GLAMORGAN RECORD OFFICE/ARCHIFDY MORGANNWG

Reference code: GB 0214 UDCAE

Title: CAERPHILLY URBAN DISTRICT COUNCIL

Dates: 1893-1974

Level of Fonds (level 2)

description:

Extent and medium:

Name of creator(s): Caerphilly Urban District Council

THESE RECORDS ARE STORED IN AN OUTSIDE REPOSITORY.
RECORDS SHOULD BE ORDERED AT LEAST A WEEK IN ADVANCE OF AN INTENDED VISIT SO THAT THEY CAN BE BROUGHT INTO THE RECORD OFFICE FOR CONSULTATION IN THE SEARCH ROOM

Administrative/biographical history

Caerphilly Urban District Council was formed in 1894 following the Local Government England and Wales Act. It took over the functions of Caerphilly Local Board of Health. The Council's area of responsibility was the parishes of Eglwysilan, Rudry/Rhydri, and Llanfabon.

The Urban District Council ceased to exist on 31 March 1974. The majority was merged with part of Gelligaer Urban District Council, Bedwas and Machen Urban District Council and Gelligaer Urban District Council to form Rhymney Valley District Council. A small part of Mynyddislwyn Urban District (co. Monmouth) was also added to the new district. A small area around Nantgarw was merged with Pontypridd Urban District Council, Llantrisant and Llantwit Fardre Rural District Council and parts of Cardiff and Cowbridge Rural District Councils to form Taff Ely District Council (1974-1996). Almost the whole of Rhymney Valley District Council was merged with Islwyn District Council (1974-1996) in co. Gwent to form the new unitary authority Caerphilly County Borough in 1996.

Archival history

Immediate source of acquisition

Scope and content

The records of Caerphilly Urban District Council include council and committee minutes and reports, declarations of councillors, council diaries, sealing registers, registers of dwellings, reigsters of notification of tuberculosis and infectious diseases, building plans, accounts and rate books.

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

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 condition

Finding aids

Detailed list in preparation.

Existence and location of originals

Existence and location of copies

Related units of description

Caerphilly Local Board of Health (LBCAE)

Gelligaer Urban District Council (UDG)

Rhymney Valley District Council (DCRV)

Pontypridd Urban District Council (UDPP)

Llantrisant and Llantwit Fardre Rural District Council (RDLL)

Cardiff Rural District Council (RDC)

Cowbridge Rural District Council (RDCOW)

Bedwas and Machen Urban District Council (records held at Gwent Record Office)

Mynyddislwyn Urban District Council (records held at Gwent Record Office)

Publication note

Note

Archivist's note

Revised by Richard Morgan 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

November 2002. Revised July 2006 and November 2007

CLERK'S DEPARTMENT

Meetings of Council and committees

Caerphilly Local Board and Caerphilly Urban

District Council (from Jan 1895)

UDCAE/C/1/1 Minutes Jun 1893-Jul 1893

[1 vol.; manuscript]

