers.

We use the detailed comments in this survey to identify areas for service improvement. They will also inform the planning for public services in any new Staffordshire History Centre, where a larger more comfortable rest area with more seating and facilities is clearly a priority.

One thing which remains at consistently high levels is the appreciation of our public service staff across the service, with friendly, helpful, efficient, professional, knowledgeable and patient among the most frequently used words.

During the course of the year partners and stakeholders have continued to be involved in planning for the Staffordshire History Centre Project, which is dealt with elsewhere in this report.

### **Complaints, comments, compliments**

During the year the Service received 121 compliments or comments and 2 complaints. The first complaint concerned use of the disabled parking spaces on the members' car park at Staffordshire Record Office. This issue was resolved through discussion with the council staff who operate the barrier to the car park. The second complaint concerned the cancellation and refund policy for service events. This issue was resolved and a refund issued due to extenuating circumstances.

The compliments tend to refer to the helpfulness of staff and examples include:

*Now that I have returned to the US from my UK research trip, and discharged my professional duties for the term, I have the time to write to thank the various archivists who helped me on that trip. I am particularly grateful to you and the staff of the Staffordshire Record Office for booking me in at short notice, having all of my materials ready to examine, and assisting me in every conceivable way on my visit on 12 March. Yours was the 5th of 16 record offices I visited on my trip and was among the most efficient and friendly (in a group well characterized by both).*

On receiving the Archives Accreditation Award a user at Stoke on Trent City Archives emailed to say:

*Congratulations for your award from the National Archives. It's well deserved as you and your staff are the best.*

On the research service a customer stated:

*I am writing to say how impressed I am with the service supplied. The researcher, Joanne Peck, managed to search a large number of documents in one hour's work, as prioritised by an archivist. She set out her very useful results in a clear, comprehensive and helpful way. Additional copies that I requested were also sent quickly*

## **Delivering access to a range of Learning, Recreational and Cultural activities for Staffordshire's people and communities**

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### **Events and Exhibitions**

During the year we held a study day in partnership with the Victoria County History and also one with Nottingham University. In May 2017 we held our *Staffordshire History Day* in partnership with Birmingham and Keele Universities. The Staffordshire Appeals Exhibition came to an end in Jan 2018. In total it had been to 16 venues and 134,742 people had the opportunity to see the exhibition

Throughout the year we held a series of events which doubled up as public consultations for the SHC project, these took place at:

- Sandon Village Fete
- Whittington Countryside Fair
- Mayfield Vintage Tractor and Cider Festival
- Perton Village Show and Library History Day
- NS&CTEC, October Steam Party
- Tittensor Autumn Fair
- Christmas Craft Fair at the Ancient High House
- Colton Village Christmas Fayre
- St Mary's Primary School, Christmas Fair
- Northfield's Village Centre



### **Collections Management and Development**

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#### **Accessions and Cataloguing**

A full list of the Annual Accessions for the calendar year 2017 is available on the Archive Service website. As usual many accessions have come in from a wide range of sources, while we continue to look out for under-represented types of collections, aiming to reflect the County and City in all aspects of its life and people.

This year 123 separate accessions were received from private and external official sources, and we also received 10 accessions from within the County Council. In addition to the number of accessions received, we counted an additional 36 contacts from or to members of the public and local organisations holding records but where, as yet, no records have been deposited, or where people have been referred to different repositories.

Taken together with the number of accessions received, this amounts to a total of 159 approaches or contacts concerning collections for the year, from external sources, roughly in line with previous recent years. This figure is down from previous years.

The total volume of all collections was 4.39 cubic metres or about 145 boxes. We have continued to put as much resource into cataloguing as possible because, without it, the public cannot access the collections in our care. In this last year cataloguing has been lower than we have wanted, mainly because of the additional work involved in the relocation of Lichfield Record Office. Because larger accessions tend to be put aside, only 23.27% of accessions by volume were fully catalogued during the last year, excluding County Council accessions, although the figure is much higher in terms of number of accessions. But all uncatalogued collections have a basic summary available in our online catalogue, as standard practice, so that the public can be made aware of them and ask for further information.

Additionally, the overall figures for the proportion of archives with either a full or partial finding aid online increased last year, due to the work carried out on plus the inputting of old paper lists and referencing uncatalogued material for the former Burton and Lichfield collections.

