

GLAMORGAN RECORD OFFICE/ARCHIFDY MORGANNWG

Reference code: GB 0214 UDPE

Title: PENARTH URBAN DISTRICT COUNCIL

Dates : 1898-1974

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): Penarth Urban District Council

Administrative/biographical history

Penarth Urban District Council was formed in 1894 following the Local Government England and Wales Act. It took over the functions of Penarth Local Board of Health. The Council's area of responsibility was the parishes of Penarth, Cogan and Llandough juxta Penarth.

The Urban District Council ceased to exist on 31 March 1974 and was merged with the Borough of Barry, Borough of Cowbridge, Porthcawl Urban District Council, part of Cardiff Rural District Council and Cowbridge Rural District Council to form the Vale of Glamorgan District Council.

Archival history

Immediate source of acquisition

Scope and content

Records of Penarth Urban District Council include minutes of council and committee meetings, deed registers, building regulation plans, general accounts, housing ledgers, salaries and superannuation registers, rating and valuation books, standing orders, agendas, yearbooks, and photographs.

Appraisal, destruction and scheduling information

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

Duplicates and ephemera destroyed

Accruals

Accruals are possible

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 to poor condition

Finding aids

Detailed list available.

Existence and location of originals

Existence and location of copies

Related units of description

Penarth Local Board of Health (LBPE)
Borough of Barry (BB)
Cowbridge Rural District Council (RDC)
Porthcawl Urban District Council (UDP)
Vale of Glamorgan District Council (DCVG)

Publication note

Note

Records are held in outstores and have to be ordered at least one week before any intended visit

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; amended November 2007

Committee papers

UDPE/C/2/1	Councillors notices of motion [1 vol.]	May 1940-May 1973
UDPE/C/3/1	Register of attendances (councils and committees)	May 1971-Feb 1973
UDPE/C/3/2	Register of attendances (councils and committees) [2 vols.]	
UDPE/C/4/1	Declaration of acceptance of office	1939-1961
UDPE/C/4/2	Declaration of acceptance of office [2 vols.]	1962-1973
UDPE/C/5	Register of declarations of interest by councillors [1 vol.]	1936-1973
UDPE/C/6	Visitors' book [1 vol.]	1954

Clerk's Department**Letterbooks**

Some of the letterbooks are numbered indicating that several volumes are missing. Reference numbers have been allocated for the missing volumes in the expectation that these will be recorded. The two first volumes were produced by the Penarth Local Board but have been listed with those of the Urban District Council as they continued in administrative use with the new authority.

UDPE/C/9/1	Penarth Local Board. Letterbook (indexed) '1'	May 1892-Nov 1891
UDPE/C/9/2	Penarth Local Board. Letterbook (indexed) '2'	Nov 1894-Jan 1896
UDPE/C/9/3	Letterbook (indexed) '3'	Jan 1896-Nov 1897
UDPE/C/9/4	Letterbook '4'	Nov 1897-Mar 1899
UDPE/C/9/5	Letterbook '5'	Mar 1899-Oct 1900
UDPE/C/9/6	Letterbook '6'	Oct 1900-Oct 1901
UDPE/C/9/7	Letterbook '7'	Oct 1901-Jul 1902
UDPE/C/9/8	Letterbook '8' missing	
UDPE/C/9/9	Letterbook '9' missing	
UDPE/C/9/10	Letterbook '10'	Nov 1905-Jul 1907
UDPE/C/9/11	Letterbook '11' missing	
UDPE/C/9/12	Letterbook '12' missing	
UDPE/C/9/13	Letterbook '13' missing	
UDPE/C/9/14	Letterbook '14'	Dec 1910-Jun 1911
UDPE/C/9/15	Letterbook '15'	Jun 1911-Dec 1912
UDPE/C/9/16	Letterbook '16' missing	
UDPE/C/9/17	Letterbook '17'	Apr 1914-Jun 1915
UDPE/C/9/18	Letterbook '18'	Jun 1915-Oct 1916
UDPE/C/9/19	Letterbook '19'	Oct 1916-Jul 1918
UDPE/C/9/20	Letterbook '20'	Jul 1918-Mar 1920
UDPE/C/9/21	Letterbook '21'	Mar 1920-Mar 1921
UDPE/C/9/22	Letterbook '22'	Mar 1921-Mar 1922
UDPE/C/9/23	Letterbook '23' missing	
UDPE/C/9/24	Letterbook '24' missing	