Caerphilly Urban District Council

	Caerphilly Urban District Council	
UDCAE/C/1/2 UDCAE/C/1/3 UDCAE/C/1/4 UDCAE/C/1/5 UDCAE/C/1/6 UDCAE/C/1/7 UDCAE/C/1/8	Minutes Minutes Minutes Minutes Minutes Minutes Minutes Minutes Minutes	Aug 1896-Jun 1898 Jul 1898-Sep 1899 Sep 1899-Sep 1900 Oct 1900-Feb 1902 Mar 1902-Jul 1903 Jul 1903-Oct 1904 Nov 1904-Oct 1905
UDCAE/C/1/9 UDCAE/C/1/10	Minutes [Minutes MISSING] Minutes [9 vols.; manuscript]	[Oct 1906-Sep 1907] Oct 1907
UDCAE/C/1/11 UDCAE/C/1/12 UDCAE/C/1/13 UDCAE/C/1/14 UDCAE/C/1/15 UDCAE/C/1/16 UDCAE/C/1/17 UDCAE/C/1/18 UDCAE/C/1/19 UDCAE/C/1/20 UDCAE/C/1/21 UDCAE/C/1/21 UDCAE/C/1/22 UDCAE/C/1/23 UDCAE/C/1/24 UDCAE/C/1/25 UDCAE/C/1/26 UDCAE/C/1/27	Minutes Minutes Minutes (not signed or indexed) Minutes (not indexed or signed) [Minutes MISSING] Minutes Minutes Minutes Minutes Minutes Minutes Minutes Minutes Minutes	Oct 1907-Dec 1908 Jan 1909-Dec 1909 Jan 1910-Dec 1910 Jan 1911-Mar 1912 1912-1913 1913-1914 1914-1915 1915-1916 1916-1917 1917-1918 1918-1919 1919-1920 [1920-1921] 1921-1922 1922-1923 1923-1924 1924-1925 1925-1926
UDCAE/C/1/28 UDCAE/C/1/29 UDCAE/C/1/30 UDCAE/C/1/31 UDCAE/C/1/32 UDCAE/C/1/33 UDCAE/C/1/34	Minutes Minutes Minutes Minutes Minutes Minutes Minutes Minutes Minutes	1926-1927 1927-1928 1928-1929 1929-1930 1930-1931 1931-1932 1932-1933

C	CAERPHILLY URBAN DISTRICT COUNCIL	UDCAE
UDCAE/C/1/35 UDCAE/C/1/36	Minutes (not signed) Minutes	1933-1934 1934-1935
UDCAE/C/1/37	Minutes	1935-1936
UDCAE/C/1/38 UDCAE/C/1/39	Minutes Minutes	1936-1937 1937-1938
UDCAE/C/1/39	Minutes	1937-1936
UDCAE/C/1/41	Minutes	1939-1940
UDCAE/C/1/42	Minutes	1940-1941
UDCAE/C/1/43	Minutes	1941-1942
UDCAE/C/1/44	Minutes	1942-1943
UDCAE/C/1/45	Minutes	1943-1944
UDCAE/C/1/46	Minutes	1944-1945
UDCAE/C/1/47	Minutes Minutes (indexed)	1945-1946
UDCAE/C/1/48 UDCAE/C/1/49	Minutes (indexed) Minutes	1946-1947 1947-1948
UDCAE/C/1/50	Minutes	1947-1940
UDCAE/C/1/51	Minutes	1949-1950
UDCAE/C/1/52	Minutes	1950-1951
UDCAE/C/1/53	Minutes	1951-1952
UDCAE/C/1/54	Minutes	1952-1953
UDCAE/C/1/55	Minutes	1953-1954
UDCAE/C/1/56	Minutes	1954-1955
UDCAE/C/1/57	Minutes	1955-1956
UDCAE/C/1/58 UDCAE/C/1/59	Minutes Minutes	1956-1957 1957-1958
ODCAL/O/1/39	[49 vols.; printed]	1937-1936
UDCAE/C/1/60	Minutes (signed; indexed)	May 1958-May 1959
UDCAE/C/1/61	Minutes (signed; indexed)	May 1959-May 1960
UDCAE/C/1/62	Minutes (signed; indexed)	May 1960-May 1961
UDCAE/C/1/63	Minutes (signed; indexed)	May 1961-May 1962
UDCAE/C/1/64	Minutes (signed; indexed)	May 1962-May 1963
UDCAE/C/1/65	Minutes (signed; indexed)	May 1963-May 1964
UDCAE/C/1/66	Minutes (signed; indexed)	May 1964-May 1965
UDCAE/C/1/67 UDCAE/C/1/68	Minutes (signed; indexed) Minutes (signed; indexed)	May 1965-May 1966 May 1966-May 1967
ODCAL/C/1/00	[9 vols.; duplicated]	May 1900-May 1901
UDCAE/C/1/69	Minutes (signed; indexed)	May 1967-May 1968
UDCAE/C/1/70	Minutes (signed)	May 1968-May 1969
UDCAE/C/1/71	Minutes (signed)	May 1969-May 1970
UDCAE/C/1/72	Minutes (signed)	May 1970-May 1971
UDCAE/C/1/73	Minutes (signed)	May 1971-May 1972
UDCAE/C/1/74	Minutes (signed)	May 1972-May 1973
UDCAE/C/1/75	Minutes (signed) [7 vols.; printed]	May 1973-Mar 1974
	Reports to Committee	
UDCAE/C/2/1	Reports to Committee	May 1958-May 1959