### **Staffordshire Record Office accessions**

We have continued to receive a wide variety of records reflecting all aspects of Staffordshire life. During this year any new accessions received at Lichfield Record Office before its closure were also accessioned at Staffordshire Record Office.

As happens often, we have had a large contribution from local organisations: Staffordshire Federation of Women's Institutes (D7553), Longdon British Legion (7569); Black Country Society, consisting of local history artwork (D7581); Friends of the Lichfield Garrick Theatre & Studio (7585); Pipe Green Trust, Lichfield (D7599); Wetton History Group consisting of documents from local schools (D7582), and Butterson History Group, consisting of an early overseers' account book for Grindon (7614). We also received records from the Landor Charity of Rugeley, c.1812-1936 (D7595).

We also had minutes from two County branches of national unions – the Staffordshire Branches of the National Union of Teachers (D7616) and of the National Farmers' Union (D7617), the latter also containing local records and memorabilia for the northern part of the county, 1950s-1970s. Continuing the rural theme, we were pleased to receive records from the county's former Agricultural Advisory Service, consisting of photographs and a brochure from a training event on sheep farming in 1960 (7572).

Restorations of historic buildings are featured in two collections, relating to Okeover Hall (7583) and Ingestre Church (7574). Businesses feature in an order book for sandal manufacturer Bowen's of Stafford (7605), and a series of letters between a valued customer and Joules wine merchants (7577).

We also received two wartime items: a scrapbook of the 6<sup>th</sup> Battalion South Staffordshire Regiment which served in WWI, featuring photographs and maps from the Front (7576), and an album compiled by a woman munitions worker at Royal Ordnance Factory Swynnerton in WWII (7594).

The two oldest documents are both 17<sup>th</sup> century deeds, one is a grant of tithes in Ipstones in 1665 (7554), and the other a lease of Hanbury Park in 1694 (7607). Other early documents include 18<sup>th</sup> century letter registers of diplomat Lord Torrington, connected by marriage to the Earls of Bradford (D1287/2017), and commissions of Ralph Congreve as Lieutenant Governor to the Garrison of Gibraltar 1711-1715 (7559), the latter being sent to us from America.

On the matter of documents sent from a distance, also worth applauding is the effort of a kind lady from Bristol who organised the posting of a large school photograph that had belonged to her father, a pupil at Burton Grammar School. She at first intended to send it with its glass, then took the trouble to get it removed from its original frame (7571). We are constantly impressed by the effort people go to, to reunite documents into their home county, and wish to thank again all our donors and depositors, from the county and far beyond.

Perhaps the most unusual collection this year was a series of albums kept by a girl in Wheaton Aston (7578). Much more than just a series of journals, they contain a huge amount of memorabilia from a teenage life in Staffordshire in the 1980s, featuring various trips and activities, sports, family holidays, first jobs, youth work. Their uniqueness makes this collection stand out.

### **Staffordshire County Council accessions**

As well as seven routine accessions of County Council records we have taken in three important additional accessions. Firstly our colleagues at the Information Governance Unit discovered an admission register for Burton Girls Home, 1937-1944 (C/W/20). The home acted as a short-stay refuge. The girls and young women came to or were taken to the home for a variety of reasons. Some are pregnant and without support, others are described as out of control or had been arrested by the Police for petty crime, and there are cases of neglect and cruelty. Some came from the local area but many were from outside the county. The register provides an insight into the unhappier side of the Home Front during the WW2.

The largest of the accession was 18 boxes of the original parish rights of way survey files from the 1950s (C/P/138). These contain information collected from parishes in preparation for completion of the first Survey of Rights of Way under the National Parks and Access to the Countryside Act, 1949. The surveys were conducted by local people across the county and were the basis for the current Rights of Way map for Staffordshire. There is one file for every civil parish in the County.

Finally on its closure the staff at the Shire Hall Gallery deposited a sample of their files (C/LA/43) There are papers documenting the conversion of the building to a gallery and files relating to exhibitions and arts projects supported by the SHG team throughout the County. The exhibition files selected for permanent retention relate of Staffordshire artists and provide a snapshot of the artistic and craft community in Staffordshire in the late 20<sup>th</sup> and early 21<sup>st</sup> century.



## Stoke on Trent City Archives

Local clubs and societies have been well represented this year with the donation of the records of the E.T.B. Radford Collectors Club dating between 1999-2014 (SD 1773) and the newsletters of the Pot Lid Circle Collectors Club dating between 1965-2016 (SD 1775), with both collections recording the work and running of these clubs aimed at celebrating the life and work of local potters. Furthermore, the Records of the Inner Wheel Club, Stoke-on-Trent South, 1972-2017 (SD 1785) give an insight into the social activities and charitable work of local women.

