

Staffordshire & Stoke on Trent Archive Service



Annual Report 2019-2020



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Executive summary

Staffordshire and Stoke on Trent Archive Service holds over five miles of historic records dating from the 10th to 21st 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.

The key highlights of 2019-2020 were:

- Launch of the Staffordshire Tithe Maps online
- Delivery of the touring exhibition 'On Your Doorstep' taking collections across the county
- Securing a round 1 pass for the Staffordshire History Centre project
- Continuing to delivery the Asylum and Bawdy Courts Projects
- Working with a large number of volunteers to deliver projects, cataloguing, and indexing of collections.

Closing the onsite public service and enabling all staff to work from home from 23 March as a result of the pandemic was a completely unexpected situation to manage. All staff have adapted to work from home and have been flexible and willing to support the response to the pandemic for both parent authorities. Keeping in touch with our volunteers and keeping them engaged has been a priority for the service.

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 engaging with our events, exhibitions 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.

Joanna Terry
Head of Archives and Heritage

Featured projects

Staffordshire Tithe Maps Online

Tithe maps are an excellent source for local, family, landscape and environmental history. The maps were originally commissioned in the 1840s by the Tithe Commissioners as the old system of paying a tenth of your produce was commuted into a rent charge. To calculate the rent maps were drawn up of parishes numbering each plot. The accompanying award listed the owner, occupier, acreage, name of the field, or property and value. They are beautifully drawn maps with three copies made. The first was kept by the Tithe Commissioners (now in The National Archives) the second by the Diocese of Lichfield, and the third by the parish (both these copies are at Staffordshire Record Office).

Ten years ago, our volunteers started the mammoth task of indexing all of the Staffordshire tithe awards which they completed in 2017. The indexes are on the [Staffordshire Name Indexes](#) website.

The Friends of Staffordshire and Stoke on Trent Archives (FoSSA) spent three years raising almost £15,000 to digitize the maps that accompany the awards. During the autumn the maps were digitized. A solution was developed to make the maps available using the Staffordshire Past Track website. This required adaptation of the zoom feature and some of the images were split to enable them to be viewed more easily. The online maps were launched on 5 June 2020 to coincide with Volunteers Week. Initial feedback has been overwhelmingly positive: *'Fantastic wish this had been around years ago', 'Thank you for making our heritage more accessible, it is really appreciated'.*



Dr Richard Totty, Chair of FoSSA

On Your Doorstep

Funded by the West Midlands Museum Development Officers Small Grants Scheme, the 'On YOUR Doorstep' touring exhibition was launched at Cannock Library on 15 July 2019. It went on to visit 6 other library venues between July 2019 and March 2020: Perton, Burton, Stafford, Uttoxeter and Newcastle.

At each venue two 'Creative Conversations' were delivered by Mal Dewhirst and a member of the Archives and Heritage Team in partnership with colleagues from the Library Service. Five Digital Drop-In sessions were delivered by members of the Archives and Heritage Team. Mal Dewhirst produced five poems. These reflect the thoughts and stories of the people we spoke to together with the objects and collections on display. Handling sessions and discussions were a part of the Creative Conversation sessions where groups and individuals were able to engage with the displays, collection items and archive material and use it as a prompt for talking about their own histories and experiences of living in the locality. Mal's conversations, poems and local stories will be used in his podcasts. Additionally, Mal filmed a performance of each of his poems which were added to the Archive and Heritage Service YouTube channel, ready for Staffordshire Day Online (1 May 2020).

Over the course of the project we spoke to approximately 80 people during the Creative Conversation and Digital Drop-In sessions and added 426 digital resources to the Staffordshire Past Track website. A total of 101,029 library users had the opportunity to engage with the exhibition during its tour.

Staffordshire History Centre Project

In September 2019 the Service was pleased to hear that the Round 1 application to the National Lottery Heritage Fund had been successful. Permission to start was granted in December and the project started in January 2020. Key areas of work included:

- New audience research to analyze current membership and users of the service
- Consultation with new and potential users of the service
- Review and further consultation with schools to support the learning programme
- Updates and revisions to the Activity, Business, Conservation Management, Maintenance and Management, and Design Plans. These will take account of changes in light of the new research.
- Cataloguing and preservation work on the William Salt Library collection in preparation for relocation.

Work was just beginning when the service was suspended due to national lockdown. The project has been adapted to be completed remotely and use online research. It is intended to submit the round 2 application in the Autumn.

Regional collaboration and support

The Service continues to actively participate in and benefit from membership of Archives West Midlands. Following the successful completion of the regional digital preservation project further training has been delivered. This included an introductory session by the Digital Preservation Coalition and a workshop on fixity. At the workshop for friends and volunteers in June 2019 the service was represented by FoSSA and some volunteers.

The contract for support for Sandwell Community History and Archives Service has continued. This comprises quarterly meetings and mentoring and support for staff delivered by the Head of Archives and Senior Archivist. This is targeted towards assisting the service in achieving Archive Service Accreditation and the continuing professional development of staff.

Onsite public services

Note: percentage changes in usage between 2018/19 and 2019/20 are given twice. The first gives the actual change, the second, in square brackets, compensates for the effects of the Coronavirus lockdown measures.

This year we delivered 53 small group support sessions for Ancestry.com in Stoke on Trent Community Libraries, with 172 participants. 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 monthly with an active programme of talks. We welcome new members. We also continued our exhibits of interesting documents at Staffordshire Record Offices.

This year we saw an overall reduction of 12% [5%] in the numbers of personal visitors to the Archive Service. This represents a 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 7.7% [4.7%]. As users of microfilm and microfiche decline, visitors consulting unique original documents become more significant as a proportion of overall usage.

