

Waltham Forest Archives

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VESTRY HOUSE MUSEUM & ARCHIVES
Vestry Road, London E17

RECORDS OF WALTHAMSTOW EDUCATIONAL FELLOWSHIP, PREVIOUSLY
KNOWN AS FRIENDS' HALL, LATER WALTHAMSTOW ADULT EDUCATION
CENTRE: a handlist

September 1980

Walthamstow Educational Fellowship, earlier Friend's Hall, Greenleaf Road, later Walthamstow Adult Education Centre.

Founded by the Society of Friends, Greenleaf Road, 1903, as a branch of the Bedford Institute, on the Greenleaf Road, Walthamstow, site. Educational Settlement instituted 1922. Friend's Hall and Educational settlement merged 1955, and a new Settlement Council set up. In 1965 the Settlement came under the control of the newly formed Waltham Forest Borough Council. In 1976 the Centre was fully taken over by Waltham Forest.

The records were deposited between 1976 - 77, 1979 and July 1980. The original provisional lists indicate how the material came in, and these have been preserved with the accession copy list.

Condition of deposit : Permanent loan. Depositors : Rosemary Stilcher, Principal in July 1980.
Ray Lamb, former Warden
1976 - 79.

- WS 8.41 /1. Minutes of Friends and Bedford Institute.
(See main correspondence files for other Institute records)
- /1/1 Friend's Mission Church, Minutes July 1906 - May 1912.
List of speakers and attendances at end of volume
- /1/2 Friend's Mission Church, Minutes May 1917 - September 1922.
With rules and constitution at the front
and attendances at rear.
- /1/3 Preparative Meeting Minutes. September 1922 - October 1931.
- /1/4 Preparative Meeting Minutes October 1931 - March 1942
4 vols in all
- /2 Bedford Institute. Local Committee, later Local Committee & Finance & General Purposes Committee. [Bound volumes unless stated].
- /2/1 Minutes, November 1917 - May 1926
With attendances at rear.
- /2/2 Minutes June 1926 - February 1930
With attendances at rear and loose
correspondence.
- /2/3 Minutes March 1930 - December 1932
- /2/4 Minutes January 1933 - January 1935
Unbound typescript.
- /2/5 Minutes February 1935 - August 1936
- /2/6 Minutes May 1937 - April 1942
Including Maintenance Fund Report, 1940.
- /2/7 Minutes May 1942 - October 1943

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Walthamstow Educational Settlement (continued)

/2/8	Minutes With loose printed constitution.	November 1943 - February 1947
/2/9	Minutes Flap with special meeting minutes of April 1948, and cutting and programme.	March 1947 - December 1948
/2/10	Minutes	January 1949 - December 1952
/2/11	Minutes (2 files)	January 1953 - April 1955
/2/12	Chairman's Agenda	December 1942 -- April 1944
/2/13	Chairman's Agenda	May 1947 - January 1950
/2/14	Secretary's note book With loose notes.	April 1946 - August 1947
/2/15	Chairman's agenda book (1 volume)	1933 - 1939
/2/16	Chairman's agenda book (1 volume)	1939 - c 1942
/2/17	Finance sub-committee minutes Chairman's agendas (1 volume)	December 1923 - April 1925 1927 - 1933
/3/1a - 5a Settlement Committee/Council minutes.		
/3/1a	Minutes (1 volume)	July 1921 - April 1928 [See 5a for continuation]
/3/1	Minutes (1 volume)	April 1934 - September 1943
/3/2	Minutes With officers meeting minutes etc. (1 volume)	November 1943 - c August 1948
/3/3	Minutes With officers minutes. (1 volume)	November 1948- March 1952
/3/4	Minutes Box file	May 1952 - April 1955
/3/5	Minutes Loose leaf folder. [Minutes 1955-60 marked on index 'transferred to file and not included; Folder also includes Executive Committee minutes]	April 1955 - February 1961 January 1960 - February 1961

Walthamstow Educational Settlement (continued)