In August a collection of audio tapes, scrapbooks, correspondence, and photographs belonging to the late John Abberley, local journalist and broadcaster, joined our holdings (SD 1783). Covering the period between the 1940s and 2010, this collection covers Abberley's career from journalist for the Evening Sentinel to founding member of BBC Radio Stoke in 1968, and then writer for the Way We Were publication in The Sentinel.

We also received an autograph book full of messages, artwork and poems acquired at the North Staffs Infirmary (SD 1807). Several of the works are signed by soldiers, who sometimes give their regiment, and are dated from 1916 to 1944. Many of the contributions show a sense of humour and give a snapshot into the lives of the men who fought in the war and ordinary people who found themselves caught up in international conflict.

Adding to the written and aural memory of the Pottery Industry and preserved by Stoke-on-Trent City Archives, are the research papers of Muriel Miller regarding the Grimwade Brothers, Royal Winton Pottery c.1888-1999, who introduced more than 60 Chintz patterns and became the leading producer of this style of decoration (SD 1759), Bill Brown's 1980s research file on the pottery manufacturer Bowers between 1843 and 1890 (SD 1810), and recordings of Alfred Clough's lectures and chats with Terry Woolliscroft about bottle ovens and the pottery industry (SD 1799). Recorded between 1978 and 1980, Clough recalls his success in the pottery industry and The Last Bottle Oven Firing, organised by Gladstone Pottery Museum, in 1978. We have also received a photograph album containing photographs of Doulton Lambeth employees, which was presented to Henry Chapman on the 50th Anniversary of his employment with the company, dating from 1849 to 1901 (SD 1809) and a set of Royal Grafton China Pattern Books c.1906-1966 illustrating a variety of transfer patterns, backstamps, badges and crests (SD 1784).

Also joining our holdings is a copy of William Pitt's History of Staffordshire annotated by master potter Enoch Wood, 1817 (SD 1776). Most of Wood's annotations are his corrections made to the chapters on 'The Staffordshire Potteries' and 'A Brief Account of the Rise and Progress of the Staffordshire Potteries.'

## Cataloguing Progress

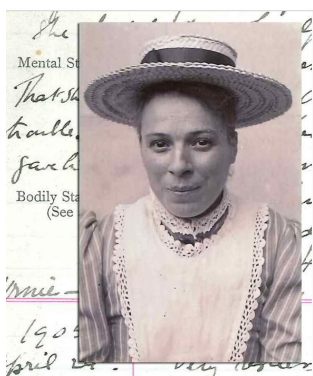
### External funding for major projects widens access to collections

The service continues to attract grant funding for major projects that we would not otherwise have the capacity to deliver. All major cataloguing projects have an outreach element and our success in engaging with a wide range of audiences is a factor in our success in attracting funding. Major projects in progress or beginning next year include:

## Staffordshire Record Office

### Wellcome Trust grant funding for professional cataloguing, 2018-2020

Following our success with a small Wellcome Trust grant last year, in January we were delighted that the Trust accepted our application for a substantial Research Resources Award. The sum of £167,519 will allow us to deliver, 'A Case for the Ordinary: The Patient Experience of Mental Health Care in Staffordshire, 1818-1960' over a period of 25 months. £135,000 will fund an archivist and assistant to catalogue patient case records and £32,000 will support a range of outreach activities. The project will begin in late 2018 to coincide with the anniversary of the NHS and the 200<sup>th</sup> anniversary of the opening of St George's Hospital in Stafford.

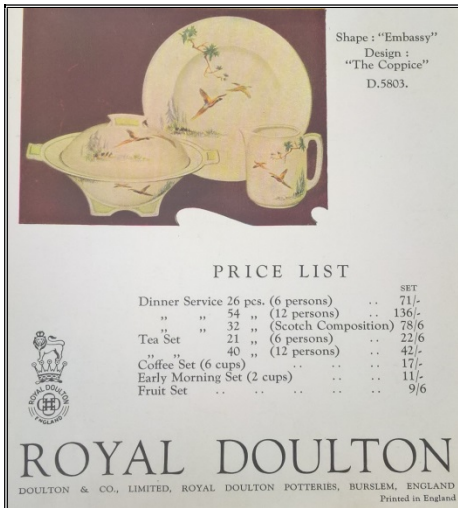


We have also applied for a grant from 'Archives Revealed' (a grant scheme run jointly by the National Archives and the Pilgrim Trust) to catalogue the Lichfield Consistory Court papers, a significant collection formally held at Lichfield Record Office.