Consulting Users and Partners

The Survey of Distance Users of British Archives took place in the autumn of 2019. This resulted in a satisfaction rate of 100% (very good and good) for our remote services overall at Staffordshire Record Office and Stoke on Trent City Archives. We are particularly pleased with the consistently high levels of satisfaction with the enquiry service. We use the survey results to identify areas for service improvement.

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

Category	Rating	% change
Enquiry service: quality of content	96%	
Enquiry service: clarity of response	96%	
Enquiry service: promptness	96%	
Enquiry service: fees and charges	83%	
Website: navigation	89%	
Website: quality	92%	

Online services

Digitisation Projects

Thanks to the splendid fundraising efforts of the Friends of the Staffordshire and Stoke on Trent Archive Service (FoSSA), and the multitude of local societies, parish councils, women's institutes, companies and private individuals who contributed, the digitisation of the Staffordshire tithe maps was achieved in the summer of 2019.

The Learning and Archive Research Centre was cleared to make way for construction of a large gantry on which a state-of-the-art digital camera was mounted. A sliding flatbed beneath enabled large maps to be photographed in sections, whilst ensuring that the camera position remained fixed. Following photography, sectional digital images were "stitched" together to produce seamless images of each of the 282 maps. The maps ranged in size from Fazeley (25cm x 36cm) to Croxton (2.46m x 2.59m).

Staffordshire Name Indexes Online

During the year we have again extended the index to wills proved in both the Consistory Court of Lichfield and the courts of the various peculiar jurisdictions. It now covers the period 1600-1780. This is of use to local and family historians alike. Unfortunately, preparatory work for the Coronavirus lockdown prevented further indexes from being made available. This will be redressed in the next financial year.

In addition, significant progress has been made by our volunteers on new indexes for presentation in 2020/2021. We are grateful to the volunteer groups and individual researchers at all of our service points, without which this helpful website would not be possible.

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. We have continued to spend a considerable amount of time in work associated with the aftermath of the closure of Lichfield Record Office and the transfer of the collections to Staffordshire Record Office.

Major additions to the online catalogue include detail of indictments in the Staffordshire Quarter Sessions rolls; 20th century files from the Earl of Bradford's estates; Burton area hospital records; and a large number of smaller collections formerly held at Lichfield Record Office, and at the William Salt Library.

In addition, 622 "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 an 89% 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 declined by 13.5% to 47,386, whilst visits to the online catalogue, Gateway to the Past have declined by 48% to 21,205. Visits to the rest of our online resources, including websites such as the Staffordshire Name Indexes and online exhibitions, declined by 16% to 42,011.

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 23%, and Twitter followers, up by 9%. Statistics for social media are in Appendix 1 at the end of the report.

Complaints, comments and compliments

During the year the service received one stage one formal complaint. This concerned an individual who had changed their mind about a donation of a collection to the service several years after the items had been received. The complaint was not upheld, and explanation of the terms of donation and deposit was sent to the individual along with an offer for them to photograph items that they wished to consult.

Eighty-four compliments were received during the year. These included compliments on prompt service for enquiries and copying orders. A particular thank was received following a group visit when a member of the group was unwell and received first aid from Richard Nichols, Senior Conservator. A group who visited the museum stated they were 'blown away' by the collections held on the history of Stafford.

Engagement, Learning and Volunteers

Events and Exhibitions

The year-long tour of the ACE funded touring exhibition 'Through the Eyes of a Child' finished with visits to the Nicholson Museum, Leek (February to April 2019) and Museum of Cannock Chase (June to August 2020). Over the course of its tour the exhibition reached over 26,000 visitors. The Ancient High House in Stafford hosted our 'Retail Revisited' exhibition between October 2019 and January 2020. We put on our first exhibition 'Distinctive Staffordshire' at the Staffordshire Record Office in the summer of 2019, at the start we were faced with a number of problems.

- An exhibitions team was established that included staff from the Archive and Museum staff with a range of skills.
- The internal space of the Record Office was reorganized to create an exhibition space and retain space for our volunteers to work.
- Exhibition content needed to reflect the collections across the Archives and Heritage Service (Archives, William Salt Library and Museum).

The exhibition came together well, the teams worked well together. We decided to follow up this exhibition with one in the spring of 2020. Our aim was to improve on the previous exhibitions, one to the key lessons we learnt from the 'Distinctive Staffordshire' exhibition was the need to increase engagement with the exhibition, for visitors and during the research and development. We consulted people via social media on proposals for what the theme of the exhibition should be. We established a volunteer group to help research the exhibition. The volunteers researched the collections of the Museum Service, the William Salt Library and the Archive Service and wrote blog posts. In addition, we set up a series of events that would run throughout the exhibition including:

- o Meet the Curator every Thursday during the exhibition run
- o A series of daytime talks from museum and archive staff
- o A film night showing a series of international short films around the theme of death and dying with a break in the middle to explore the exhibition
- o Evening talks by historians from Keele University on items from our collections
- o Evening talks from staff on the exhibition and its them
- o We worked with the Staffordshire Poet Laureate to put on an evening of poetry with three other poets to explore the themes of the exhibition and built into this was an opportunity to view the exhibition.
- o We employed a local artist to work with a local school to look at a creative response to the themes of death, the school children's artwork was to be incorporated into the exhibition.
- o A family craft and storytelling day with an artist and a professional storyteller.

The exhibition Pushing up Daisies – Death and Dying in Staffordshire opened on the 7th March after a successful launch event and was due to run until 18th April. On Tuesday the 17th March all events and volunteer activity were cancelled due to the COVID-19 crisis.

