

GLAMORGAN RECORD OFFICE/ARCHIFDY MORGANNWG

Reference code: GB 0214 RDCOW

Title: COWBRIDGE RURAL DISTRICT COUNCIL

Dates : 1895-1973

Level of description: Fonds

Extent and medium: [] cubic metres ([] boxes, rolls, items, etc):
smallest volume recognised is 0.001 cubic metres
1 standard box 0.02 cubic metres
1 large box 0.04 cubic metres
1 standard shelf 0.12

Name of creator(s): Cowbridge Rural District Council

Administrative/biographical history

Rural District Councils were established in 1895, under the terms of the Local Government Act 1894. The act created new Urban District Councils to replace Local Boards of Health and Urban Sanitary Authorities. Rural Sanitary Authorities, previously administered by the Poor Law Union, became Rural District Councils. The powers and boundaries of these districts remained largely unchanged, and in many cases the members and officers of the authorities also remained the same. Elections were held for the new Urban and Rural District Councils in December 1894.

Cowbridge Rural District Council was established in 1894, replacing the Cowbridge Division of the Bridgend and Cowbridge Rural Sanitary Authority, and covering the approximate area of the old Cowbridge hundred. It held its first meeting on October 1st 1895. Initially, the Council held responsibility for sanitation, roads and rating. Housing was later added to its remit. In 1920, it became a constituent authority of the Mid Glamorgan Water Board. During both world wars, the council also assumed responsibility for food and fuel control, reception of evacuees, and air raid precautions. A Grant of Arms and Chains of Office were provided for the Council in 1957, as the result of public subscriptions.

Cowbridge Rural District Council was abolished in 1974, under the terms of the Local Government Act 1972. Its powers, for the majority of the area it covered, were transferred to the newly established Vale of Glamorgan Borough Council, whilst the parishes of Llanharan, Llanharry, Llanilid and Peterston-super-Montem became part of Taff Ely Borough Council.

Archival history

[the history of the ownership and/or custody of an archive up to the point when the archive was acquired]

Immediate source of acquisition

[date, source and status (e.g. deposit, gift) of acquisition]

Scope and content

The records of Cowbridge Rural District Council include minutes; committee minutes; reports and memoranda; bye-laws; provisional orders; printed notices; papers of the Clerk's Department; reports of the Medical Officer of Health, and Treasurer's Department records.

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.

System of arrangement

[describe the structure, order or classification of the archive]

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

Fair to poor condition

Finding aids

Detailed list pending. Parts of the collection are in process of amendment and re-numbering.

Existence and location of originals

Not applicable

Existence and location of copies

Not applicable

Related units of description

Bridgend and Cowbridge Poor Law Union (UB)
Borough of Cowbridge (BCOW)
Glamorgan County Council (GCC)
Vale of Glamorgan Borough Council (DCVG)

Publication note

If applicable – if not write “Not applicable”

Note

[information on records held in an outside store ONLY – otherwise write “Not applicable”]

Archivist’s note

Compiled by 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

November 2002. Revised September and October 2008

CLERK**Committee records**

RDCOW/C/1/1-45 were formerly listed as RD/Cow 1-45. For the period 1931-1948 volumes commence with the annual meeting of the council. Minutes including those of the annual meeting begin in May 1949. Volumes are indexed from 1928.

RDCOW/C/1/1	Minutes	Oct 1895-Jan 1898
RDCOW/C/1/2	Minutes	Feb 1898-Jun 1901
RDCOW/C/1/3	Minutes	Jul 1901-Jan 1905
RDCOW/C/1/4	Minutes	Feb 1905-Oct 1908
RDCOW/C/1/5	Minutes	Nov 1908-Mar 1913
RDCOW/C/1/6	Minutes	Apr 1913-Mar 1916
	[6 vols.; manuscript]	
RDCOW/C/1/7	Minutes	Apr 1916-Apr 1919
RDCOW/C/1/8	Minutes	May 1919-Apr 1922
RDCOW/C/1/9	Minutes	May 1922-Mar 1925
RDCOW/C/1/10	Minutes	Apr 1925-Mar 1928
	[4 vols.; printed]	
RDCOW/C/1/11	Minutes	Apr 1928-Apr 1931
RDCOW/C/1/12	Minutes	Apr 1931-Apr 1932
RDCOW/C/1/13	Minutes	Apr 1932-Apr 1935
RDCOW/C/1/14	Minutes	Apr 1935-Apr 1937
RDCOW/C/1/15	Minutes	Apr 1937-Apr 1939
RDCOW/C/1/16	Minutes	Apr 1939-Apr 1941
RDCOW/C/1/17	Minutes	May 1941-Apr 1942
RDCOW/C/1/18	Minutes	Apr 1942-Apr 1943
RDCOW/C/1/19	Minutes	Apr 1943-Apr 1944
RDCOW/C/1/20	Minutes	Apr 1944-Apr 1945
RDCOW/C/1/21	Minutes	Apr 1945-Apr 1946
RDCOW/C/1/22	Minutes	Apr 1946-Apr 1947
RDCOW/C/1/23	Minutes	Apr 1947-Apr 1948

