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GWENT COUNTY RECORD OFFICE

CATALOGUE

of documents relating to

PONTYPOOL EDUCATIONAL SETTLEMENT

deposited by

The Warden

May 1980

Gwent County Record Office,
County Hall,
Cwmbran.

PONTYPOOL EDUCATIONAL SETTLEMENT

Minute Books

D 1800. 1	Settlement Committee	1941 - 42
D 1800. 2	Settlement Council	1942 - 59
D 1800. 3	Executive Committee	1946 - 58
D 1800. 4	Members Committee	1943 - 51
D 1800. 5	Womens Area Committee	1937 - 58

Administration

D 1800. 6	Annual Report	1945 - 46
D 1800. 7	" "	1946 - 47
D 1800. 8	" "	1947 - 48
D 1800. 9	" "	1948 - 49
D 1800. 10	Balance Sheet	1941
D 1800. 35	Rubber stamp map showing Eastern Valley unemployment clubs within Settlement's jurisdiction from Llanelly Hill to Newport.	c. 1937

Plans (Settlement Buildings)

D 1800. 11	Proposed Building at Rockhill Road with specification	1936
D 1800. 12	Suggested alterations to existing building at "Old Works", Cwmbran	1941
D 1800. 13	Sketch plans : "Pontymoile" Ground & first floors	1965
D 1800. 14	Proposed modification to rooms on first floor	N.D.

Events and Activities

D 1800. 15	Newscuttings Book	1936 - 40
D 1800. 16	Article from "Free Press" on opening of the Settlement (with copy)	1937
D 1800. 17	Brochure - Opening of New Building by Right Hon. Lord Macmillan	1937
D 1800. 18	Brochure - "How it Began" (History of Settlement)	N.D.
D 1800. 19	Brochure - 21st Anniversary 1937 - 58	1958
D 1800. 20	Syllabus / Programme of Activities	1941 - 71, 1978
D 1800. 21	Prospectus - East Mon. College of Further Education	1964

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|------------|---|-----------|
| D 1800. 22 | Visitors Book (to exhibitions etc.) | 1939 - 60 |
| D 1800. 23 | Operatic Society Programme "San Marino" | 1959 |

Settlement Library

- | | | |
|------------|--|-----------|
| D 1800. 24 | Index to "Free Press" 1859 - 77 | N.D. |
| D 1800. 25 | Record Library Lists | N.D. |
| D 1800. 26 | Catalogue of Books | N.D. |
| D 1800. 27 | County Library Area Lists - Local Collections | 1970 - 71 |
| D 1800. 28 | Leaflet - Monmouthshire Young People's Theatre | N.D. |

Photographs (c. 1937 -)

- | | | |
|------------|------------------------------------|--------------------------|
| D 1800. 29 | Settlement Buildings | |
| D 1800. 30 | Staff | |
| D 1800. 31 | Activities | |
| D 1800. 32 | Pwlldu Girls Club | |
| D 1800. 33 | Exhibition Material : Unemployment | |
| | | Housing conditions |
| | | General Industrial Views |
| | | etc. |
| D 1800. 34 | Theatre Club Productions | |

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D 2979

PONTYPOOL EDUCATIONAL SETTLEMENT 1940-1982

See also D 1800

Government

D 2979. 1 File of minutes of Executive Committee including constitution of Members Committee and agreement with L.E.A. 1945-1960

D 2979. 2 File of minutes of Settlement Council including correspondence re. meetings and reports from Settlement Officers. 1949-1959

D 2979. 3 Constitution of the Pontypool Educational Settlement, draft. N.D.

D 2979. 4 File of correspondence with the Members Committee including minutes of meeting and constitution. 1945-1959

D 2979. 5 File of correspondence with members of the Settlement Council. 1949-1954

Outside Bodies

D 2979. 6 File of correspondence with Monmouthshire Education Committee including annual estimates of expenditure and details of staff, salaries and classes. 1954-1959

D 2979. 7 File of correspondence with The Workers' Educational Association: South Wales District including minutes of W.E.A. District Council meetings. 1953-1958

D 2979. 8 File of correspondence with The University of Wales Council of Music including orders for music and details of the Settlement Orchestra. 1949-1957

D 2979. 9 File of correspondence with The Education Centres Association including minutes of Executive Committee, Annual Report and an outline of activities. 1946-1958

D 2979.10 File of correspondence with The AAs Council of Great Britain including copies of The Arts Council Bulletin and details of exhibitions and dramatic performances. 1946-1959

D 2979.11	File of correspondence with Monmouthshire Education Committee re: hiring rooms for classes.	1949-1959
D 2979.12	File of correspondence with Settlements and Educational Centres around the country including prospectuses, programmes of classes and reports.	1946-1956
D 2979.13	File of correspondence with Monmouthshire Rural Community Council re: Monmouthshire Drama League.	1957-1959
D 2979.14	File of correspondence with Pontypool Urban District Council re: rating and valuation, advertising, British Restaurant.	1941-1958