Other events we attended were:

- Celebrating 100 years, Newport Girls High School
- Amerton Steam Gala
- Perton Local History Fair

- Three Carriage collection open days at Shugborough during the Easter and Summer holidays and Autumn half term

Placements

School and college visits were very few in number this year, later in the year we appointed a new consultant to work with us on this aspect of the Round 2 NHLF bid. We had two school placements work with us this year and have now a student volunteer group at Keele University. We worked closely with Caroline Hillman, an Archives MLitt student at Dundee University. Her thesis investigated how to engage with volunteers in the 18-24 age-group, which is an under-represented group in our volunteer profile. Caroline used our regional links through Archives West Midlands to broaden her research beyond our service and she set up a volunteer group at Stafford of young people who were willing to take part in her research. She concluded that archives need to implement effective planning and target their advertising towards the demographics they are aiming to attract. Encouraging partnerships with educational organisations such as schools, colleges and universities can contribute towards informing young people in the 18-24 age group of what archives are and the services they provide. From the results of the surveys, it was determined that one of the main issues contributing towards the lack of engagement from certain groups was a lack of awareness of archives rather than lack of interest. Her conclusions were presented to the Archive Service, which we have subsequently used to inform our work with student volunteers at Keele. We continue to work closely with Keele and Nottingham Universities and had some very positive conversations with Stafford College about future working together.

Volunteers

At Stoke

2019-2020 was a good year for volunteering, at Stoke, there were two groups of volunteers each working on archives from the organisations they worked or served with. The former members of the 16th/5th Lancers and friends on the archive of Staffordshire's cavalry regiment worked on creating a name index of every former regimental member in the archive. The former employees of Michelin created a name index and also did some cataloguing, as well as contributing to the Michelin archive website. A number of individual projects also continued, with Clare Hannon's index to servicemen and women mentioned in the Sentinel during the Second World War, Margaret Beard continued to index the Stoke Poor Law Guardians minutes and her output was typed by Steve Williams. Pam Woolliscroft worked on the pattern books of the subsidiary companies in the Doulton Archive.

At Stafford

At Stafford the Quarter Session volunteers have worked very hard recording content of 17th century rolls. At least 11 additional volumes have been completed, or are in the final stages of checking, taking project work back to 1637. As group, numbers have been reduced for various reasons during the year, this is a phenomenal achievement. Jim Sutton has now finished his work on cataloguing the Latin indictments in the Quarter Sessions Collection – a truly heroic feat.

The Tuesday volunteers completed the Parish Rights of Way project in November. Using information drawn up according to the first Survey of Rights of Way under the National Parks

and Access to the Countryside Act, 1949, they recorded details of footpaths and bridleways for 184 civil parishes in Staffordshire. This work has enhanced Service catalogues and will improve access to the collection. In November, the Tuesday volunteers started a new project focusing on faculty cases, 1848-1900. Faculties (or licences) are required prior to making any alterations to the fabric or fittings of a building owned by the Church of England.

The Indexing of building plans for Leek Rural District continued with a further 711 applications covering the period 1932 – 1940 added to this database whilst progress has been made in transcribing the Gothard Diaries. This year, indexing of two further volumes of Littleton Letters has been completed. As one of these volumes does not have a contents list, volunteer indexing work has greatly enhanced accessibility of document content.

Sue Gill has been continuing an index to references to ‘bastardy’ in a variety of records whilst June Ellis and Joy Pownall continue to work through sections of the Bradford collection, giving us information to make the catalogue more searchable. They also pass on their reports and transcripts to Weston Park.

Janet Kisz has listed the Burton Borough property plans in LD484, and this work was imported into the online catalogue in the summer. She has since been working on the large series of the Borough Planning maps and plans in BD23/Add. The collection features many buildings in central Burton, and shows the development of the streets and housing in the late 19th century and early 20th century.

Towards the end of last year we set up a new volunteer group to help us research aspects of our spring exhibition, the volunteers looked at documents and artefacts, researching the background stories and writing pieces for the project blog, volunteers also helped to choose items for the exhibition, this type of working is a something we will wish to continue with.

Partnerships with Universities

On Fridays at Stafford the Poor Law volunteers have been working on different parishes in order to achieve maximum coverage for Staffordshire, including such diverse communities as Wednesbury and Abbots Bromley. This project, delivered by Keele University, also includes research in Cumbria and East Sussex. The project database has well over 40, 000 lines of data overall for the three counties. The Lichfield vouchers present a particular challenge for us all (ironically, by their volume, but also by their volume being undercut, as the reverse of pasted vouchers cannot be seen). On Wednesday mornings the volunteers working on the collaboration with the Victoria County History have continued their work on researching Uttoxeter and surrounds. This is despite the temporary loss of the project lead Dr Andrew Sargent due to an accident.

On Wednesday afternoons the place-name group has continued to collect data for the project, uploading it onto the University of Nottingham’s data gathering site, supported by two PhD students, Jess and Josh and most recently Jenny Lewis. At Lichfield the HAP volunteers are doing a great job at supervising the HAP. They have produced a catalogue of all the books in HAP and are producing crib sheets on topics of interest. At Lichfield Place-names Volunteers have continued working through the Glebe Terriers- now focusing on south/east of county- in total (for the whole time they’ve been working on the project) they’ve entered approximately 14,560 place-names.

From Lichfield

Former Lichfield Record Office volunteers have continued inputting Copy Will card details onto spreadsheets. This database now comprises over 11,000 entries. As part of the Bawdy Courts project seven blog posts have been researched and written by volunteers.

We now have a group of six student volunteers meeting on Tuesday mornings at Keele University. Their main task is to prepare documents for cataloguing and alongside that they will be contributing to the blog. In preparation the group is receiving training on palaeography.

Asylum project

The asylum project began in January 2019. It is a two-year project that aims to help provide an understanding of the history of mental health care in Staffordshire and is funded by the Wellcome Trust. Records of the three former County Asylums, Stafford, Burntwood and Cheddleton, are being catalogued to create a database of information that reflects patient experience in the asylums.