CAERPHILLY URBAN DISTRICT COUNCIL

UDCAE

UDCAE/C/2/2	Reports to Committee	May 1959-May 1960
UDCAE/C/2/3	Reports to Committee	May 1960-May 1961
UDCAE/C/2/4	Reports to Committee	May 1961-May 1962
UDCAE/C/2/5, 6	Reports to Committee	May 1962-May 1963
UDCAE/C/2/7, 8	Reports to Committee	May 1963-May 1964
UDCAE/C/2/9, 10	Reports to Committee	May 1964-May 1965
UDCAE/C/2/11, 12	Reports to Committee	May 1965-May 1966
UDCAE/C/2/13, 14	Reports to Committee	May 1966-May 1967
UDCAE/C/2/15, 16	Reports to Committee	May 1967-May 1968
UDCAE/C/2/17, 18	Reports to Committee	May 1968-May 1969
UDCAE/C/2/19, 20	Reports to Committee	May 1969-May 1970
UDCAE/C/2/21,22	Reports to Committee	May 1970-May 1971
UDCAE/C/2/23, 24	Reports to Committee	May 1971-May 1972
UDCAE/C/2/25, 26	Reports to Committee	May 1972-May 1973
UDCAE/C/2/27, 28	Reports to Committee	May 1973-Mar 1974

The following records have not yet (July 2006) been given permanent reference numbers. Individual items should be ordered with full descriptions and at one week's notice

UDCAE/C/4	Councillors' attendance book [1 vol.]	Apr 1920-Jun 1921
UDCAE/C/5/1 UDCAE/C/5/2 UDCAE/C/5/3 UDCAE/C/5/4 UDCAE/C/5/5 UDCAE/C/5/6	Declarations of councillors on acceptance of office [6 vols.]	1895-1910 1911-1927 1928-1933 1933-1939 1939-1956 1956-1965
UDCAE/C/6	Council diaries [33 vols.]	1908-9, 1917-18, 1924-25-to 1954-5
UDCAE/C/7/1-7	Clerk's files. Chairman's correspondence Arranged by councillor and unsorted [7 files]	1949-1950
UDCAE/C/8/1 UDCAE/C/8/2 UDCAE/C/8/3	Register of mortgages Register of mortgages Register of mortgages [3 vols.]	1948-1962 1962-1965 1965-1968
UDCAE/C/9/1 UDCAE/C/9/2	Sealing register Sealing register [2 vols.]	1937-1950 1961-1965
UDCAE/C/9/3	Sealing instrument [1 sealing instrument]	1896-1974
	Registers of new dwellings	
UDCAE/C/10/1	Register of new dwellings [formerly UD/Cae C/1/1] [1 vol.]	1946-1954
UDCAE/C/10/2	Register of new dwellings [formerly UD/Cae C/1/2] [1 vol.]	1946-1953
UDCAE/C/10/3	Register of new dwellings [formerly UD/Cae C/1/3] [1 vol.]	1953-1954

C	AERPHILLY URBAN DISTRICT COUNCIL	UDCAE
UDCAE/C/10/4	Register of new dwellings [formerly UD/Cae C/2] [1 vol.]	1958
UDCAE/C/10/5	Register of new dwellings [formerly UD/Cae C/3] [1 vol.]	1960-1967
UDCAE/C/10/6	Register of new dwellings [formerly UDCae/4] [1 vol.]	1967
UDCAE/C/10/7	Register of new dwellings [formerly UD/Cae C/5] [1 vol.]	1967-1973
UDCAE/C/11	Register of new dwelling houses de-controlled in accordance with the provisions of the Rent Restrictions Act [1 vol.]	1938