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RDCOW/C/1/24	Minutes	Apr 1948-May 1949
RDCOW/C/1/25	Minutes	May 1949-May 1950
RDCOW/C/1/26	Minutes	May 1950-May 1951
RDCOW/C/1/27	Minutes	May 1951- May 1952
RDCOW/C/1/28	Minutes	May 1952-May 1953
RDCOW/C/1/29	Minutes	May 1953-May 1954
RDCOW/C/1/30	Minutes	May 1954-May 1955
RDCOW/C/1/31	Minutes	May 1955-May 1956
RDCOW/C/1/32	Minutes	May 1956-May 1957
RDCOW/C/1/33	Minutes	May 1957-May 1958
RDCOW/C/1/34	Minutes	May 1958-May 1959
RDCOW/C/1/35	Minutes	May 1959-May 1960
RDCOW/C/1/36	Minutes	May 1960-May 1961
RDCOW/C/1/37	Minutes	May 1961-May 1962
RDCOW/C/1/38	Minutes	May 1962-May 1963
RDCOW/C/1/39	Minutes	May 1963-May 1964
RDCOW/C/1/40	Minutes	May 1964-May 1965
RDCOW/C/1/41	Minutes	May 1965-May 1966
RDCOW/C/1/42	Minutes	May 1966-May 1967
RDCOW/C/1/43	Minutes	May 1967-May 1968
RDCOW/C/1/44	Minutes	May 1968-May 1969
RDCOW/C/1/45	Minutes	May 1969-May 1970
	[35 vols.]	
RDCOW/C/1/46	Minutes (signed)	May 1970-May 1971
RDCOW/C/47	Minutes (signed)	May 1971-May 1972
RDCOW/C/48	Minutes (signed)	May 1972-Dec 1972
RDCOW/C/1/49	Minutes (signed)	Jan 1973-May 1973
	[4 vols.; printed]	
RDCOW/C/1/50	Minutes (signed)	May 1973-Sep 1973
RDCOW/C/1/51	Minutes (signed)	Sep 1973-Dec 1973

COWBRIDGE RURAL DISTRICT COUNCIL

RDCOW

RDCOW/C/1/52 Minutes (signed)
[3 binders]

Jan 1974-Mar 1974

Clerk's committee and departmental records

RDCOW/2/1	Declarations of acceptance of office	1904-1948
RDCOW/2/2	Declarations of acceptance of office	1949-1958
RDCOW/2/3	Declarations of acceptance of office	1958-1967
RDCOW/2/4	Declarations of acceptance of office [formerly RD/Cow C/1-4] [4 vols.]	1967-1973
RDCOW/C/4	Minutes of Joint Committee of Cowbridge RDC and Cowbridge Borough Council supervising health visitor for joint areas [1 vol.]	1917-1919
RDCOW/C/5	General letterbook [formerly RD/Cow C/5] [1 vol.]	1897-1913
RDCOW/C/6	Press notices book (Newspaper cuttings pasted into rate arrears book, 1927-1929. Loose mounted cuttings at back) [formerly RD/Cow C/6] [1 vol. with loose papers]	1941-1973
RDCOW/C/7	Papers and contracts regarding removal of house refuse [1 file]	1899-1947