Two volunteers Anna and Lucy, awaiting the start of their PhD studies, began inputting data for Stafford Asylum in April and June. To date they have extracted information on more than 550 patients. Although they have now begun their PhD studies, they will continue to assist with data input, patient research, the exhibition and talks.

The Thursday asylum project volunteers group started in April. They have been making good progress with entering data for Burntwood hospital, between the dates 1864 and the early 1900s, covering admission registers for the very early days of the asylum, and also a period in the 1880s/90s, where their input will be the main information we have.

Early admission registers from Cheddleton have also been used. A couple of the volunteers have started researching interesting cases which they come across, and another home-based researcher has created many detailed life histories for us, using online databases and family history resources. This research is being fed into our blog, where patient stories has its own dedicated page.

Digitisation and preservation

Our digitisation volunteers have been working on our vehicle registration volumes whilst the Preservation Volunteers are working on cleaning and repackaging of Glebe Terriers and have completed about six boxes so far this year and then began work on packing some of the collections at the William Salt Library. Preserving our collections for future generations is a key part of what we do, and this feeds into our wider conservation and management plans.

At the Museum

It is now over a year since the Museum Team moved into the new units at Beacon Business Park and we have been working very hard to get all the collections unpacked and into their new locations. One of the biggest jobs has been to allocate new locations to all the objects and to update these on the CALM database. This is an ongoing job but with the help of our volunteers we have made excellent progress. Judy Hubble, Eleanor Copp and Lucy Dover have helped with repacking the historic textile and dress collection, updating locations and supporting work around new accessions and documentation. John Bennett has been supporting us in identifying, reviewing and researching photographic images including the Community Council for Staffordshire's 'Best Kept Village' collection. Faith Glennon worked on

cataloguing and updating CALM before moving on to a postgraduate course in September and Pete Bryan, a mature student at Keele University, has been researching Staffordshire Photographers. Jean Meredith and Val Hollins have worked with the team to research and produce the 'Retail Revisited' exhibition which is currently on display at the Ancient High House as well as working in the stores to repack and inventory objects after the move.

Digitisation is a key element of what we do and Bob Metcalfe has been researching, scanning and publishing the Arthur Lloyd Postcard Collection which has been kindly loaned to the Service. Over 1500 resources have been published on the Pasttrack website this year. In addition to all this the volunteers have all helped with lots of different tasks including coming out on the road to help move our touring exhibition, 'Through the Eyes of a Child' and assisting with the Coach House open days at Shugborough. It has been a busy year and the Museum Team really appreciate everything the volunteers have done to support us.

Collections Management and Development

New Accessions

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 139 separate accessions were received from private and external official sources, an increase from last year. We also received two accessions from within the County Council and one each from the two County Coroners. In addition to the number of accessions received, we counted an additional 23 contacts from or to members of the public and local organisations holding records but where no records have as yet 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 162 approaches or contacts concerning collections for the year, from external sources, in line with previous recent years.

The total volume of all permanent accessions from non-County Council sources, across the Service, was 3.35 cubic metres or about 112 archive 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. We fully catalogued 115 out of 139 permanent accessions, which is 60% by volume. For those that were not fully catalogued they have at least a basic summary description available in our online catalogue so that the public can be made aware of them and ask for further information, whilst others have a detailed summary. Appraisal and weeding at the point of accessioning or cataloguing also contributes to time spent.

The overall figures for the proportion of archives with either a full or partial finding aid online also increases each year, due to the inputting of old paper lists and referencing uncatalogued material.

Staffordshire Record Office

We have continued to receive a wide variety of records reflecting all aspects of Staffordshire life.

Records from local charities include Cheddleton Cautionary Lands or Freeholders from 1895 (D7760), a Rugeley charity for church buildings and related funds (Sarah Hopkins) including deeds from 1811 and some plans of Rugeley church (7761), and papers collected by Merlin Maddock, the founder of Stafford's LINK charity for the elderly and isolated, including a sponsored 100 mile walk, well before the era of social media, when forms were passed around door-to-door, in schools and in local pubs (7738).

Local societies past and present are represented among other by Stafford Cricket and Hockey Club with records from 1889 (D7737), and a Police Bowls club (7712), by the Royal British Legion of Sandon (7725), and former Townswomen's Guilds (D7711), Stafford Probus (7712) and Gnosall Civic Society (7793). Newcastle String Orchestra brought in records from its foundation in 1934 (D7796). Also musical, a collection from the family of musician Herbert Drury included minutes of the Stafford Choral Union from 1899 as well as notices for a large number of concerts he put in in Stafford and East Staffordshire until his death in 1920 (7710).

Collections from private individuals include a farming family in Rocester, with deeds from the 17th century, and minutes from the local War Agricultural Committee 1916-1918 (7763), and designs from an art and fashion student at Stafford Art College in the late 1970s (7749).



Design for party dresses Stafford College

Stafford Cricket and Hockey Club

DATES	VISITING TEAMS
MAY A 5	Mid Cannock Colliery. Lost.
" A 12	Woodseaves. Lost.
" 19	No Match. ✓
" A 26	British Reinforced Concrete Co. Lost.
" 31	WOODSEAVES. W.O.M.
JUNE 2	NO MATCH.
" 5	Barclay's Bank, Wolverhampton. Lost.
" 9	NO MATCH.
" 12	ST MARY'S INSTITUTE. Draw
" A 16	Swynnerton.
" 19	Fordhouses. Lost
" A 23	County Mental Hospital.
" 26	Mid Cannock Colliery.
" A 30	Milford Hall. B.
JULY 3	British Reinforced Concrete Co.
" A 7	Fordhouses.
" A 14	Universal Works.
" 17	Milford Hall. B.
" A 21	Stafford Road, Blaxworth.
" 25	Universal Works.
" 28	
" 31	Lotus Association.
AUGUST 6	Wednesbury 1 st .
" 18	Head Quarters Police.