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UDPE

UDPE/C/9/25	Letterbook '25' missing	
UDPE/C/9/26	Letterbook '26'	Sep 1925-Dec 1926
UDPE/C/9/27	Letterbook '27' missing	
UDPE/C/9/28	Letterbook '28' missing	
UDPE/C/9/29	Letterbook '29'	Dec 1929-Sep 1931
UDPE/C/9/30	Letterbook '30'	Sep 1931-May 1933
	[19 vols.]	
	<u>Legal papers</u>	
UDPE/C/10/1	Register of deeds	1876-1969
UDPE/C/10/2	Register of deeds	1969-1974
	[2 vols.]	
UDPE/C/10/3	Register of contract deeds 1946-1972 and engineering contracts 1945-1974	1945-1974
	[1 vol.]	
	<u>Miscellaneous legal papers</u>	
UDPE/C/30/1	Minutes of Proceedings before House of Commons Select Committee on Police and Sanitary Regulations on the Cardiff Corporation Bill	1884
	[1 vol.]	
UDPE/C/30/2	Minutes of Proceedings etc on the Ministry of Health Provisional Order (Cardiff Extension) Bill	1921
	[1 vol.]	
UDPE/C/30/3	Evidence given by Penarth UDC to Local Government Commission for Wales regarding proposed extension of Cardiff County Borough	1959
	[1 file]	
UDPE/C/31	Notice of poll. Election of Urban District councillor, west ward. Poster	Mar 1948
	[1 paper]	

Penarth UDC as Burial Board

UDPE/BB/1	Letterbook (outward) (indexed)	Mar 1904-May 1914
UDPE/BB/2	Letterbook (outward) (indexed)	Jan 1914-Mar 1919
UDPE/BB/3	Letterbook (outward) (indexed) 'no.3'	Apr 1919-Jan 1925
UDPE/BB/4	Letterbook (outward) 'no.4'	Jan 1925-Jun 1931
UDPE/BB/5	Letterbook (outward) 'no.5'	Jun 1931-Mar 1935
UDPE/BB/6	Letterbook (outward) 'no.6'	Mar 1935-Jul 1935

[6 vols.]

SURVEYOR'S DEPARTMENT

UDPE/S/1-257

Building regulation plans
(incomplete series)
[1 box]

1877-1969

[A detailed list of these plans follows. The list is arranged in both numerical and alphabetical order. It includes a description of each plan, the address, name of owner or builder and architect, if known. Many plans are undated]

Surveyor's Department
Temporary list

The following consist of items for which temporary references have been assigned until their relationship to other departmental records has been determined. References are likely to be changed.

UDPE/S/X1	Penarth Planning Scheme. Register of consents 1, nos. 1-256 [1 vol.]	1938-1946
UDPE/S/X2	Register of apportionment of costs of private street improvements (indexed by street) [1 vol.]	1896-1931
UDPE/S/X3	Cardiff Gas Light and Coke Co. Ltd. Plans relating to Urban Sanitary authority. Various [1 roll]	1907-1949

TREASURER'S DEPARTMENTGeneral accounts

UDPE/T/1/1	Financial statements	1899-1901
UDPE/T/1/2	Financial statements	1902-1907
UDPE/T/1/3	Financial statements	1908-1914
UDPE/T/1/4	Financial statements	1914-1920
UDPE/T/1/5	Financial statements	1920-1925

[5 vols.]