Medical Officer of Health

RDCOW/M/1	Annual report [Annual reports 1898-1907 missing]	1897
RDCOW/M/2	Annual report	1908
RDCOW/M/3	Annual report	1909
RDCOW/M/4	Annual report	1910
RDCOW/M/5	Annual report	1911
RDCOW/M/6	Annual report	1912
RDCOW/M/7	Annual report [Annual report 1914 missing]	1913
RDCOW/M/8	Annual report	1915
RDCOW/M/9	Annual report	1916
RDCOW/M/10	Annual report	1917
RDCOW/M/11	Annual report	1918
RDCOW/M/12	Annual report	1919
RDCOW/M/13	Annual report	1920
RDCOW/M/14	Annual report	1921
RDCOW/M/15	Annual report	1922
RDCOW/M/16	Annual report	1923
RDCOW/M/17	Annual report	1924
RDCOW/M/18	Annual report	1925
RDCOW/M/19	Annual report	1926
RDCOW/M/20	Annual report	1927
RDCOW/M/21	Annual report	1928
RDCOW/M/22	Annual report	1929
RDCOW/M/23	Annual report	1930
RDCOW/M/24	Annual report	1931
RDCOW/M/25	Annual report	1932
RDCOW/M/26	Annual report	1933
RDCOW/M/27	Annual report	1934
RDCOW/M/28	Annual report	1935
RDCOW/M/29	Annual report	1936
RDCOW/M/30	Annual report	1937
RDCOW/M/31	Annual report	1938
RDCOW/M/32	Annual report	1939
RDCOW/M/33	Annual report	1940
RDCOW/M/34	Annual report	1941
RDCOW/M/35	Annual report	1942
RDCOW/M/36	Annual report	1943
RDCOW/M/37	Annual report	1944
RDCOW/M/38	Annual report	1945
RDCOW/M/39	Annual report	1946
RDCOW/M/40	Annual report	1947
RDCOW/M/41	Annual report	1948
RDCOW/M/42	Annual report	1949
RDCOW/M/43	Annual report	1950
RDCOW/M/44	Annual report	1951
RDCOW/M/45	Annual report	1952

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RDCOW/M/46	Annual report	1953
RDCOW/M/47	Annual report	1954
RDCOW/M/48	Annual report	1955
RDCOW/M/49	Annual report	1956
	[Annual reports 1957 missing]	
RDCOW/M/50	Annual report	1958
RDCOW/M/51	Annual report	1959
RDCOW/M/52	Annual report	1960
RDCOW/M/53	Annual report	1961
RDCOW/M/54	Annual report	1962
RDCOW/M/55	Annual report	1963
RDCOW/M/56	Annual report	1964
RDCOW/M/57	Annual report	1965
	[Annual report 1966-1968 missing]	
RDCOW/M/58	Annual report	1969

Treasurer's Department

Many of the records have been re-listed and reference numbers have been changed. One item (former ref. RD/Cow T/3) was found to be a missort and has been restored to Cowbridge Borough Council records. All records without record of a former reference were identified in 2008 and are additions to the list.

RDCOW/T/1/1	General ledger	1908-1914
RDCOW/T/1/2	General ledger	1934-1935
RDCOW/T/1/3	General ledger	1940-1941
RDCOW/T/1/4	General ledger [former refs. RD/Cow T/1-4] [4 vols.]	1941-1942
RDCOW/T/1/5	General ledger	1971-1972
RDCOW/T/1/6	General ledger	1972-1973
RDCOW/T/1/7	General ledger [3 vols.]	1973-1974
RDCOW/T/2/1	Receipts and payments book	1937-1939
RDCOW/T/2/2	Receipts and payments book [formerly RD/Cow T/5,6] [2 vols.]	1939-1941
RDCOW/T/3	Miscellaneous accounts ledger [1 vol.]	1971-1973
RDCOW/T/4/1-8	Bank accounts books: British Restaurants account Treasurer's account Wages account [Former refs. RD/Cow T/9-16] [8 vols.]	1942-1944 1941-1944 1942-1944
RDCOW/T/5	Catering and deposit book [1 vol.]	1958-1959
RDCOW/T/6	Clerk's wages account [1 vol.]	1950-1956

COWBRIDGE RURAL DISTRICT COUNCIL**RDCOW**

	<u>Rating</u>	
RDCOW/T/3/1	Grand summary and account of rates	1929-1934
RDCOW/T/3/2	Grand summary and account of rates	1934-1939
	[2 vols.]	
RDCOW/T/17/1	Rates valuation book [1 vol.]	1934
RDCOW/T/17/2	Rates valuation list (section II). Alterations [1 vol.]	1964-1973
RDCOW/T/17/3	Rates valuation list [1 vol.]	1972
RDCOW/T/18	Proposals for amendment [1 vol.]	1939-1943
RD/COW/T/19/1	General and water rates book	1957-1958
RD/COW/T/19/2	General and water rates book	1964-1972
	[2 vols.]	

Surveyor's Department

RDCOW/S/X/1	Plans and sections of a pair of semi-detached cottages, non-parlour type, at Argoed, Llansannor [1 coloured plan]	c.1925-c.1935
RDCOW/S/X/2	Plans and sections of house types 10, 11, 12, and 13 Drawn by National Coal Board [1 tracing]	May 1973
RDCOW/S/X/3, 4	New Barn Sewerage Scheme. Sewer plan, details and fall Scale 1 : 2,500 [2 plans]	c.1960-c.1970