The Mayor of Newcastle-under-Lyme in 1888 kept an album of his funding appeal for a new steam fire engine, including letters both positive and negative from the largest businesses and landowners in the Potteries area, and a photograph of the grand unveiling (the engine was named after his wife) (7771).

1700.	Great Loxley Rentall.	The Sev. Tenures.	Rents in Possession	Rents in Reversion
			l ^s s ^d d.	l ^s s ^d d.
	The Hall, Gardens and Orchards		20	00
	N ^o Stewart for 2 Years	5 Years ending at Lady Day 1702.	60	00
	Crofts the East Field the Long Meadow the White Lees Heathy Meadows in Park		03	04
	John Salt for the old Park	at Will	28	10
	Thomas Fyrnichough & Peter for the New Park	at Will	70	00
	Mrs Nants Farm	for his life, his wife's life & for 10 th life	30	00
	John Salt's farm	4 Years ending at Lady Day 1701	26	00

Our Friends organisation FoSSA purchased four sets of records at auction that we would otherwise not have been able to acquire. These included strays belonging to two landowning families, Hatherton and Sneyd-Kynnersley, a school log book and an artificial collection relating to Newcastle-under-Lyme with a wide range of interesting content including our oldest document from last year, dated 1593 (7777-7780).

We were pleased to receive some strays from Stafford Gaol, from two official sources, relating to the last years up to 1916 before the gaol was handed over to the military, consisting of male and female admission registers, and Visitor minute books dealing with requests, complaints and bad behaviour, including verbatim reports of interviews with prisoners, bad language and all (7721, 7773).

As usual we had several accessions from Anglican and Nonconformist churches. These included an attractive map of Penkhull (D7748), a heavily-used graveyard plan for Mow Cop (D7755), and papers about the road that was built through Burslem churchyard (D7746). We also had material from several Parish Councils, one of which included pre-1894 civil parish, charity and school records (Whittington D7765), and other records came through a family of a former parish overseer (Rocester D7764).

Stoke on Trent City Archives

Several of the Stoke-on-Trent City Archives 41 new accessions over the last year have been additions to already established collections. There has been a large new deposit of records to the Michelin Archive Collection (SD 1843), as well as the 16th/5th The Queen's Royal Lancers Archive Collection (The Royal Lancers Trust), and the Records of Twyford's Ltd., Sanitary Potters and Engineers (SD 1861)- all adding to the histories of these significant companies.

The most impactful additions to collections have resulted in filling gaps in series of records within the Records of the Northern Area of the Midland Electricity Board and predecessor electricity suppliers (relating to Stoke-on-Trent) Collection (SD 1842) and the Records of The Audley (Diglake) Colliery Disaster Fund Collection (SD 1875). This fund was established by trust deed to administer the money donated in the wake of the disaster at the Diglake colliery in Audley on 14 January 1895, when 77 men and boys lost their lives leaving behind 35 widows, 4 guardians and 97 children.

There have also been much smaller additions of one or two items made to collections we already hold, such as letters between The Grindley Hotel Ware Co. Ltd. and Miss Mary Stewart (a Director of The Stewarts Hotel Group of Queensland, Australia) written in 1955 (SD 1878) to the early 20th Century Inventory of Shelley Pottery and Scrap Book of designs, photographs and source material created by Shelley Pottery (SD 1864). In fact we were also lucky enough to have this volume and the other Shelley Potteries Ltd volumes (mainly pattern books) beautifully conserved and rebound this year thanks to generous donations from the family of the last Decorating Manager of the company before its takeover, The Shelley Group, for British and European collectors, the National Shelley China Club U.S.A. and the Australasian Shelley Collectors Club Inc.



Our accessions this year also include the recording of significant events in the history of the City such as slides of Last Bottle Oven Firing at Hudson and Middleton Pottery, Longton by Terry Woolliscroft in 1978 (SD 1866)- following the 40 Year Anniversary, this adds to the slides of the same event taken by Brian Colclough (SD 1838) which we received last year.

The image shows the recording of the Last Bottle Oven Firing in 1978 at Hudson and Middleton Pottery, Longton by Terry Woolliscroft (SD 1866). Slide 28: Placing. Sunday 27th August 1978.

Finally we received a touching collection of personal papers: a few photographs and 95 letters which are essentially weekly newsletters between a father (Cuthbert Chambers of Hartshill Road) and his daughters during the 2nd World War (SD 1839). The letters cover personal issues and events of the war such as organising dances for Service Personnel at the Municipal Hall, food in general and there is also reference to donations of food from American Forces, the D. Day Landings, Petrol Rationing, celebrating V.E. Day and canvassing re-1945 General Election.

Cataloguing Progress

The Bawdy Courts of Lichfield Project boosted by new funding



Securing project funding presents further opportunities. In December we were delighted to hear that Keele University's application to the Economic and Social Research Council for a 3-year Studentship attached to the Bawdy Courts Project was successful. The studentship will begin in September 2020 and will extend the lifetime of the project by 2½ years, enabling us to further develop the project engagement plan and continue supporting both remote and on-site volunteers. March saw the half-way point through the cataloguing project with over 3000 new catalogue entries created. Cataloguing activities stopped in mid-March and in April we presented an initial revision of the cataloguing project to Archives Revealed to account for time lost due to COVID-19. The studentship will help us to retrieve some ground and develop the project in new ways. The project seeks to engage with key audiences for the Staffordshire

History Centre Project. In May 2019 we launched a new volunteer group at the History Access Point in Lichfield Library.

The volunteer coordinator has helped the volunteers to build up skills in palaeography and guided their research, and they are now regular contributors to the Bawdy Courts blog. In July the Bawdy Courts Project was taken out of Stafford to an external base at Keele University Archives, where student volunteers worked with the project Archivist until the University closed in mid-March.

