

GLAMORGAN RECORD OFFICE/ARCHIFDY MORGANNWG

Reference code: GB 0214 P402

Title: Cynffig Community Council

Dates : 1975-2003

Level of description: Fonds

Extent and medium: 0.04 cubic metres (2 boxes)

Name of creator(s): Cynffig Community Council

Administrative/biographical history

Cynffig Community Council was established in 1985 through the merger of Kenfig Town Council and Pyle Community Council. It was subsequently dissolved in 2002.

Immediate source of acquisition

Deposited at Glamorgan Record Office by the former clerk to the council in December 2004, October 2008

Scope and content

The records comprise minutes, members register of attendance, members acceptance of office and code of conduct, audited accounts, and miscellaneous filing relating to Kenfig Town Council, payslip booklets and a neck ribbon with names of chairmen/women

Appraisal, destruction and scheduling information

All records which meet the collection policy of the Glamorgan Record Office have been retained.

Accruals

Accruals are not expected

Conditions governing access

Items containing information on named individuals may be restricted in accordance with the Data Protection Act and Record Office policy

Conditions governing reproduction

Normal Glamorgan Record Office conditions apply.

Language/scripts of material

English

Physical characteristics and technical requirements

Good condition

Finding aids

Detailed list available.

Related units of description

Kenfig Town Council (P182)
Pyle Community Council (P87)

Archivist's note

Compiled by Rhian Phillips for the Glamorgan Record Office.

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

December 2004, October 2008

CYNFFIG COMMUNITY COUNCIL**P402**

P402/1	Minutes [15 volumes]	1985-2002
P402/2	Members register of attendance [1 volume]	1985-2002
P402/3	Declarations of acceptance of office [1 volume]	1985-1999
P402/4	Declarations of acceptance of the Code of Conduct [1 file]	2001-2002
P402/5	Audited accounts [1 envelope]	2001-2003
P402/6	Kenfig Town Council miscellanea [1 file]	1975-1985
P402/7	Clerk's payslip booklets [15 booklets]	1986-2000
P402/8	Neck ribbon for chairman's badge with nameplates of former chairmen/women [1 ribbon with 17 metal plates; in box]	1986-2002