## Stoke on Trent City Archives

### Doulton Described Project funded by the National Cataloguing Grant Fund, 2017-2018

As you may recall from our Annual Report for 2015, the Minton Archive (which includes the Archive of Royal Doulton plc and other companies taken over by Royal Doulton) was purchased by the Art Fund (with substantial support from the Pilgrim Trust and others) and presented to the City of Stoke-on-Trent in March 2015. With the Minton Archive being made accessible, the next step was to prepare the Archive of Royal Doulton plc ready to be consulted. This was a huge undertaking, as not only does this collection comprise in excess of 400 boxes and 200 parcels, but unlike the Minton Archive, it was also uncatalogued. We needed to obtain funding to undertake this work and thankfully we have been successful in obtaining funding from the National Archive's National Cataloguing Grant Fund.



Archivist Louise Ferriday commenced work on the archive (supported by the team) in April 2017 and this work is due to be concluded in the Autumn of this year.

When the collection is catalogued Service Users will be able to look at everything from the surviving production records (including pattern and figure books) to Sir Henry Doulton's early revolutionary patents for drain pipes, his rousing speeches to his workforce and a wealth of advertising material.

*Royal Doulton Publicity Proofs Book, 1925-1950*  
*Collection Finding Number: SD 1705*  
*Temporary Ref: B61/2*

## Staffordshire Record Office

### Historic Flood and Drought Project with Liverpool University, 2016-2018

Our joint project with Liverpool University on historic flooding and drought funded by the Archives and Humanities Research Council continues. An ever growing volunteer group is ransacking diaries, mill leases, accounts and letters under the guidance of two PhD students, Alice and Helen. The results of their research will add to the catalogue, allowing other researchers to benefit from their work. The project draws to a close next year.

ALICE, DROUGHT, FLOODING, HELEN, PROJECT UPDATES, VOLUNTEER PROJECT

### Historic Flood and Drought Study Day February 2018

February 12, 2018  
floodanddrought

We were full to capacity at the Staffordshire Record Office on the 10th February for our study day. Dr Neil Macdonald started off the day with an overview of the importance of research into historic weather extremes. Neil is Alice and Helen's main supervisor at the University of Liverpool. More about his research can be... [Continue reading](#)

## Volunteers and tackling the backlog Archive Service recognized for best practice



This year both Stoke on Trent City Archives and Staffordshire Record Office have been recognised for innovative ways of working in this field by our sector lead, The National Archives. The Michelin and Lancers projects from Stoke and the Quarter Sessions Rolls project at Stafford featured as examples of best practice in The National Archives' publication 'Guidance for Volunteer Cataloguing in Archives'. The document highlights projects that involve knowledgeable volunteers, trained and guided by professional staff, and that produce high quality outcomes.

Stoke-on-Trent City Archives has in the past year benefitted from the work of 27 volunteers, some working on individual projects but the majority working in two groups, each connected to a particular archive. These groups, former Michelin employees working on the company's archive and former 16<sup>th</sup>/5<sup>th</sup> Lancers working on the regimental archive have allowed the Service to make much faster progress in making these major collections available than would have been possible from our resources alone. A mode of working has been established in the Lancers' collection, that has proved very effective. This entails the Service's professional staff carry out an initial cataloguing exercise paying careful attention to structure and getting the nature of the document correct, but leaving for the volunteers to provide more detail, more itemised description and more contextual information deriving from their expertise.

Similarly at Stafford the volunteers working on cataloguing projects have continued to open up access to the records of our courts (a further 1308 catalogue entries for depositions and Latin indictments have been added this year). The project is now back to the 1640s. We continue to benefit from the Latin expertise of Jim Sutton, who will be presenting a paper to the North Staffordshire Historians on the criminal and civil indictments in the Quarter Sessions rolls. Other volunteers continue to work on the Bradford Collection as reported in previous years. Both these projects have featured in last year's report so our example this year focuses on:

### **16th/5th The Queen's Royal Lancers Archive Collection (The Royal Lancers Trust) (SD 1734)**

Work at Stoke-on-Trent City Archives has continued on the archive of the 16th/5th The Queen's Royal Lancers and its predecessor bodies. Following the previous year's reception event to celebrate the deposit of the archive and thanks to the efforts of the volunteers, the collection has almost doubled in size with new donations coming in from former Lancers and their families. These comprise correspondence, photographs, artwork, diaries, and miscellanea (SD 1734, 1763-1770, 1774, 1786-1796, 1800-1803) and give further insight into the personal lives and military careers of those in the regiment. A

particularly fascinating donation is an American Revolutionary War Nominal Roll detailing the return of the killed, wounded, and prisoners of the British Army in 1777 (SD 1774).