Educational Activities

D 2979.15	File of correspondence with Varteg Women's Club re: lectures, speakers, officers, donations, visits.	1943-1952
D 2979.16	File of correspondence with Pontnewydd Women's Club re: Annual Meeting of Women's Area Club Committee, Officers, talks, speakers, visits.	1942-1950
D 2979.17	File of correspondence with clubs and societies re: hire of rooms.	1954-1959
D 2979.18	File of correspondence with the Women's Clubs of of Abersychan, Blaenavon, Garn-yr-erw, Cwmbrân and Pontypool re: talks, speakers, visits, Christmas Sale.	1941-1958
D 2979.19	File of correspondence with Griffithstown Women's Club re: classes, visits, talks, fees.	1941-1954
D 2979.20	File of correspondence with the Women's Clubs of Pontnewydd, Varteg, Pontypool, Griffithstown, Forgehammer and Trevethin re: talks, speakers, visits, members.	1942-1958
D 2979.21	File of correspondence with Garndiffaith Women's Club re: classes, talks, speakers.	1942-1958
D 2979.22	File of correspondence with Women's Social Service Club Eisteddfod Committee re: rules of Eisteddfod competitions, recipes, recitals, members of the committee, than-you letters, meetings.	1957-1958

D 2979.23	File of correspondence with the Women's Clubs of Trevethin, Cmwbrân and Abersychan re: minutes of Abersychan Women's Club, fees, talks, speakers.	1942-1958
D 2979.24	File of correspondence with the Women's Clubs of Pontnewydd and Griffithstown re: classes, talks, speakers, visits, fees.	1942-1958
D 2979.25	File of correspondence with Cwmbrân Women's Club re: classes, speakers, talks.	1942-1957
D 2979.26	File of correspondence with Pontypool Settlement Operatic Society re: minutes of meetings, constitution and rules of the Society, lists of members, performances, orders for music.	1956-1958
D 2979.27	File of correspondence with Pontypool Settlement Dramatic Art Class re: minutes of meetings, constitution of Society, performance, script for Davy Jones' locker, orders for plays, programmes for other dramatic societies, list of members, licence to perform plays.	1947-1959
D 2979.28	File of correspondence with Scientific and and Documentary Film Society and Record Club re: balance sheet for Film Society, conditions and procedures for borrowing records, catalogue of records held by Monmouthshire Education Committee, orders for films.	1955-1957
D 2979.29	File of correspondence with Pontypool Settlement Film Society, re: catalogues of film companies, film performances, orders for films, membership of the British Film Institute.	1945-1958
D 2979.30	File of correspondence with Pantygasseg Women's Club re: talks, speakers.	1950-1953
D 2979.31	File of correspondence with South Wales and Monmouthshire Standing Conference of Women's Social Service Clubs re: minutes of meetings, constitution, reports of conferences, suggestions for schools and courses, resolutions from area committees regarding childcare, rationing and hygiene, details of women's clubs in Monmouthshire.	1943-1953
D 2979.32	File of correspondence with the Women's Social Service Clubs Area Council re: meetings, agenda, annual meeting.	1953-1958

D 2979.33	File of correspondence with Women's Clubs of Pontnewynydd, Varteg and Upper Cwmbrân re: classes, speakers, visits.	1940-1957
D 2979.34	File of correspondence re: Womens' Clubs, speakers, visits, talks, Eisteddfod, programme of meetings.	1957-1958
D 2979.35	Photographs of presentation to Mrs. Priscilla Rosser by the Womens Social Services Clubs Pontnewydd making her an honorary member of the club. 2 photographs taken by L.H. Morgan, Abersychan.	1945
D 2979.36	File of correspondence re: programmes of speakers and classes, film shows, minutes of Women's Advisory Council on Solid Fuel, recipes for limited supplies of food, women's clubs, syllabus of classes.	1947-1952
D 2979.37	File of correspondence re: classes, lists of students, films hired, lectures, syllabus of classes, speakers. (poor condition)	1954-1955
D 2979.38	File of correspondence re: classes, Esperanto for beginners, lists of students, syllabus of classes, lecture notes for humanities - Local history - English. (poor condition)	1949-1957
D 2979.39	File of correspondence re: classes, speakers, fees, syllabus of classes.	1956-1959
D 2979.40	File of correspondence re: classes, fees, hire of rooms, speakers, syllabus of classes.	1952-1959
D 2979.41	File or correspondence re: day schools, speakers, lecture notes on comprehensive schools and restoration comedy, lists of students.	1952-1958
D 2979.42	File of correspondence re: summer lectures, speakers, programme of lectures.	1950-1956
D 2979.43	File of correspondence re: exhibitions, local artists, American painting, art lectures, Thomas Rathmell, Scottie Wilson, Japanese woodcuts, Ester Grainger.	1955-1958
D 1979.44	File of correspondence re: mailing lists of students and councillors of Cwmbrân U.D.C., requests for syllabuses.	1945-1957