/3/5a	Staff and Students Committee minutes then volume continues as Settlement Committee minutes (1 volume)	September 1925 - May 1926 October 1928 - October 1931
/3/6 - 11	Officers/Executive Committee minutes	
/3/6	Minutes of officers Box file	April 1952 - October 1966
/3/7	Minutes of officers (Also one Settlement Committee sheet of minutes) Folder	1961 - 1962
/3/8	Minutes of officers With file of bills marked 'B. I. A. Exec. Com' Box file	January 1967 - June 1975. 1964 - 1965
/3/9	Minutes of officers (also Council minutes) Box file	August 1966 - January 1972 October 1965 - June 1966)
/3/10	Minutes of Executive Committee Also contains minutes and papers of the Committee appointed to discharge the business of dissolving the Centre (1 folder)	September 1975 - April 1976 (last meeting of committee). 1976
/3/11	Minutes of Council. With minutes of Members Association Loose leaf folder.	October 1974 - October 1975. March 1976
/4	Association of Students and Friends.	
/4/1	Minutes Exercise book.	October 1935 - March 1938.
/4/2	Minutes Typescript sheets	March 1938 - June 1939
/4/3	Minutes Bound volume, with loose copies of A.S.B. Log book (pamphlet), coal club subscription card, 1923-26; Bedford Institute Association Federated Penny Bank deposit card (for Walthamstow Branch), 1931; and 'Your Film Society A.S.F.' (leaflet).	November 1939 - February 1946.
/4/4	Minutes	March 1946 - January 1948

Walthamstow Educational Settlement (cont'd)

- /4/5 A.S.F. Discussion Group minutes February 1943 - December 1945
(1 volume)
- /5 Other Committees: Students House Committee
- Minutes February 1948 - October 1952
1 volume. Also includes one bundle
of letters to the House Committee
Secretary January 1951 - October 1952
- and two pamphlets,
- 'Arthur Stanway Le Mare [Acc 8016/38]
1876 - 1942, an appreciation edited
by Fred Parsons', published by the Friends
Hall in 1943,
- and
- 'Fred Parsons 1869 - 1947, an appreciation
edited by Will Hay', published privately 1947
[Acc 8016/37].
- Both pamphlets in pamphlet sequence
and included in card catalogue.
- /6 Other committee minutes : Friends Youth Hall Centre
- /6/1 Minutes December 1941 - December 1943
(1 volume)
- /6/2 Minutes January 1944 - September 1947.
With statements of accounts and
bundle of receipts and bills. 1946.
[Bundle of stewards rosettes transferred to Museum Collection].
- /7 Other committee minutes : Friends Hall Youth Club.
- Minutes October 1943 - February 1947
With miscellaneous loose notes and
annual report of the Club 1943-44 (printed)
(1 volume)
- /8 Other committees : Friends Hall Service Group
- Minutes November 1940 - March 1942.
With receipt book, loose bills and
payment of accounts record at end of volume.
- /9 Other committees : Students Association Executive Committee.
- Minutes December 1958 - November 1962
Typescripts loose in file.

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Walthamstow Educational Settlement (contd)

- | | | |
|-------|---|---|
| /10 | Other committees : Friendship [Magazine] Committee | |
| | Minutes | May 1947 - December 1952 |
| | (1 volume) | |
| /11 | Enrolment registers and visitors book. | |
| | 1. Visitors book. | 1953 - 1966. |
| | Begins with signature of Clement Atlee. | |
| | (1 volume) | |
| | 2. Enrolment book. | September 1921 - Autumn 1925 |
| | With loose typescript sheet. | |
| | (1 volume) | |
| /12 | Financial records. | |
| /12/1 | Income and expenditure
with bundle of loose bills etc.
Relates to classroom expenditure. | 1924 - 1940 |
| | (1 volume) | |
| /12/2 | General fund:
receipts and expenditure | 1953 - 1955 |
| | (1 volume) | |
| /12/3 | Local Fund:
receipts and expenditure | 1953 - 1955 |
| | (1 volume) | |
| /12/4 | Cash book
Income side rate refunds and rents,
payments general. | October 1951 - October 1952 |
| | (1 volume) | |
| /12/5 | Income account | April 1955 - March 1956
June 1963 - April 1968 |
| | (1 volume) | |
| /12/6 | Income account | April 1956 - April 1963 |
| | (1 volume) | |
| /12/7 | Income account | April 1968 - April 1971 |
| | (1 volume) | |
| /12/8 | Income account | April 1971 - January 1977 |
| | (1 volume) | |
| /12/9 | Expenditure account.
[At front typescript: 'Basis of application
for grant by Educational Authority to
Walthamstow Adult Education Centre.' c.1965]. | May 1955 - March 1956 |
| | (1 volume) | |

