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CITY OF SALFORD

CULTURAL SERVICES DEPARTMENT

Archives catalogue

U55

Records of the Port of Manchester Branch, The Missions to Seamen, Gladys Street, Trafford Road, Salford, 5, 1930-77, n.d.
Deposited: W.S. Storrie, Esq., lay reader, July, 1977 (indefinite loan).
Catalogued: A.N. Cross, August, 1977.
Location: Archives Centre, 658/662 Liverpool Road, Irlam, Manchester, M30 5AD.

There is an embargo until 1 Jan., 1988, on the production to members of the public of the records catalogued below.

In 1976 the Port of Manchester Branch (also known under the name of the Flying Angel) of the Missions to Seamen celebrated the seventy-fifth anniversary of the opening of the building in Gladys Street and Trafford Road. The Rev. H. Callaghan, as Branch Chaplain, prepared an account of the early history of the Branch with the title of Seventy Five Years in the Port of Manchester; this accompanies the text of the thanksgiving service for the anniversary in a leaflet contained in the file U55/C12. The Rev. H. Callaghan's account notes that, though the Branch was in existence in 1894 when ships began to use the Manchester Ship Canal, its premises were very limited until the opening of the building in Gladys Street and Trafford Road in 1901. The account continues with a description of the work of the Branch of which further details can be obtained in the records catalogued below, especially the annual reports. Owing to the fall in the numbers of seamen coming to the Port of Manchester (as the number of ships entering the Port declined) and to official requirements for expensive additional fire precautions, the Branch closed early in 1977.

Printed annual reports of the Branch, 1938-45, 1946-74, photographs and another copy of the leaflet containing Seventy Five Years in the Port of Manchester are held in the Local History Library, Salford Central Area Library.

ADMINISTRATION

Orders

Signed duplicated copy of constitution of the Branch (schedule incl. list of members of its Local Committee missing), 1963; photocopy of official description of the Branch as a charity and covering letter, 1963 (1 envelope containing 3 docs.)

1963

U55/AB1

UNOFFICIAL COLLECTIONS

ADMINISTRATION

Orders (contd.)

Typescript copy of same constitution (with printed list of its President, other officers and members of its committees, removed from a publication and attached to the typescript as a schedule of members of its Local Committee), [1963]; two copies of circular letter on registration number (212432) as a charity of the Missions to Seamen, 1963 (1 envelope containing 3 docs.)

1963

Minutes

Docs. and bdles. relating to annual general meetings of the Branch (1 folder containing bdles. and docs.)

1939-69

For the year 1939 there is a typed text of a speech on a resolution at the meeting. For succeeding years there are a series of docs. and leaflets relating to the annual general meetings; there were also found loose various docs., 1967-68, a typescript report, apparently for the year 1944, and printed annual reports for the years 1963-64 and 1966-67. Most of the docs. consist of letters (or copies), postcards and invitation cards but the bdles. also contain occasional texts of draft speeches or reports, agenda, lists of apologies and, with other papers, the following:

- Unsigned minutes, 1940 (marked "1941" but apparently in error), 1941, 1943-46, 1949, 1953, 1954 (incomplete), 1958 (two different texts), 1959-66
- Printed annual reports for the years 1952-53, 1954-69

In the bdle. for the year 1940-41 there is a typescript note on the limit imposed on the circulation of the report for that year.

- Statement of accounts for the year 1949
- Newspaper cutting, 1945

For minutes of the annual general meeting, 1939-40, see U55/CO1/AM1.

Miscellaneous

Printed list of officers and committee members for the Branch (1 doc.)

n.d.

Brochure printed in appeal for funds for the Branch, containing list of officers and committee members, description of its work, photographic illustrations, sketch of interior and first and second floor plans (1 pamphlet)

1945

Printed blank notices for collectors of appeal funds (2 docs.)

n.d.

Printed notices of jumble sale in the Canteen (2 docs.)

n.d.