Over the past year these donations have been catalogued and made available for the Lancer volunteers to enhance, with the catalogue now containing over 1500 entries.

The volunteers have been hard at work on the second stage of the cataloguing process, having now enhanced nearly all of the catalogue entries for the collection with their detailed knowledge of the history of the regiments. They will then begin a name indexing project to be made available through the Staffordshire Name Index. Archivist Nicola Wood is continuing work with the volunteers and the collection will be open to the public from late summer of 2018.

### **Kinver Edge Committee Volunteers**

The Lancers and Michelin projects at Stoke involved former employees in cataloguing. Learning from this at Stafford we have trialed an innovative project to train depositors to provide more information about their own collections prior to deposit. The Kinver Edge Committee (which from 1917 managed the Kinver Rock Houses) contacted us to ask for guidance about sorting and cataloguing their collection. With training and continuing guidance from professional staff over the past 2 years, they have sorted, weeded, arranged and catalogued 140 files of correspondence, plans, minutes and reports. We have already imported their catalogue spreadsheet into the online catalogue. They will formally hand over the collection, ready catalogued on 9 July this year. Although this was time-consuming work for staff we hope to be able to build a model from this that we can take forward at different levels with depositors, depending on their experience, interest and willingness.



Kinver  
cataloguing  
group at the  
Rock Houses

### **Managing change: widening online access to the Lichfield Record Office Collections**

Managing change has been the key driver of our cataloguing work this year. The work of archivists has been redirected to making information about our collections accessible online in preparation for the closure of Lichfield Record Office. We are delighted to report that all the Lichfield Record Office paper catalogues have been input to Gateway to the Past after a tremendous effort by archive assistants and volunteers under the direction of the archivists. In addition a very basic title and date-range description now appears on the catalogue database for all uncatalogued Lichfield collections. Adding information about the content of these collections and making the descriptions live on Gateway to the Past will

be a priority for 2018/19. As well as contributing to collections access, this work also makes our staff more knowledgeable and better able to advise our users at a period of great change for the Service with the closure of Lichfield Record office and the transfer of the collections to Stafford.

### **Services to the County Council**

The County Archive Service is responsible for the day-to-day management of the County Council's deeds of property and associated legal documents, as well as the formal archives of the County Council. This service includes: the accessioning, cataloguing and indexing of deeds of new properties and other legal documents; the identification and retrieval of deeds and other records for officers in the County Council for day-to-day business activity; and provision for the ongoing security of the County Council's legal documents. This year has seen a big increase in requests for deeds.

Figures for the previous year, 2016/2017, are given in brackets.

Number of deed packets retrieved and issued 1,042 (638)

Number of new deed packets accessioned and indexed 501 (361)

Volumes of SCC committee minutes catalogued 24 (18)

Sets of School Governors' minutes catalogued 0 (297)

### **Preservation and Conservation**

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The Conservation Section completed a very productive and varied programme of conservation work for the year.

Some notable pieces of work this year are:

#### **Minton Collection Conservation Project**

The project ended in August with all targets completed. Over one thousand leaves were cleaned and repaired and thirteen volumes were conserved.

The conservation facility at Stoke City Archives remains as a legacy of the project and will be used for future conservation initiatives and projects.

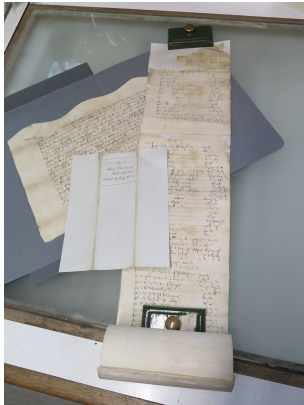
We are delighted that Jess Hyslop the project conservator has obtained a full time post of Conservator at the Oxford Colleges Conservation Consortium.