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/12/10	Expenditure account (1 volume)	April 1956 - March 1961
/12/11	Payments account (1 volume)	April 1968 - April 1971
/12/12	Expenditure account (1 volume)	April 1971 - March 1976
/12/13	Record of fee receipts (1 volume)	1974 - 1975
/12/14	Indexed volume of expenses Includes summary of income and expenditure account. (1 volume)	1956 - 1976
/12/15	Petty cash account (1 volume)	April 1958 - April 1971
/12/16	Petty cash account (1 volume)	April 1971 - June 1976
/12/17	Day book [of expenditure] (1 volume)	April 1968 - March 1971
/12/18	Day book [of expenditure] With loose correspondence. (1 volume)	June 1971 - August 1976
/12/19	Wages book (weekly payments) With receipts etc. (1 volume)	January 1954 - March 1955.
/12/20	Wages account (1 volume)	January 1969 - June 1976
/12/21	Wages paid (1 volume)	December 1972 - April 1976
/12/22	Canteen account (1 volume)	June 1967 - April 1974
/12/23	Canteen account (1 volume)	April 1974 - April 1976
/12/24	Library account from year ending (1 volume)	March 1966 - May 1971
/12/25	Nursery School, receipts and payments Includes bank deposit books, bills and accounts and evacuation accounts and expenditure (sep. book)	September 1941 - July 1945 July - October 1944

Walthamstow Educational Settlement (contd)

/12/26	'Forum'.Accounts with loose correspondence, bills and bank deposit book.	October 1940 - February 1941
/12/27	B. I. A. Federated Penny Bank deposit cards for the Tennis Club, Junior (?) Settlement Sunday School. (5 cards)	c.1926 - 40.
/13	Correspondence and administrative files.	
/13/1	Local Committee. Matters in Hand File of correspondence.	c.1933 -35
/13/2	Pacifist Service Unit. file of cuttings and correspondence	1940 - 41
/13/3	Local Committee: file of correspondence and typescript copy of minutes for	March 1951.
/13/4	Local Committee : correspondence (1 file)	c.1935 - 41
/13/5	Local Committee : correspondence (1 file)	c.1935 - 36.
/13/6	Local Committee : correspondence Re: British War Relief Society of U.S.A. (1 file)	1941
/13/7	Local Committee : correspondence general (1 file)	c.1938 - 41
/13/8	Folder containing the following:	
	'Friends Hall' (pamphlet)	(n.d.)
	'Speech by A.H.Mackmurdo, 1937' (pamphlet)	
	'Chief things to do as secretary' (typescript)	(n.d.)
	Invitation to a weekend lecture school, 1939	
	'A religion of truth and friendship' (prospectus)	(n.d.)
	'List of events in the history of the Settlement (typescript)	1903 - 40'
	Minutes of the dissolution of the Settlement. (typescript)	1977
	Statement by the Midland Bank of the end of the account balance at the dissolution of the Settlement.	
	'Declaration of trusts by the Bedford Institute' dated 28 October 1907 (photocopy of deed and typescript copy - 2 items).	
	(Total 10 items)	

Walthamstow Educational Settlement (contd)