UDPE/T/2/1	General ledger	1894-1896
UDPE/T/2/2	General ledger	1896-1898
UDPE/T/2/3	General ledger	1899-1902
UDPE/T/2/4	General ledger	1902-1904
UDPE/T/2/5	General ledger	1904-1906
UDPE/T/2/6	General ledger	1906-1908
UDPE/T/2/7	General ledger	1908-1910
UDPE/T/2/8	General ledger	1910-1912
UDPE/T/2/9	General ledger	1912-1914
UDPE/T/2/10	General ledger	1914-1916
UDPE/T/2/11	General ledger	1916-1918
UDPE/T/2/12	General ledger	1918-1920
UDPE/T/2/13	General ledger	1921-1922
UDPE/T/2/14	General ledger	1922-1923
UDPE/T/2/15	General ledger	1924-1925
UDPE/T/2/16	General ledger	1925-1926
UDPE/T/2/17	General ledger	1926-1927
UDPE/T/2/18	General ledger	1927-1928
UDPE/T/2/19	General ledger	1928-1929
UDPE/T/2/20	General ledger	1929-1930
UDPE/T/2/21	General ledger	1930-1931
UDPE/T/2/22	General ledger	1931-1932
UDPE/T/2/23	General ledger	1932-1933

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UDPE/T/2/24	General ledger	1933-1934
UDPE/T/2/25	General ledger	1934-1935
	[25 vols.]	
UDPE/T/3	Mortgage loans repayments ledger [1 vol.]	1925-1934
UDPE/T/4	Register of local authority bonds [1 vol.]	1920-1921
UDPE/T/5	General cash book [1 vol.]	1949-1969
UDPE/T/6/1	Collection and deposit book	1933-1935
UDPE/T/6/2	Collection and deposit book	1935-1936
UDPE/T/6/3	Collection and deposit book	1936-1937
UDPE/T/6/4	Collection and deposit book	1937-1939
UDPE/T/6/5	Collection and deposit book	1939-1941
UDPE/T/6/6	Collection and deposit book	1941-1943
UDPE/T/6/7	Collection and deposit book	1943-1944
UDPE/T/6/8	Collection and deposit book	1944-1946
UDPE/T/6/9	Collection and deposit book	1946-1947
UDPE/T/6/10	Collection and deposit book	1947-1949
UDPE/T/6/11	Collection and deposit book	1949-1951
UDPE/T/6/12	Collection and deposit book	1951-1953
UDPE/T/6/13	Collection and deposit book	1953-1955
UDPE/T/6/14	Collection and deposit book	1955-1958
	[14 vols.]	
UDPE/T/7	Schedule of accounts for payment by Treasurer (signed by Chairman of Finance Committee) [1 vol.]	1934-1935
	<u>Housing accounts</u>	
UDPE/T/8	Housing ledger [1 vol.]	1921-1928
UDPE/T/9	Housing loans. Debtors' accounts [1 vol.]	1927-1953

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UDPE/T/10	Assisted housing scheme ledger [1 vol.]	1929-1936
UDPE/T/11	Assisted housing scheme cash book [1 vol.]	1927-1936
UDPE/T/12	Housing rental account [1 vol.]	1929-1931
	<u>Miscellaneous accounts</u>	
UDPE/T/13	Albert Road conveniences cash book [1 vol.]	1947-1953
UDPE/T/14/1	Baths cash book	1938-1941
UDPE/T/14/2	Baths cash book [2 vols.]	1942-1945
UDPE/T/15/1	British Restaurants cash book	1941-1943
UDPE/T/15/2	British Restaurants cash book [2 vols.]	1943-1947
UDPE/T/16/1	Debtors' journal [1 vol.]	1928-1935
UDPE/T/16/2	Sundry debtors' account [1 vol.]	1972-1973
UDPE/T/17	Invoice journal [1 vol.]	1941-1948
UDPE/T/40	Miscellaneous accounts ledger	1971
UDPE/T/41	Miscellaneous accounts ledger [2 vols.]	1971-1973
UDPE/T/42	List of advances under the Small Dwellings Acquisitions Acts, 1899 to 1923 Recording date, description / address of house, market value, proprietor, etc. [1 vol.]	years ending 1925-1934
UDPE/T/18	Pier revenue and capital accounts ledger [1 vol.]	1925-1933
UDPE/T/19	Public baths and gymnasium cash book [1 vol.]	1932-1942