The volunteer coordinator's work on creating, writing and researching for the Bawdy Courts Blog has been exceptional and is one of the major success of the project. By supporting the volunteers remotely this work has powered on through the early stages of lockdown and has been rewarding for all involved as well as helping us to engage with new audiences.



Bawdy Courts Volunteers at Lichfield History Access Point

Wellcome Trust 'A Case for the Ordinary: The Patient Experience of Mental Health Care in Staffordshire'



This project reached its mid-way point in January 2020 and was due to complete in January 2021. However, we are delighted to report that the Wellcome Trust has committed a further 3 months funding to the project, taking us to April 2021.

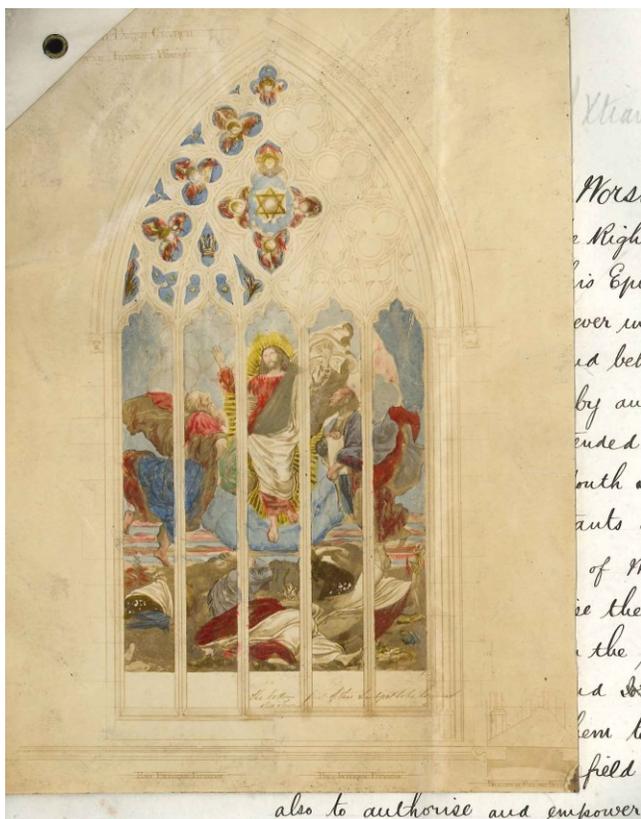
A key achievement is that the project team has exceeded targets for the patient cases input: 6037 patients for Stafford; 9450 for Burntwood; and 13401 for Cheddleton. However, the more difficult data to capture is still ahead of us, as is the task of converting the spreadsheets to two databases (for open and restricted access). The last 3 months of the project will be devoted to that work.

The major success of the engagement project is the brilliantly researched Staffordshire Asylums Blog, created by the very able project assistant. He has supported a group of on-site and remote volunteers, who are regular contributors. We are also grateful to the support of our project board made up of academics from Birmingham and Keele Universities.

Volunteer support for cataloguing projects

SCC Rights of Way: Last year our cataloguing volunteers completed work on the County Council's first Public Rights of Way survey files from the 1950s. The information has now been imported to Gateway to the Past and has already been widely used by members of the public.

Bawdy Courts faculties: The cataloguing group is now supporting the Bawdy Courts project. In October they began cataloguing the later faculty papers, which include some beautiful plans of Staffordshire's Victorian churches. As lockdown began in March we began exploring ways of allowing some of this work to continue remotely.



A faculty showing a design for a stained glass window



Jim Sutton working on Latin Indictments

Quarter Sessions Rolls project: The volunteers' work on this long-running project has entered its most challenging phase as it reaches back into the early 17th century. A major landmark this year was Jim Sutton's completion of the Latin indictments going right back into the reign of Elizabeth I. His work is now being input by staff into Gateway to the Past (2152 entries have been added to date) and his index will be made available on the Staffordshire Name Indexes website in the coming year. The whole collection now stands at almost 16,000 catalogue entries, which is an outstanding contribution by this group.

The Bradford Collection: Cataloguing has progressed this year thanks to the input of the William Salt Librarian. The 20th-century estate management files were added to the catalogue, filling a gap for researchers as most collections peter out towards the end of the 19th century. In March he began adding the work of the Bradford volunteers to the catalogue.

Burton Borough collection: East Staffordshire was also represented in new catalogues this year through the work of one of our Burton-area volunteers. The ground plans of Burton Borough Council property from the 19th-20th centuries are now catalogued and searchable, and will be invaluable for local historians charting the changing shape of the town.

Lichfield collections

The continuing work following the relocation of the collections from the former Lichfield Record Office has included a number of new entries in the online catalogue for Diocesan collections, particularly 291 recent faculty files (15 boxes) catalogued by a volunteer, and summary descriptions for a further 22 boxes of uncatalogued visitation material and 2 boxes of deeds for redundant churches. Further detailed cataloguing work still needs to be carried out but these summaries will enable people to access the material. Summary descriptions have also been

added online for other accessions, notably a large hospital and nursing institution collection relating to the Burton area (LD475).

During lockdown

The Coronavirus lockdown made time available for further work on making information available online for older uncatalogued collections or for collections with only paper lists, and this work has continued into the current financial year. To the end of March 336 new catalogue entries were input for 21 accessions, and summary information for a further 146 accessions (400 boxes of material), of which by far the largest was for the additional collection for the solicitors Talbots of Burton (107 boxes).

Staff have also been able to work remotely to support the Bawdy Courts project by converting old card indexes to basic catalogue entries so that progress can continue to be made into the new financial year.

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. The deeds clerk increasingly locates and scans relevant documents so that fewer deeds leave this site and to support working from home. At the end of March the deeds clerk put in place mechanisms for continuing to support urgent work of the legal section as almost all staff worked from home.