#### **Stoke on Trent City Archives Conservation Programme**

A notable piece of work was the conservation of the 16<sup>th</sup> Lancers Hunting Journal that carries records of expeditions in Africa and India. The conservation project gained a lot of interest through our Facebook posts.

## Lichfield Record Office



Conservator Cara Hughes made a film of her conservation work on the will of Alice Perkyngs, dated 1538. The film, with images of before during and after treatment shows how the fragile sheets of paper had been sewn together end to end like a scroll. Cara dismantled the structure, repaired the sheets and resewed it before storage on a specially made support. The film has had many views on U-Tube and has also been used as a training video. The conservation of this document was sponsored by the Towne Family from America who are descendants of Alice.

<https://www.facebook.com/StaffordshireArchivesandHeritage/videos/1430118080357398/>

Another interesting piece from Lichfield was the conservation of a faculty for St Mary's Church Stafford, designs for the lectern were drawn on fragile paper which had disintegrated into numerous pieces, this was indeed a challenging jigsaw puzzle! After its relocation to Stafford conservation work will continue into the future on the Lichfield collection to support its use by our readers.

## Shropshire Archives

Two medieval books were bound for Shropshire Archives by the Senior Conservator. The volumes were fine and rare examples of early book structures, requiring specialist knowledge to give the best treatment; the project gained some useful income for the Service.

## Exhibitions

For County Buildings; "At the Coalface " and "A Year in Review"

For Staffordshire Record Office Reading Room; "Fragments from France 1918"

A selection of facsimile letters, news cuttings, documents and pamphlets was made for "The Kitchen Goes to War" exhibition mounted by the Library Service.

## Conservation statistics

Paper leaves treated	1082
Parchment membranes repaired	62
Maps and Plans repaired and bound	18
Volumes Bound	19
Items mounted for Exhibition	108
Items encapsulated and laminated	83
Miscellaneous items treated	39
Seals	9

## Developing skills in the Conservation field

In July 2017 Tracey Wilcockson from York University Archives, had four weeks training in parchment conservation, in October 2017 Jane McTarling from Berkshire Record Office had four weeks training in paper conservation, both under the ARA Conservation Training Scheme.

Continuing support and training was given to Conservator Jess Hyslop for her work on the Minton Collection Conservation Project at Stoke City Archives

### **Conservation Support to Walsall Local History Centre**

The conservation team continues to provide conservation support in the form of two days per week by Conservator Cara Hughes.

### **Conservation Support to Sandwell Archives**

The Senior Conservator has contributed advice on various aspects of the application for Archive Accreditation.

## **Conclusion**

The whole service has made considerable progress on delivering the vision and Forward Plan 2015-2018. The Staffordshire History Centre project is a major development for the service and if it succeeds in securing funding in the autumn it will enable a transformation in how archive and heritage collections are used, stored, displayed and engaged with.

The closure of Lichfield Record Office was a sad event for the staff and users. On the final day many users visited to pass on messages of goodwill and thanks to the staff. The work of volunteers at Lichfield was marked with a special thank you lunch. The move of the collections to Stafford and all of the associated work on the catalogues was a huge undertaking and a great success.

Stoke on Trent City Archives continued to make considerable progress in cataloguing collections.

Across the whole service volunteers have worked enthusiastically alongside staff.

The award of Archive Accreditation for the service was a real achievement and to quote from the report of the panel about the stage 2 HLF application:

*Whatever the outcome, this is a hard-working service, deserving of success.*

**Joanna Terry**  
**Head of Archives & Heritage, June 2018**

## **Appendices**

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1. Public service statistics, local performance indicators and charter targets, 2017/2018
2. Statistics for use of online resources, 2017-2018
3. Acknowledgements



**Part 1**  
**Public Service Statistics – Financial Year 2017 /2018 (2016/2017 in brackets)**

	STAFFORD	LICHFIELD	STOKE	BURTON	TOTAL
<b>PERSONAL USE OF ARCHIVE SERVICE</b>					
Total number of individual visits	3,804 (4,981)	1,354 (1,586)	2,331 (2,691)	143 (253)	7,632 (9,438)
Total number of new registrations and renewed registrations	544 (601) 145 (148)	108 (205) 58 (86)	102 (100) 83 (74)	N/A N/A	754 (906) 286 (308)
Total number of documents produced	10,979 (12,136)	2,172 (3,039)	680 (1,675)	N/A	13,831 (16,809)
Total number of Ordnance Survey maps produced for consultation	1,075 (1,465)	Not applicable	314 (375)	5 (18)	1,394 (1,848)
Total number of local studies items produced for consultation	Not applicable	353 (263)	1,303 (1,572)	119 (113)	1,775 (1,685)
Total number of microfilms/ fiches/CDRoms consulted	2,646 (3,940)	433 (491)	3,156 (5,443)	299 (507)	6,534 (10,381)

