

GLAMORGAN RECORD OFFICE/ARCHIFDY MORGANNWG

Reference code: GB 0214 DECONG17

Title: CARDIFF AND DISTRICT CONGREGATIONAL BOARD

Dates : 1922-1997

Level of description: Fonds

Extent and medium: 0.08 cubic metres (4 boxes)

Name of creator(s): Cardiff and District Congregational Board

Administrative/biographical history

In 1904, the Congregational Union of England and Wales held its autumnal meeting in Cardiff. A committee of representatives from local churches was formed in order to prepare for this meeting. After the meeting had been held, it was decided that it would be useful to establish a similar organisation to represent the churches in the area.

This led to the creation of the Cardiff and District Congregational Council, made up of local ministers and delegates elected by local churches. The Council held regular meetings on a quarterly basis. Its purpose was to consider the needs of its associated churches and to offer advice required. It also organised united services and events, and a lecture series in local churches, with the aim of bringing members of associated churches together.

Initially, it was also hoped that a separate Welsh branch would be established, which would operate separately, but join the English branch for joint annual meetings.

In 1914, serious consideration was given to the state of congregationalism in the Cardiff area. The Cardiff and District Congregational Council asked for the opinion of laymen on the matter. This led to the creation of the Cardiff and District Laymen's Fraternal. It held its inaugural meeting on 2 July 1915, when it decided to establish a committee comprising two members from each church to consider this issue. The committee held quarterly conferences to discuss problems facing congregationalism in Cardiff. Suggestions made at conference were then offered to the Committee for consideration, and if approved placed before the churches for further consideration and adoption.

The first conference was held at Charles Street Congregational Church on 15 October 1915. The idea of establishing a fund to assist needy churches and support work in the area was discussed. This was approved at subsequent meetings. The fund would be administered by the Executive of the Cardiff and District Congregational Council, assisted by seven laymen appointed by the Fraternal. The scheme was given final approval on 7 April 1916, and its administrative body was named the Cardiff and District Congregational Board.

The Cardiff and District Congregational Board held its first meeting on 17 April 1916 at Charles Street Congregational Church, under the chairmanship of Revd. R. E. Salmon. Its initial aim was the collection of £5000 to £10,000 over its first three years of operation. This money would be used to extinguish existing debts on churches in the area; to obtain and purchase sites for the building of churches, and to assist with the extension or rebuilding of existing premises, and to provide grants towards the salaries of ministers engaged by associated churches. Only churches affiliated to the Cardiff and District Congregational Council were eligible to apply to the fund. By the time the Board held its first annual meeting on 21 March 1917, £3500 had been raised.

On 21 September 1917, the Council and the Board amalgamated to form a sole body name the Cardiff and District Congregational Board. It hoped to acquire the former Raper's Hotel on Westgate Street, adjacent to the Wood Street Congregational Church, as its headquarters. This building would then be used to house offices, a library, a Sunday School equipment room, meeting rooms, rooms for the use of the rapidly expanding Wood Street Church, and a hostel for young ladies new to Cardiff. Unfortunately, due to the war, the premises were transformed into the headquarters of the Food Control Committee. Luckily, the Board managed to acquire the adjacent premises at 10 and 12 Westgate Street. Finally, on 19 January 1920, it moved in to the former Raper's Hotel, renamed Church House.

In 1918, the Board was incorporated, and in 1919 it began producing its monthly periodical, *The Congregational Magazine*.

Scope and content

The records comprise minutes and committee papers; financial papers; papers relating to Board property; legal documents; copies of, and papers concerning Board publications, and general administrative papers.

Appraisal, destruction and scheduling information

Duplicates and ephemera destroyed.

Accruals

Accruals are not expected

Conditions governing access

Open access

Conditions governing reproduction

Normal Glamorgan Record Office conditions apply.

Language/scripts of material

English

Physical characteristics and technical requirements

Fair condition

Finding aids

Detailed list available.

Related units of description

South Wales English Congregational Union: DECONG1

St. Mellon's English Congregational Church: DECONG4

Trinity Church, Womanby Street: DECONG6/1-44

Llandaff Road English Congregational Church: DECONG6/45-46; DX254/16

New Trinity Church, Cowbridge Road East: DECONG6/47-68

Sackville Avenue Congregational Church: DECONG7; DECONGMARR11

Beulah English Congregational Church, Rhiwbina: DECONG8

Wood Street Congregational Church: DECONG14; DECONGMARR12

Pwllmelin Road Church, Fairwater: DECONGMARR9

Richmond Road Church: DECONGMARR10

Christchurch Congregational Church, Llandaff North: DECONGMARR17

Congregational Church in South Wales and Monmouthshire: DX707

Archivist's note

Compiled by Rhian Phillips for the Glamorgan Record Office, with reference to John Williamson, *History of Congregationalism in Cardiff and District*, (Cardiff: Cardiff and District Congregational Board, 1920).