D 2979.45	File of correspondence re: holiday courses abroad, leaflets of events and courses.	1950-1954
D 2979.46	File of correspondence re: lecturers, classes.	1945-1956
D 2979.47	File of correspondence with libraries and book sellers re: loaning and buying books for Settlement library, payment of fines for overdue books.	1955-1958
D 2979.48	File of correspondence re: Women's clubs, speakers, talks, visits, programme of classes.	1952-1957
D 2979.49	Files of lecture notes for 'Welsh for Beginners', lessons 1-24 with lesson 23 missing.	N.D.
D 2979.50	Files of lecture notes 'Improve your Welsh', Lessons 1-12.	1963
D 2979.87	File of correspondence with The Technical Institute, Abersychan re: classes, speakers, fees, syllabus.	1949-1959
 <u>Staff</u>		
D 2979.51	File of correspondence re: post of part-time librarian, application forms, references, short-lists for interview, appointment and rejection letters.	1957-1958
D 2979.52	File of correspondence re: post of caretaker, application form, references, job description.	1958
D 2979.53	Claim forms for salaries of part-time teachers with details of subject, teacher and number in class.	1958
D 2979.54	File of correspondence re: staff, appointments, salaries, references, death of warden - George Jones, expenses claims, report on handcrafts, wardens report, application forms.	1950-1958
D 2979.55	File of correspondence re: position of Assistant Warden and Warden's Secretary, application forms, references, appointment and rejection letters.	1956
D 2979.56	File of correspondence re: Teachers Superannuation Act, salaries, contributions, Teachers Service Book.	1950-1958

D 2979.57	File of correspondence with the Ministries of Education, National Insurance and Labour re: holidays, national insurance contributions, clothes rationing, reports from the Disabled Advisory Committee.	1945-1958
D 2979.58	File of correspondence re: talks given to outside bodies and organisations by the warden.	1944-1959
D 2979.59	File of correspondence with Yorkshire Insurance Company Limited and H.M. Inspector of Taxes re: employee insurance, income tax.	1945-1958
<u>Finance</u>		
D 2979.60	Estimates of income and expenditure.	1954-1960
D 2979.61	File of correspondence re: Annual Sales.	1950-1958
D 2979.62	File of correspondence re: donations to Settlement, D.L. Davies - Settlement Education Officer.	1949-1957
D 2979.63	File of correspondence with trusts and charities re: grants to Settlement, estimates of expenditure. (previously stored with D 1979.73)	1945-1949
D 2979.64	Cheque Lists. (poor condition)	1955-1959
D 2979.65	File of correspondence re: Settlement property mortgage. (previously stored with D 2979.57)	1949-1952
D 2979.66	File of correspondence re: Audit of Settlement account, balance sheets, debtors, income, expenditure.	1945-1957
D 2979.67	Register of income in chronological order.	1959-1960
D 2979.68	Estimate of income and expenditure.	1959-1960
D 2979.69	File of correspondence re: covenants, declaration forms.	1941-1958

Property and Services

D 2979.70	Estimates and invoices for repairs, goods and equipment.	1947-1957
D 2979.71	File of correspondence re: Warden's house - 'The Rowans', purchase, repairs.	1946-1958
D 2979.72	File of correspondence re: Settlement canteen, food rationing. (poor condition)	1942-1957
D 2979.73	File of correspondence re: companies providing fuel for the Settlement. (Previously stored with D 2979.63)	1945-1959
D 2979.74	File of correspondence re: orders for handicraft materials.	1954-1959
D 2979.75	File of correspondence re: customs and excise licences for public plays.	1946-1956
D 2979.76	Estimates and invoices for repairs, goods and equipment. (poor condition)	1945-1959
D 2979.77	File of correspondence re: land and property at Abersychan.	1941-1954

Miscellaneous

D 2979.78	File of correspondence re: miscellaneous subjects A-D.	1945-1959
D 2979.79	File of correspondence re: miscellaneous subjects E-G.	1946-1958
D 2979.80	File of correspondence re: miscellaneous subject H-J.	1945-1958
D 2979.81	File of correspondence re: miscellaneous subject K-M.	1945-1958
D 2979.82	File of correspondence re: miscellaneous subject N-S.	1945-1958

D 2979.83	File of correspondence re: 21st Anniversary of the Settlement, invitations to clubs to provide exhibitions.	1958
D 2979.84	Duplicate letters to members of the Settlement re: classes, meetings, reports, expenditure, estimates.	1951-1959
D 2979.85	Miscellaneous letters re: classes, invoices, orders, notice of meeting.	1945-1982
D 2979.86	Miscellaneous music.	N.D.