(CAERPHILLY URBAN DISTRICT COUNCIL	UDCAE
UDCAE/C/12	Caerphilly UDC. Provisional Order. Electrical Light, Board of Trade Enquiry [1 vol.; printed]	1904
UDCAE/C/13	Barry Railway Bill. Minutes of Evidence in the House of Lords [2 vols.; printed]	1907
UDCAE/C/14	Rhymney and Aber Valleys Gas & Water Co. Minutes of Evidence in Chancery [1 vol. and duplicate; printed]	1907
UDCAE/C/15	Rhymney Valley Water Board Bill. Minutes of Evidence in the House of Lords [2 vols.; printed]	1911
UDCAE/C/16	Caerphilly UDC Bill. Minutes of Proceedings [1 vol.; printed]	1928
UDCAE/C/17	Pontypridd UDC. Minutes of Proceedings [1 vol.; printed]	1929
UDCAE/C18	Local Government Legal Decisions, vols. 2-7 [6 vols.; printed]	1906-1911
UDCAE/C/19	Caerphilly Comforts Committee register (arranged according to branch of military service) [1 vol.]	c.1914-c.1918
	Miscellaneous	
UDCAE/C/30	A Bill to confer further powers on the urban district of Caerphilly; to make further provision with regard to lands and industrial development and the health improvement and local government of the district and for other purposes with related papers [1 file]	1966-1967
UDCAE/C/40	Government evacuation scheme. Record of billets, specifying name and address of child, age, billet, and home school. Details are erratically recorded. Most children appear to have been evacuated from Kent [1 vol.]	c.1939-c.1940

CAERPHILLY URBAN DISTRICT COUNCIL

UDCAE

c. 1945-1950

UDCAE/C/41 War filing. Maps showing location of emergency posts c.1943-1944

and stations

Marked 'System 1' Scale 1 : 2 500 [1 portfolio]

[Accession -/3/1974]

UDCAE/C/42 Plan of Caerphilly UDC showing UDC boundaries,

council and public property (including the castle),

proposed new roads and widenings

Scale 1:2500

(The purpose of the plan and its provenance are

uncertain)

[Large folding plan composed of joint sheets; poor and

fragile]

5 Mar 1915

1919

MEDICAL OFFICER OF HEALTH

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UDCAE/M/1	Register	1913-1924
UDCAE/M/2	Register	1924-1930
UDCAE/M/3	Register	1930-1941
UDCAE/M/4	Register	1930-1956
	[4 vols.]	

Registers of notification of infectious diseases

UDCAE/M/5 UDCAE/M/6 UDCAE/M/7 UDCAE/M/8 UDCAE/M/9 UDCAE/M/10 UDCAE/M/11 UDCAE/M/12 UDCAE/M/13 UDCAE/M/14 UDCAE/M/15	Register Register Register Register Register Register Register Register Register	1924-1927 1928 1929 1929-1930 1930 1931-1932 1932-1933 1933-1934 1934-1935 1935-1937
UDCAE/M/16	Register	1937-1936
UDCAE/M/17	Register	1940-1942
UDCAE/M/18	Register	1942-1944
UDCAE/M/19	Register	1944-1948
UDCAE/M/20	Register	1948-1950
UDCAE/M/21	Register	1950-1960
UDCAE/M/22	Register	1961-1972
	[18 vols.]	

UDCAE/M/23 Miscellaneous papers containing:

Quarterly report of County Medical Officer of Health, Glamorgan County Council, to the Public Health Committee

Report of the departmental committee on the superannuation of persons employed by local authorities in England and Wales

Letter from Welsh Board of Health to the Clerk of Caerphilly Urban District Council regarding findings of County Medical Officer's visits to the urban district

	UDCAE	
	Form of letter of appointment of county midwives	n.d.
	[1 envelope of loose papers]	
UDCAE/M/24	Smallpox. Miscellaneous correspondence, with notices 1927 and n.d. (marked 'file 25') [1 bdle of papers]	1922-1933
UDCAE/M/25	Annual report of Medical Officer of Health [1 booklet]	1940