Rules or conventions

This description follows Glamorgan Record Office guidelines based on ISAD(G) compatible cataloguing guidelines for fonds level descriptions used by the Archives Network Wales.

Date of description

April 2004

Minutes and committee papers

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|-------------|---|---------------|
| DECONG17/1 | Minutes of meetings of Board Officers and the Executive [1 file] | 1955-1968 |
| DECONG17/2 | Minutes and reports of the Board's Executive [1 file] | 1966-1973 |
| DECONG17/3 | Correspondence of the Board's Executive [1 file] | 1974-1976 |
| DECONG17/4 | Minutes of the Board Executive [1 file] | 1974-1978 |
| DECONG17/5 | Minutes and reports of the Board's Executive [1 file] | 1975-1976 |
| DECONG17/6 | Minutes of meetings of Board Officers [1 file] | 1973-1979 |
| DECONG17/7 | Minutes and reports of Annual General Meetings [1 file] | 1978-1997 |
| DECONG17/8 | Minutes and related papers of the Wood Street Special Committee [1 file] | 1960-1969 |
| DECONG17/9 | Papers of the Joint Committee of the Cardiff and District Congregational Board and Wood Street Church [1 file] | 1960-1970 |
| DECONG17/10 | Minutes of the Youth Committee [1 vol.] | 1948 and 1963 |
| DECONG17/11 | Committee minutes and statements of account [1 file] | 1969-1980 |

Financial papers

| | | |
|-------------|--|-----------|
| DECONG17/12 | Papers relating to Board trusts [1 file] | 1962-1964 |
| DECONG17/13 | Papers relating to the appointment of funds to the Cardiff and District Congregational Board by the United Reformed Church [1 file] | 1977-1995 |

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| DECONG17/14 | Statements of account [1 file] | 1965-1968 |
| DECONG17/15 | Statements of account [1 file] | 1971-1975 |
| DECONG17/16 | Statements of account and financial correspondence [1 file] | 1973-1975 |
| DECONG17/17 | Financial correspondence [1 file] | 1976 |
| Papers relating to Board Property | | |
| DECONG17/18 | Papers relating to the property held by the Board and it's associated churches [1 file] | 1973-1976 |
| DECONG17/19 | Lease for Church House, 14 Westgate Street, Cardiff [1 env.] | 1926 |
| DECONG17/20 | Papers concerning Board premises in Westgate Street and Wood Street, Cardiff [1 bundle] | 1968 |
| DECONG17/21 | Papers relating to the sale of Church House, 14 Westgate Street [1 env.] | 1971 |
| DECONG17/22 | Papers relating to the sale of Christchurch Congregational Church, Llandaff North [1 file] | 1960-1962 |
| DECONG17/23 | Papers relating to the sale of Paget Street Church, Cardiff [1 file] | 1963-1981 |
| DECONG17/24 | Papers relating to the sale of St. Mellon's Congregational Church [1 env.] | 1969-1971 |
| DECONG17/25 | Correspondence relating to Penarth United Reformed Church [1 env.] | 1974-1975 |
| DECONG17/26 | Correspondence relating to Minster Road United Reformed Church [1 env.] | 1976 |

Legal documents

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| DECONG17/27 | Memorandum of Articles of Association of the Cardiff and District Congregational Board [1 vol.] | 1918 |
| DECONG17/28 | United Reformed Church Act [1 leaflet] | 1972 |

Papers concerning Board publications

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|-------------|---|-----------|
| DECONG17/29 | The Congregational Magazine: The Organ of the Cardiff and District Congregational Board [24 vols.] | 1922-1933 |
| DECONG17/30 | Papers relating to the production of annual reports [1 file] | 1955-1965 |

General administrative papers

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|-------------|---|-----------|
| DECONG17/31 | General correspondence and related papers [1 file] | 1960-1962 |
| DECONG17/32 | General correspondence [1 file] | 1966-1979 |
| DECONG17/33 | Papers relating to the Annual Elders Tea [1 file] | 1972-1979 |