**DISTANCE USE OF ARCHIVE SERVICE**

Total number of email/postal enquiries	2,003 (2,005)	593 (930)	872 (754)	N/A	3,289 (3,758)
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Total number of telephone enquiries	1,652 (2,087)	720 (897)	1,025 (1,147)	Not recorded	3,397 (4,131)
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**REPROGRAPHICS SERVICES**

Total number of photocopies/ microprints supplied and total number of orders (including scanning)	1,055 (1,275)	967 (2,032)	178 (176)	N/A	2,200 (3,483)
	263 (293)	126 (207)	44 (59)	N/A	433 (559)

Total number of photographic orders	80 (87)	N/A	N/A	N/A	80 (87)
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Total number of annual photographic permits issued	10 (12)	1 (5)	2 (3)	N/A	13 (20)
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Total number of daily photographic permits issued	236 (280)	73 (85)	43 (41)	N/A	352 (406)
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Total number of self-service microprints	285 (455)	36 (96)	1,024 (N/A)	N/A	317 (551)
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**RESEARCH SERVICES**

Total hours of research for the public and	145.75 (100)	10.25 (16.5)	30.5 (18)	N/A	186.5 (134.5)
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total number of orders	209 (191)	9 (28)	20 (18)	N/A	238 (237)
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**ONLINE USE OF ARCHIVE SERVICE**

Total number of webpage visitor sessions	Not applicable	Not applicable	Not applicable	N/A	67,073 (65,996)
Total number of visitor sessions to online catalogue	Not applicable	Not applicable	Not applicable	N/A	128,203 (128,411)
Total number of visitor sessions on Staffordshire Name Indexes website	Not applicable	Not applicable	Not applicable	N/A	17,077 (17,521)

**OUTREACH ACTIVITY**

Total number of attendees at Archive Service events	Not applicable	Not applicable	Not applicable	N/A	1,563 (3,436)
Total number of volunteer hours				N/A	8,571 (8,637)

**Find My Past**

Number of users who viewed a Staffordshire record					100,878 (98,306)
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**Social media**

Facebook likes					1,427 (1,200)
Facebook reach					141,075 (131,700)
Facebook engagements					13,230 (11,265)
Twitter followers					2,094 (1,727)
Twitter impressions					477,700 (630,600)

**Part 2**  
**Performance Monitoring against Charter Targets– Financial Year 2017/2018 (2016/2017 in brackets)**

		<b>STAFFORD</b>	<b>LICHFIELD</b>	<b>STOKE</b>	<b>BURTON</b>
Postal / email enquiries (simple)	Reply within 5 working days	100% (100%)	100% (98%)	96% (97%)	N/A
Postal / email enquiries (complex)	Reply within 20 working days	100% (100%)	100% (100%)	100% (100%)	N/A
Photocopy orders	Reply within 8 working days at Stafford, Lichfield Reply within 6 working days at Stoke	100% (100%)	88% (93%)	100% (100%)	N/A
Document production	Within 20 minutes	97% (99%)	96% (96%)	100% (100%)	N/A
Accession receipts	Sent out within 12 days	78% (97%)	100% (92%)	100% (100%)	N/A

### Part 3

#### Archive Service Local Performance Indicators 2017/2018

Local performance indicator	Outturn 2016/2017	Target 2017/2018	Outturn 2017/2018
<b>Use of Archive Service</b>			
1. Usages of the Archive Service - Personal visits - Online visits - Email, postal and telephone enquiries and orders	1,114,050	982,000	981,931
<b>Engagement with the Archive Service</b>			
2. Attendances at - Events and celebrations - Talks by our staff - Educational and community group visits to our offices	3,480	2,500	1,563
3. Number of volunteer hours	8,637	8,000	8,571
<b>Customer satisfaction</b>			
4. Percentage of users expressing satisfaction with overall services and facilities (= very good/good survey marks)	98%	98%	99%
<b>Collecting activity</b>			
5. New archival collections and unconcluded negotiations with donors or depositors	205	180	159

## Acknowledgements

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Without the support, dedication and sheer hard work of our staff and volunteers the Archive Service could not deliver such a wide range of work all towards the aim of bringing archives to the widest audience possible. The support from members of the Joint Archive Committee is also very much appreciated. I would like to thank everyone for their contribution in 2017-2018.