U55/AB2

/AM1

/AZ1

/AZ2

/AZ3

/AZ4

UNOFFICIAL COLLECTIONS

U55/CO1/AM1	<p>COMMITTEES</p> <p>Minutes (mostly signed) of meetings of the Executive or other Committees, 1935-42, of the annual general meeting, 1939-40, and of the House Committee, 1943 (1 small vol. containing also letters, 1938, 1943 (accompanying rough sketch of wall), and programme for dedication of building after reconstruction, 1964)</p>	1935-43, 1964
/C1	<p>CORRESPONDENCE</p> <p>Letter on behalf of the Mayor and Mayoress of Oldham in reply to an invitation to attend the stone-laying ceremony at the hostel (1 doc.)</p>	1945
/C2-3	<p>Letters and other papers (especially accounts) relating to legacies, 1930, 1953, 1955-59, 1961-69, n.d., with copies of or references to earlier records of testators and with a few cards apparently noting payments concerning the bank accounts of the testators between the years 1940 and 1968 (2 files)</p>	1930, 1940-69, n.d.
/C4	<p>Letter from the Manager, Manchester Office, Union-Castle Mail Steamship Co. Ltd., regarding a centenary exhibition (1 doc.)</p>	1956
/C5	<p>Circular letter appealing for funds (1 doc.)</p>	1956
/C6	<p>Letters, specifications, plans and other papers, 1956, 1962-63, n.d., with architectural survey, 1959, relating to architectural improvements for the Branch (1 envelope containing docs.)</p>	1956, 1959, 1962-63, n.d.
/C7-8	<p>Letters, copies of letters, specifications, plans and other papers relating to the same improvements (2 envelopes containing docs.)</p>	1962-64, n.d.
/C9	<p>Letter from Cdr. A.G.D. Bagot, R.N. (retd.), on travel arrangements (1 doc.)</p>	1971
/C10	<p>Letter from a school teacher regarding a school project and copy of reply (giving information on the work of the Missions to Seamen and of the Port of Manchester Branch) (2 docs. removed from office diary selected for destruction)</p>	1972
/C11	<p>Letter from the City Administrator, City of Salford, sent as covering letter for a cheque for financial assistance (1 doc.)</p>	1975
/C12	<p>Letters and copies of letters regarding the celebration of the seventy-fifth anniversary of the building, 1976, with the following items:</p> <ul style="list-style-type: none"> - Text, 1976, of thanksgiving service with account, entitled <u>Seventy Five Years in the Port of Manchester</u> by the Rev. H. Callaghan on the history of the Branch and containing list of chaplains and lay readers between 1894 and 1974, 1976; 	<u>1930</u> , 1976

contd.

UNOFFICIAL COLLECTIONS

U55/C12

CORRESPONDENCE (contd.)
Letters, etc., (contd.)[1930],
1976

- Extract from At the Sign of the Flying Angel by G.A. Gollock, Longmans, [1930];
 - Notes and extracts giving information on the Branch between the years 1894 and 1902, a photocopy and a typescript copy of a report in the Salford Reporter on the laying of the foundation stone in 1901 and list of chaplains and lay readers as above, all presumably compiled for preparing the Rev. H. Callaghan's account, [1976]
- (1 file) marked "75 years")

ESTATE

- | | | |
|---------|---|---|
| /E1-2 | Inventory and valuation of furniture, fittings and equipment at the Branch and 293 Oldfield Road, Salford, prepared for insurance purposes (2 pamphlets, duplicate copies) | 1945 |
| /E3-4 | Inventory and valuation of furniture, fittings and equipment at the Branch, prepared for insurance purposes (2 pamphlets, duplicate copies) | 1956 |
| /E5 | Typescript list of particulars of door construction and proposed changes, prepared by Leach, Rhodes and Walker, architects, with some annotations (1 doc.) | 1963 |
| /E6 | Typescript draft of agreement with Salford Corporation regarding right of light over the Corporation's land (1 doc., removed from U55/F5) | 1957 |
| /E7 | Agreement by Peter Roberts (address given as the Branch) for interview on BBC Radio 4 service (1 doc., removed from office diary selected for destruction) | 1972 |
| FINANCE | | |
| /F1 | Certified statements of accounts, 1938-39, 1941-46, 1948, 1950-57, 1959-63, 1965-66; photocopies of certified statement of accounts, 1973 (26 docs. or binders containing docs., 1 folder containing docs.) | 1938-39,
1941-46,
1948,
1950-57,
1959-63,
1965-66,
1973 |
| /F2 | Duplicated certificate of amount of receipts by the Manchester Merchant Navy Appeal Fund (1 doc.) | 1945 |
| /F3-4 | Ledger containing various accounts (incl. income and expenditure accounts), 1938-62, and balance sheets (some certified), 1945-62 (2 vols. each containing an index to names of accounts) | 1938-62 |
| /F5 | Account book, marked "'B" account", 1938-64, giving balances for the building fund account, 1938-40 (1 vol. containing receipts and other vouchers with related letters, 1960-69, n.d.; U55/E6 removed) | 1938-69,
n.d. |

UNOFFICIAL COLLECTIONS

FINANCE (contd.)