С	AERPHILLY URBAN DISTRICT COUNCIL	UDCAE
	TREASURER	
UDCAE/T/1	Register of loan sanctions [1 vol.]	1958-1972
UDCAE/T/2	General ledger. Cash account [1 vol.]	1958-1972
UDCAE/T/3/1 UDCAE/T/3/2 UDCAE/T/3/3 UDCAE/T/3/4 UDCAE/T/3/5 UDCAE/T/3/6 UDCAE/T/3/7 UDCAE/T/3/8 UDCAE/T/3/9 UDCAE/T/3/10	Treasurer's ledger	1961-1962 1962-1963 1963-1964 1964-1965 1965-1966 1966-1967 1967-1968 1968-1969 1969-1970
UDCAE/T/4	Treasurer's journal [1 vol.]	1963-1971
UDCAE/T/5/1 UDCAE/T/5/2 UDCAE/T/5/3 UDCAE/T/5/4 UDCAE/T/5/5 UDCAE/T/5/6	Balance sheets and sundry accounts [6 vols.]	1959-1959 1959-1960 1960-1961 1971-1972 1972-1973 1973-1974
UDCAE/T/18/1 UDCAE/T/18/2	Revenue and capital accounts Revenue and capital accounts [2 vols.]	1972-1973 1973-1974
	Chief Cashier	
UDCAE/T/6	Chief cashier's account for cash received [1 vol.]	1959-1972
UDCAE/T/7	Chief Cashier's collection and deposit account [1 vol.]	1965-1969
	Petty cash	

1912-1923

Clerk's petty cash book [1 vol.]

UDCAE/T/23

C	AERPHILLY URBAN DISTRICT COUNCIL	UDCAE
UDCAE/T/24	Chief Accountant's petty cash book [1 vol.]	10.15.1000
	Employees' superannuation	1945-1960
UDCAE/T/8	Superannuation fund. Record of employees' service [1 vol.]	1933-1938
	Valuation	
UDCAE/T/10	Llanfabon and Eglwysilan [1 vol.]	c.1930
UDCAE/T/11	Valuation list. Section 1 [1 vol.]	1955-1956
UDCAE/T/12	Record of totals of valuation list and special list [1 vol.]	1931-1934, 1939
	Rate books	
UDCAE/T/9/1/1 UDCAE/T/9/1/2 UDCAE/T/9/1/3 UDCAE/T/9/1/4 UDCAE/T/9/1/5	Rate book. Eglwysilan Rate book. Eglwysilan Rate book. Eglwysilan Rate book. Eglwysilan Rate book. Eglwysilan [5 vols.]	1958 1958 1958 1958 1958
UDCAE/T/9/2/1 UDCAE/T/9/2/2 UDCAE/T/9/2/3 UDCAE/T/9/2/4 UDCAE/T/9/2/5 UDCAE/T/9/2/6	Rate book. Llanfabon Rate book. Llanfabon Rate book. Llanfabon Rate book. Llanfabon Rate-book. Llanfabon Rate book. Llanfabon [6 vols.]	1958 1959 196 1961 1962
UDCAE/T/13/1 UDCAE/T/13/2	General district rate book. Eglwysilan General district rate book. Llanfabon [2 vols.]	May 1914 May 1914
UDCAE/T/14/1 UDCAE/T/14/2 UDCAE/T/14/3	Poor rates book. Eglwysilan Poor rates book. Llanfabon Poor rates book. Eglwysilan [3 vols.]	Apr 1914 Apr 1914 Oct 1914
UDCAE/T/15	Water rates book. Llanfabon [1 vol.]	1914-1915
UDCAE/T/16/1	Rate arrears book	1956-1959