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UDPE/T/20	Public Library ledger [1 vol.]	1916-1930
UDPE/T/21	Register of private street charges [1 vol.]	1927-1939
UDPE/T/22	Rechargeable works ledger [1 vol.]	1938-1944

Salaries and superannuation

UDPE/T/23/1	Salaries ledger	1941-1947
UDPE/T/23/2	Salaries ledger	1947-1955
UDPE/T/23/3	Salaries ledger	1955-1963
UDPE/T/23/4	Salaries ledger	1963-1969
UDPE/T/23/5	Salaries ledger	
	[5 vols.]	
UDPE/T/24/1	Hospital wages book	1915-1918
UDPE/T/24/2	Hospital wages book	1918-1920
UDPE/T/24/3	Hospital wages book	1920-1922
UDPE/T/24/4	Hospital wages book	1922-1924
UDPE/T/24/5	Hospital wages book	1936-1943
	[5 vols.]	
UDPE/T/25/1	Wages analysis journal	1937-1939
UDPE/T/25/2	Wages analysis journal	1941-1943
	[5 vol.]	
UDPE/T/26/1	Electricity Department wages sheets	1946-1947
UDPE/T/26/2	Electricity Department wages sheets	1947-1948
	[2 vols.]	
UDPE/T/27	Salaries journal [1 vol.]	1924-1941
UDPE/T/28	Superannuation ledger [1 vol.]	1924
UDPE/T/29	Superannuation pensions register [1 vol.]	1925-1929

Rating and valuation

UDPE/T/30/1	General rate book	Nov 1900
UDPE/T/30/2	General rate book	Nov 1901
UDPE/T/30/3	General rate book	May 1902
UDPE/T/30/4	General rate book	Nov 1902
	[4 vols.]	
	General district and poor rates 2 volumes each year containing half-yearly rates for April and October	
UDPE/T/30/5, 6	Rate books	1903-1904
UDPE/T/30/7, 8	Rate books	1904-1905
UDPE/T/30/9, 10	Rate books	1905-1906
UDPE/T/30/11, 12	Rate books	1906-1907
UDPE/T/30/13, 14	Rate books	1907-1908
UDPE/T/30/15, 16	Rate books	1908-1909
UDPE/T/30/17, 18	Rate books	1909-1900
UDPE/T/30/19, 20	Rate books	1910-1911
UDPE/T/30/21, 22	Rate books	1911-1912
UDPE/T/30/23, 24	Rate books	1912-1913
UDPE/T/30/25, 26	Rate books	1913-1914
UDPE/T/30/27, 28	Rate books	1914-1915
UDPE/T/30/29, 30	Rate books	1915-1916
UDPE/T/30/31, 32	Rate books	1916-1917
UDPE/T/30/33, 34	Rate books	1917-1918
UDPE/T/30/35, 36	Rate books	1918-1919
UDPE/T/30/37, 38	Rate books	1919-1920
UDPE/T/30/39, 40	Rate books	1920-1921
UDPE/T/30/41, 42	Rate books	1921-1922
UDPE/T/30/43, 44	Rate books	1922-1923
UDPE/T/30/45, 46	Rate books	1923-1924
UDPE/T/30/47, 48	Rate books	1924-1925
UDPE/T/30/49, 50	Rate books	1925-1926