- /13/9 Plans of premises at Greenleaf Road, as follows:
- | | |
|---|---------------|
| New electrical control room | 1966 |
| Proposed alterations and additions | August 1963. |
| Elevation of hall | June 1964 |
| Revised setting out of forecourt | February 1964 |
| Alterations and additions : floor plans | October 1963 |
| Glazed screen for electrical control room | June 1964 |
- (6 plans in folder)
- /14 Academic notes.
- /14/1 'Science in Western Civilisation'
Lecture notes by H.D. Antony.
(1 volume) 1955 - 1957
- /14/2 'Science in Western Civilisation'
(1 volume) 1957 - 1959
- /14/3 File of lecture notes, cuttings and
poems (!) with 4 pamphlets presumably
used in lectures. c.1959
(1 file)
- /14/4 Notes on H.D. Antony's 'Science in Western
Civilisation' 1958 - 1959
Also misc. bundle of petty cash vouchers.
(1 envelope and contents)
- /15 Miscellaneous and social records.
- /15/1 Settlement Social Club membership book. n.d.
With unused membership cards.
(1 volume)
- /15/2 Youth Club photograph album 1941 - 1944
With photographs of members and
some activities.
- /15/3 Friends Hall Observer. May 1943 - Dec. 1945
Original drafts for periodical.
(11 files. Typescript and Mss).
- /15/4 'Badges' 1 sheet of calculations dated 1 January 1947
- /15/5 Film Society membership card. unused. n.d.
- /16 Press Cuttings
- /16/1 Friends Hall Youth Club Sept. 1942 - c. Jan. 1945
With loose material including
'Origins and aims of the club'
(1 volume typescript)

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Walthamstow Educational Settlement (cont'd)

/16	Press Cuttings cont'd.		
/16/2	Settlement press cuttings, reports programmes and record of events. (1 volume)	June 1942 - Aug.	1943
/16/3	" " "	Aug. 1943 - Mar.	1944
/16/4	" " "	Apr. 1944 - Dec.	1945
/16/5	" " "	Dec. 1945 - Apr.	1948
/16/6	" " "	May 1948 - Feb.	1949
/16/7	" " "	January - Dec.	1949
/16/8	" " "	Nov. 1949 - May	1950
/16/9	" " "	Jul. 1950 - Jun.	1951
/16/10	" " "	Jun. 1951 - Jun.	1954
/16/11	" " "	Jun. 1954 - Sept.	1955
/16/12	" " "	Jun. 1958 - Nov.	1960
/16/13	" " (1 file)	Nov. 1960 - Apr.	1961
/16/14	" " "	May - Dec.	1961
/16/15	" " (1 volume)	Jun. 1962 - Aug.	1964
/16/16	" " "	Oct. 1964 - May	1966
/16/17	" " "	Jul. 1966 - Jun.	1968
/16/18	" " "	Jul. 1968 - Jan.	1970
/16/19	" " "	Jan. 1970 - Apr.	1972
/16/20	" " "	Apr. 1972 - Feb.	1974
/16/21	" " "	Mar. 1974 - Mar.	1975
/16/22	" " "	Mar. 1975 - c.Feb	1976
/17	Friendship Magazine.	October 1930 - March	1964.
/17/1	Numbers 1 - 12 [Vol.1]	1930 - 1931	
/17/2	New Series [Vol.2]	1931 - 1933	

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Walthamstow Educational Settlement (cont'd)

/17	Friendship Magazine (cont'd)	October 1930 - March 1964
/17/3	Vol.2. Nos. 2 - 7,9 : Vol.3. Nos. 1 - 9	
/17/4	Vol.4. Nos. 1 - 10 : Vol.5 Nos. 1 - 9	1933 - 1935
/17/5	Vol.6. Nos. 1 - 10 : Vol.7 Nos. 1 - 9	1935 - 1937
/17/6	Vol.8. Nos. 1 - 9 : Vol.9 Nos. 1 - 9	1937 - 1939
/17/7	Vol.10 Nos. 1 - 10 :	1939 - 1940
/17/8	Vol.11 Nos. 1 - 6 : Vol.18 Nos. 1 - 8	1940 - 1941
/17/9	Vols 13 - 15 (various missing)	1942 - 1945
/17/10	Vols 16 - 18 (Vol.17 No.2 missing)	1946 - 1948
/17/11	Vols 19 - 22 (various numbers missing)	1949 - 1952
/17/12	New Series Vols.15 - 16 and un-numbered	1959 - 1964
/17/13	" " Vols. 1 - 5 (various numbers missing)	1953 - 1959

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N.B.	Friendship Magazine Volumes 5 - 7 Bound Volumes on open shelves.	1934 - 1937
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