•		020/12
UDCAE/T/16/2 UDCAE/T/16/3 UDCAE/T/16/4 UDCAE/T/16/5 UDCAE/T/16/6 UDCAE/T/16/7 UDCAE/T/16/8	Rate arrears book [8 vols.]	1959-1960 1961-1962 1962-1963 1963-1964 1963-1970 1974 1968
UDCAE/T/22	Housing Act 1935. Register of rate contributions [1 vol.]	1936-1937
	Summons list and costs accounts	
UDCAE/T/21/1 UDCAE/T/21/2 UDCAE/T/21/3 UDCAE/T/21/4 UDCAE/T/21/5 UDCAE/T/21/6	Accounts book Accounts book Accounts book Accounts book. Book 1 Accounts book. Book 2 Accounts book [6 vols.]	1959-1962 1962-1964 1964-1965 1965-1966 1965-1967
	Reinstatement works	1951-1962
UDCAE/T/17	Reinstatement works [1 vol.]	
	General fund	
UDCAE/T/20/1	Summary journal [1 vol.]	1944-1959
UDCAE/T/20/2 UDCAE/T/20/3	Expenditure journal Expenditure journal [2 vols.]	1953-1958 1958-1960
	General district fund	
UDCAE/T/19/1	Private street works, omnibus and electricity and Housing Act 1935. Ledger [1 vol.]	1923-1924
UDCAE/T/19/2 UDCAE/T/19/3 UDCAE/T/19/4 UDCAE/T/19/5 UDCAE/T/19/6 UDCAE/T/19/7 UDCAE/T/19/8 UDCAE/T/19/9	Omnibus, electricity, and Housing Act 1935. Ledger	1940-1941 1941-1942 1942-1943 1943-1944 1944-1945 1945-1946 1946-1947

CAERPHILLY URBAN DISTRICT COUNCIL

UDCAE

CAERPHILLY URBAN DISTRICT COUNCIL **UDCAE** UDCAE/T/19/10 Omnibus, Electricity and Housing Act 1935. Ledger 1948-1949 UDCAE/T/19/11 Omnibus, Electricity and Housing Act 1935. Ledger 1949-1950 Omnibus and Housing Acts. Ledger UDCAE/T/19/12 1950-1951 Omnibus and Housing Acts. Ledger UDCAE/T/19/13 1951-1952 UDCAE/T/19/14 Omnibus and Housing Acts. Ledger 1952-1953 Omnibus and Housing Acts. Ledger UDCAE/T/19/15 1953-1954 UDCAE/T/19/16 Omnibus undertaking and Act. Housing accounts 1954-1955 ledger UDCAE/T/19/17 Omnibus undertaking and Act. Housing accounts 1955-1956 ledger UDCAE/T/19/18 Omnibus undertaking and Act. Housing accounts 1956-1957 ledger UDCAE/T/19/19 Omnibus undertaking and Act. Housing accounts 1957-1958 ledaer [10 vols.]

SURVEYOR'S DEPARTMENT

UDCAE/S/1/1-25	Building plans	1889-1945
	The plans are numbered and kept in a series of filing boxes but were not kept in strict chronological sequence. The earliest plans - approved by Caerphilly Local Board of Health and Pontypridd Rural Sanitary Authority - were added to the series at a later date, probably in 1920. The registers of plans show these additions	
	[25 boxes]	
UDCAE/S/2/1	Building plans register, nos. 1-1639 [1 vol.]	1889-1920
UDCAE/S/2/2	Building plans register, nos. 1924/1-1944 [1 vol.]	1924-1944
UDCAE/S/5/1	Road Traffic Survey. Statistics and locations. Ordnance Survey plan re-used to show area of proposed division of North Ward to create Trecenydd Ward 1934 Scale: 1:10 560 [1 folding plan]	1938-1939
UDCAE/S/5/2	Location of proposed recreation ground near Bethel chapel, Caerphilly, and other grounds(?) in UDC area 1934 Revised 1950 [1 folding plan]	1934, 1950
UDCAE/S/5/3	Plan of coal workings specifying inclination of synclines and defining areas which can be sterilised and used for buildings [1 folding plan]	c.1934-1939
UDCAE/S/5/4	Town Planning Scheme no.1. Map no.1 Marked 'L 36' [1 folding plan]	Nov 1933