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UDPE/T/30/51, 52	Rate books	1926-1927
UDPE/T/30/53, 54	Rate books	1927-1928
UDPE/T/30/55, 56	Rate books [52 vols.]	1928-1929
	<u>General rate books</u> 2 volumes each year containing half-yearly rates for April and October	
UDPE/T/30/57, 58	Rate books	1929-1930
UDPE/T/30/59, 60	Rate books	1930-1931
UDPE/T/30/61, 62	Rate books	1931-1932
UDPE/T/30/63, 64	Rate books	1932-1933
UDPE/T/30/65, 66	Rate books	1933-1934
UDPE/T/30/67, 68	Rate books	1934-1935
UDPE/T/30/69, 70	Rate books	1935-1936
UDPE/T/30/71, 72	Rate books	1936-1937
UDPE/T/30/73, 74	Rate books	1937-1938
UDPE/T/30/75, 76	Rate books	1938-1939
UDPE/T/30/77, 78	Rate books	1939-1940
UDPE/T/30/79, 80	Rate books	1940-1941
UDPE/T/30/81, 82	Rate books	1941-1942
UDPE/T/30/83, 84	Rate books	1942-1943
UDPE/T/30/85, 86	Rate books	1943-1944
UDPE/T/30/87, 88	Rate books	1944-1945
UDPE/T/30/89, 90	Rate books	1945-1946
UDPE/T/30/91, 92	Rate books	1946-1947
UDPE/T/30/93, 94	Rate books	1947-1948
UDPE/T/30/95, 96	Rate books	1948-1949
UDPE/T/30/97, 98	Rate books	1949-1950
UDPE/T/30/99, 100	Rate books	1950-1951
UDPE/T/30/101, 102	Rate books	1951-1952
UDPE/T/30/103	Rate book (part I only) [47 vols.]	1952

Rate books

2 volumes for each year containing half-yearly rates for April and October.

UDPE/T/30/104	Rate book (part II only)	1952-1953
UDPE/T/30/105, 106	Rate books	1953-1954
UDPE/T/30/107, 108	Rate books	1954-1955
UDPE/T/30/109, 110	Rate books	1955-1956
UDPE/T/30/111, 112	Rate books	1956-1957
UDPE/T/30/113, 114	Rate books	1957-1958
UDPE/T/30/115, 116	Rate books	1958-1959
UDPE/T/30/117, 118	Rate books	1959-1960
UDPE/T/30/119, 120	Rate books	1960-1961
UDPE/T/30/121, 122	Rate books	1961-1962
UDPE/T/30/123, 124	Rate books	1962-1963
UDPE/T/30/125, 126	Rate books	1963-1964
UDPE/T/30/127, 128	Rate books	1964-1965
UDPE/T/30/129, 130	Rate books	1965-1966
UDPE/T/30/131, 132	Rate books	1966-1967
UDPE/T/30/133, 134	Rate books	1967-1968
UDPE/T/30/135, 136	Rate books	1968-1969
UDPE/T/30/137, 138	Rate books	1969-1970
UDPE/T/30/139, 140	Rate books	1970-1971
UDPE/T/30/141-143	Rate book (part II only)	1971-1972

[40 vols.]

Rate arrears

UDPE/T/31/1	Rate arrears book	1928-1929
UDPE/T/31/2	Rate arrears book	1929-1933
UDPE/T/31/3	Rate arrears book	1935-1940
UDPE/T/31/4	Rate arrears book	1940-1945

[4 vols.]

	<u>Rates valuation</u>	
UDPE/T/32/1	Valuation list	1927
UDPE/T/32/2	Valuation list	1929
UDPE/T/32/3	Valuation list	1933
UDPE/T/32/4	Valuation list	1934
UDPE/T/32/5	Valuation list	1934
UDPE/T/32/6	Valuation list	1934
	[6 vols.]	
UDPE/T/32/7	Valuation list. Part III. Alterations	1937-1950
UDPE/T/32/8	Valuation list. Part III. Alterations	1950-1957
	[2 vols.]	
UDPE/T/33/1	Register of information sent to Valuation Officer and consequent action	1950-1956
UDPE/T/33/2	Register of information sent to Valuation Officer and consequent action	1956-1961
UDPE/T/33/3	Register of information sent to Valuation Officer and consequent action	1961-1965
UDPE/T/33/4	Register of information sent to Valuation Officer and consequent action [formerly listed as RD/Pe T/35]	1969
	[4 vols.]	
UDPE/T/34	List of rateable properties [1 vol.]	1962
UDPE/T/35	Valuation list. Part I. Entries made in the preparation of the list and its alteration before it came into force [1 vol.]	1972
UDPE/T/36	Rates summaries [1 vol.]	1969-1970
UDPE/T/37	Record of total valuation list and special list [1 vol.]	1929-1934