### Staff

Staffordshire Record Office: Matthew Blake, Rosie Chew, Ben Cunliffe, Howard Dixon, Jess Hyslop, Tim Groom, Cara Hughes, Rebecca Jackson, Beryl Jones, Rachel Lake, Sue Lynch, Catherine Nichols, Richard Nichols, Julie O'Neill, Liz Street, Bev Sutherland, Hazell Thorogood.

Lichfield Record Office: Kevin Briggs, Anita Caithness, Jenny Lewis, Henrietta Martinez, Joanne Peck.

Stoke on Trent City Archives: Liz Cooper, Andrew Dawson, Louise Ferriday, Chris Latimer, Moira Lewis, Mandy Pover, Nicola Wood.

William Salt Library: Dominic Farr.

### Volunteers (109)

Harry Archer, Judith Aston, Rosin Ayres, Ken Baddeley, Diane Barre, Margaret Beard, Katy Best, Melvin Bourne, Val Bourne, David Brass, James Brough, Patrick Brough, Teresa Brown, Ann Bugge, Rosie Cooke, Brian Cooper, Val Cooper, Pat Corfield, Nigel Coulton, David Bennion, Tony Degg, Ned Edwards, Martin Elkes, June Ellis, Colin Evans, Nesta Farrow, Miriam Firth, Ann Fisher, Vicki Fox, Frank Foy, Jo Foy, Jacqueline Fradley, Valerie Gannon, Andrew George, Karen Gething, Stephen Gidley, Robert Ginder, Barry Gratton, Sue Gregory, Peter Gurney, Peter Hambley, Clare Hannon, Peter Harding, Sandra Hassall, Kay Hay, Brian Heathcote, Diana Hill, Caroline Hillman, Diane Hitchcock, Beryl Holt, Barbara Hughes, Peter Hyland, Sonia Johnson, Bob Jones, Graham Jones, Lesley Jones, John King, Margaret King, Janet Kisz, Randle Knight, Roger Knowles, Ashok Kumar, Susan Large, Maureen Leese, Lindsay Lorenz, Di Lote, Jenni Maslin, Nigel Maurs, Julia McBride, Don McLean, C McPherson-Jones, Paul Meller, Christine Millard, Norman Moir, Anna Munro, Paul Niblett, Roger Osborn, Thomas Pashley, Joy Pownall, David Prescott, J Preston, David Price, Malcolm Price, Christine Reynolds, Glenys Richards, Ceris Roberts, Bob Robinson, Esme Rowson, Helen Russell, Carl Salmons, Rosemary Sawyers, Audrey Screen, Diane Shenton, Jacqui Simkins, Rosie Simpson, Viv Simpson, Ian Small, Les Smith, Ann Sumner, Jim Sutton, Richard Totty, Dave Tovey, Penny Twibill, Angela Velu, Sue Walker, Trevor Warburton, Collin Webb, Janet Williams, Rebecca Williams, Steve Williams, Ray Wilson, Zsara Wilson, Les Woolley, Pam Woolliscroft, Natasha Yardley.

### Friends of the Archive Service (FoSSA)

Our thanks to the committee and members for their support throughout the year: Dianne Barre, Faith Cleverdon, Sue Gregory, Val Gannon, Gay Lawrence, Malcolm Price, Glenys Richards, Andrew Sargent, Richard Totty.

The Friends launched a fundraising campaign October 2016 to digitise the Staffordshire Tithe maps and so far have raised over £15,000 towards the £18,000 target. Sue Gregory and Richard

Totty also represented the Friends at project meetings and workshops to develop the Staffordshire History Centre project.

**Joint Archive Committee 2017-2018**

Elected members of Staffordshire County Council: Mrs Gill Heath (Chair), Mr Mike Davies (Observer), Mr Michael Greateorex (Observer), Mr Philip White.  
Substitute members: Mr Mark Sutton, Mr Mark Winnington

Elected members of Stoke on Trent City Council: Mr Anthony Munday (Vice-Chair)  
Substitute member: Ms Janine Bridges, Mr Allan Dutton.