Figures for the previous year, 2018/2019, are given in brackets.

Number of deed packets retrieved and issued: 567 (583) and 10 issues to Fire Service

Number of files retrieved and issued to H.M. Coroners: 27

Number of new deed packets accessioned and indexed: 367 (413)

Volumes of SCC committee minutes catalogued: 10 (21)

Stoke on Trent City Archives

The cataloguing of current accessions has been the main focus of cataloguing work over the past year, in tandem with working through the accessions backlog

Preservation and Conservation

The Preservation volunteer group

For most of the year the group have been working on the cleaning and repackaging of Glebe Terriers. This a dirty job, at some time in the past the documents had been stored in an office with an open fire, subsequently they are covered with a fine layer of soot!

Since January the group transferred to a new project, this is the packaging of fragile and delicate volumes in the William Salt collection in preparation for the move into storage during the redevelopment of the Library and Record office. Each volume is measured and has a bespoke four-flap enclosure made for it of archival manila.

Conservation programme



- Stoke City Archives
Minton Pottery; nine art designs for pottery, cleaned, mounted and window matted for exhibition in the Walters Art Museum USA.
- Bradford Exemption project.
Work continued on this project with 22 files of material being removed from old poor-quality housing and being cleaned and repackaged into archival quality material, saving five shelves of space.
- Exhibitions
- For County Buildings; “Victoria 200 years”, “Distinctively Staffordshire” and “A Year in Review”
- For the LARC, ‘Distinctively Staffordshire’ and Pushing up Daises’.
- William Salt Library
A major project is underway as a memorial to Beryl Holt, erstwhile Chair of Berkswich History Society, this is the conservation and binding of bs 1549/1 Staffordshire Parishes Newscuttings. Conservation of the 100 pages of cuttings and preparation for binding has been carried out by the SRO conservator, the volume will be sent out for binding when the current emergency situation allows.

Conservation statistics

2019/20

Paper leaves treated	459
Parchment membranes repaired	30
Maps and Plans repaired and bound	33

Volumes Bound	15
Items mounted for Exhibition	203
Miscellaneous items treated	47

Developing skills in the Conservation field

The Senior Conservator gave a tutorial on blade and tool sharpening to the North West region of Society of Bookbinders.

Performance

The Joint Archive Service works to a three year forward plan and developed a ten-year vision in 2015 which was reviewed in 2018. 2019–20 is the first year of delivery of the revised plan. The key objectives are focused 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.

The Archive and Heritage Service collects detailed statistics about all areas of its work shown at Appendix 1 to the report. This covers personal use, distance use and online use of the service. There are five local performance indicators which the service measures against:

1. Use of the service
2. Attendances at events, talks, education and community visits
3. Volunteer hours
4. Customer satisfaction
5. Collecting activity

During 2019/2020 the service has seen falls in the use of the service (both personal and online). The decline in personal visits is by 12% but when adjusted due to the lockdown it is 5%. This continues a national trend across archive services. The service encourages users to access material which has been digitized and online through Find My Past or Ancestry.com. Online use has also seen a dip although this is partly explained by a change in the collection of data for the online catalogue which resulted in a drop of 48%. Overall use of the service increased by 16% due to continuing high number of views of Staffordshire content on Find My Past.

Attendances at events was much lower compared to the previous year during the Staffordshire History Centre project development phase.

Volunteer hours were down by 9% on the previous year. During February to March the service saw lower numbers of volunteers and visitors prior to the suspension of the service.

Customer satisfaction was measured through the distance user service. High levels of 96% were rated for the enquiry service and advance information.

Collecting activity was back up by 4.5% compared to the previous year.

Service figures have been more difficult to interpret due to falls in use during February-March 2020 prior to the introduction of lockdown.

Acknowledgements

Without the support, dedication and sheer hard work of our staff and volunteers the Archive and Heritage 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 2019-2020.

Staff

Staffordshire Record Office: Matthew Blake, Laura Clarke, Ben Cunliffe, Howard Dixon, Tim Groom, Cara Hughes (left March 2020), Rebecca Jackson, Beryl Jones, Catherine Nichols, Richard Nichols, Julie O'Neill, Liz Street, Bev Sutherland, Mel Williamson.

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

Stoke on Trent City Archives: Liz Cooper (left March 2020), Andrew Dawson, Louise Ferriday, Chris Latimer (left March 2020), Moira Lewis, Mandy Pover.

William Salt Library: Dominic Farr.

County Museum: Chris Copp, Helen Johnson, Mel Williamson, Howard Dixon.

Volunteers (135)

Denise Allman, Judith Aston, Peter Baines, Ken Barlow, Diane Barre, Margaret Beard, John Bennett, David Bennion, Melvin Bourne, Val Bourne, David Brass, Jan Bray, Patrick Brough, Pete Bryan, Ann Bugge, Paulina Burgess, Brian Cooper, Eleanor Copp, Trevor Cotton, Andy Crews, Jennifer Davies, John Dawkins, Tony Degg, Ian Denny, Lily Douglas, Lucy Dover, Helen Edensor, Heather Edgeley, Martin Elkes, June Ellis, Nesta Farrow, Ann Fisher, Vicki Fox, Frank Foy, Jo Foy, Jacqueline Fradley, Val Gannon, Andrew George, Anne George, Karen Gething, Joe Gibson, Stephen Gidley, Faith Glennon, Neave Goldspink, Barry Gratton, Anna Gregg, Sue Gregory, Juliet Guest, Pete Gurney, Peter Hambley, Clare Hannon, Peter Harding, Jennifer Harris, Sandra Hassall, V Haviland, Abigail Hayter, Beverley Henderson, Diana Hill, Caroline Hillman, Nathan Hine, Maureen Hipkiss, Diane Hitchcock, Val Hollins, Beryl Holt, Judy Hubble, Bob Jones, Joyce Jones, Lesley Jones, Lyn Kightley, Margaret King, Janet Kisz, Randle Knight, Susan Large, John Leech, Lindsay Lorenz, Jenni Maslin, Nigel Maus, Julia McBride, Jean Meredith, Lester Meredith, Bob Metcalfe, Christine Millard, Norman Moir, Geoffrey Moluneux, Caroline Nash-Smith, Liz Newman, Joshua Newton, Paul Niblett, Katryn Phillips, James Pilpel, Pamela Pilpel, Ariadne Plant, Joy Pownall, David Prescott, J Preston, Dave Price, Malcolm Price, Sandra Probert, Christine Reynolds, Glenys Richards, Ceris Roberts, Bob Robinson, Shelley Robotham, Adelle Rountree, Esme Rowson, Saffron Sadhu, Rosemary Sawyers, Audrey Screen, Diane Shenton, Jacqui Simkins, Mike Simpson, Ian Small, Liberty Smith, Daniel Stubbs, Jim Sutton, Hilary Tilstone, Richard Totty, Dave Tovey, Angela Velu, Sue Walker, Jane Waltho, Collin Webb, Alan Wiggins, Janet Williams, Rebecca Williams, Ray Wilson, Sarah Winchester, Richard Woodward, 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, Andrew George, Sue Gregory, Val Gannon, Gay Lawrence, Malcolm Price, Andrew Sargent, Richard Totty.

Joint Archive Committee 2019-2020

Elected members of Staffordshire County Council: Gill Heath (Chair), Gill Burnett, Mike Davies (Observer).

Substitute members: Mark Sutton, Mark Winnington, Janet Eagland

Elected members of Stoke on Trent City Council: Lorraine Beardmore (Vice-Chair)

Substitute member: Janine Bridges

Appendix 1

Part 1: Public Service Statistics – Financial Year 2019/2020 (2018/2019 in brackets)

	STAFFORD	STOKE	BURTON	TOTAL
PERSONAL USE OF ARCHIVE SERVICE				
Total number of individual visits	3,476 (4,236)	1,791 (2,068)	164 (190)	5,431 (6,494)
Total number of new registrations and renewed registrations	469 (502) 152 (167)	71 (86) N/A	N/A N/A	540 (588) 152 (167)
Total number of documents produced	11,769 (12,725)	898 (994)	N/A	12,667 (13,719)
Total number of Ordnance Survey maps produced for consultation	494 (976)	276 (273)	5 (12)	775 (1,261)
Total number of local studies items produced for consultation	N/A	1,026 (1,428)	315 (146)	1,341 (1,574)
Total number of microfilms/fiches/CDRoms consulted	844 (1,640)	2,163 (2,184)	324 (272)	3,331 (4,096)
DISTANCE USE OF ARCHIVE SERVICE				
Total number of email/postal enquiries	2,328 (2,234)	715 (919)	N/A	3,043 (3,153)

Total number of telephone enquiries	1,109 (1,750)	695 (926)	Not recorded	1,804 (2,676)
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REPROGRAPHICS SERVICES

Total number of photocopies/ microprints supplied and total number of orders (including scanning)	1,159 (1,169)	267 (393)	N/A	1,436 (1,562)
	299 (337)	45 (76)	N/A	393 (413)

Total number of photographic orders	113 (73)	N/A	N/A	113 (73)
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Total number of annual photographic permits issued	1 (9)	5 (1)	N/A	6 (10)
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Total number of daily photographic permits issued	193 (327)	43 (41)	N/A	236 (368)
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Total number of self-service microprints	(91)	496 (933)	N/A	(1,024)
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RESEARCH SERVICES

Total hours of research for the public, and	72 (112)	20.5 (22.5)	N/A	92.5 (134.5)
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total number of orders	107 (189)	10 (18)	N/A	117 (207)
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ONLINE USE OF ARCHIVE SERVICE

Total number of website visitor sessions	Not applicable	Not applicable	N/A	47,386 (54,802)
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Total number of visitor sessions to online catalogue	Not applicable	Not applicable	N/A	21,205 (40,584)
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Total number of visitor sessions on Staffordshire Name Indexes website	Not applicable	Not applicable	N/A	15,305 (17,939)
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OUTREACH ACTIVITY

Total number of attendees at Archive Service events	Not applicable	Not applicable	N/A	659 (1,351)
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Total number of volunteer hours				5,112 (6,308)
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Part 2 Performance Monitoring against Service Targets– Financial Year 2019/2020 (2018/2019 in brackets)

		Stafford	Stoke
Postal/email enquiries (simple)	Reply within 5 working days	100% (100%)	96% (97%)
Postal/email enquiries (complex)	Reply within 20 working days	100% (100%)	N/A
Photocopy orders	Reply within 8 working days at Stafford, Lichfield Reply within 6 working days at Stoke	98 (99%)	100% (100%)
Accession receipts	Sent out within 12 days	(100%)	100% (94%)

Part 3 Archive Service Local Performance Indicators 2019/2020

Local performance indicator	Outturn 2018/2019	Target 2018/2019	Outturn 2019/2020
Use of Service			
1. Usages of the Archive Service			
- Personal visits	927,998	982,000	1,085,369
- Online visits			
- Email, postal and telephone enquiries and orders			
Engagement with the Service			
2. Attendances at			
- Events and celebrations	1,351	1,500	659
- Talks by our staff			
- Educational and community group visits to our offices			
3. Number of volunteer hours	6,308	6,000	5,112
Customer satisfaction			
4. Percentage of users expressing satisfaction with overall services and facilities (= very good/good survey marks)	100%	98%	96% (for distance use)
Collecting activity			
5. New archival collections and unconcluded negotiations with donors or depositors	155	150	162