- U55/F6 Bar and canteen account, marked "'C" account", analysing income and expenditure, 1971-73 (1 vol. containing vouchers, 1971) 1971-73
- /F7-10 "Petty cash expenses", noting cash paid for a wide range of expenses (4 vols.) 1947-73
- /F11-14 Other cash paid (4 vols., last vol. marked "'A" a/c - Inputs") 1948-73
- /F15-21 Cash received (7 vols., first vol. marked "Daily cash book", last vol. marked "'A" a/c Outputs") 1949-73
- /F22 Day book recording receipts, 1941-42, 1943, 1944 (1 vol. containing vouchers and appeals for funds, 1942) 1941-42, 1943, 1944
- /F23 Bills, receipts and related letters, chiefly concerning land or alterations to the building, 1938-41, 1943-44; valuation for fire insurance purposes of Officers' Club, Gladys Street, 197 Trafford Road and 293 Oldfield Road, Salford, 1945 (1 envelope containing docs. and bdles.) 1938-41, 1943-45
- /F24 Invoice from Salford Corporation for payment in respect of right of light (1 doc.) 1977

OFFICIAL REPORTS

- /O1 Printed annual reports (incl. statements of accounts) for the years 1957-58, 1960-61, 1963-64, 1965-66, 1967-68, 1969-74 (11 pamphlets) 1958, 1961, 1964, 1966, 1968, 1970-74
For other annual reports see U55/AM1

REGISTRATION

- /R1-4 Register of chapel services (4 vols.) 1943-70
- /R5-6 Lists of occupiers of rooms with figures for payments and some notes and telephone numbers (2 vols.) 1971-73
- /R7 Register of members of the Flying Angel Fellowship, Manchester, 1947, 1970 (1 small vol. enclosing blank membership card, n.d.) 1947, 1970, n.d.
- /R8 Details of applications for assistance and of assistance provided (1 vol.) 1944-52
- /R9 Details of applications for assistance and of assistance provided, in form either of notes on loose-leaf sheets or of letters (1 loose-leaf vol.) 1970-74, n.d.
- /R10 List of hospital visits, 1951-70 (1 vol. enclosing correspondence on death in North America of a seaman, 1969, various notes and letters, 1960-65, n.d., and photograph, produced by the Westmorland Gazette. of unidentified group outside a country house, n.d.) 1951-70, n.d.

UNOFFICIAL COLLECTIONS

TITLE

U55/T1 Signed will of John George Sinclair Innes, 14 1945
Wesley Street, Salford, retired merchant seaman
(1 envelope enclosing 1 doc.)

MAPS AND PLANS

The following plans were prepared by Leach, Rhodes and Walker, 90 Deansgate, Manchester, 3, architects and town planning consultants, with the exception of U55/M42-43. They mostly show proposed improvements to the Mission, particularly details of such improvements. Some consist of photocopies and a number are in poor condition.

For other plans see U55/C6-8.

/M1-2	Survey drawing incl. floor plans, elevations and sections (2 docs., duplicate copies)	1961
	U55/M3-17 were found in one bdl. and were all marked as received on 30th. October, 1963. They are in better condition than the plans catalogued as U55/M18-25, 34-41.	
/M3	Part elevation to Trafford Road, plan of revolving door and sections for canteen (1 doc.)	1962
/M4	Some details of improvements, 12th Mar. (1 doc.)	[?1963]
/M5	Sketch of exterior, 19th March (1 doc.)	1963
/M6	Elevations, 13th August (1 doc.)	[?1963]
/M7-11	Plans of details to fittings, 2-26th Sept. (5 docs.)	1963
/M12	Plan of layout of tanks in basement, 26th Sept. (1 doc.)	1963
/M13	Plan of proposed fire escape door, 2nd Oct. (1 doc.)	1963
/M14	Plan showing nearby buildings and nearby tunnel under Trafford Road; ground floor plan; and elevations (1 doc.)	n.d.
/M15	Ground floor, first floor and second floor plans (1 doc.)	n.d.
/M16-17	Some details of improvements (2 docs.)	n.d.
/M18-19	Sketch as in U55/M5, 19th March (2 docs., U55/M18 coloured)	1963
/M20	Details as in U55/M7, 2nd Sept. (1 doc.)	1963
/M21-22	Details as in U55/M8-9, 3rd Sept. (2 docs.)	1963

UNOFFICIAL COLLECTIONS

MAPS AND PLANS (contd.)

U55/M23-24	Details as in U55/M10, 25th Sept. (2 docs.)	1963
/M25	Details as in U55/M11, 26th Sept. (1 doc.)	1963
/M26-27	Kitchen details, 29-30th Oct. (1 doc.)	1963
/M28	Detail of reception desk, Dec. (1 doc., marked job No. 477)	1963
/M29-31	Other details of alterations, Jan. (3 docs., marked job No. 477; U55/M31 marked with date stamp for receipt on 19th Feb., 1964)	1964
/M32	Part plans for ground floor, n.d., with date stamp for receipt on 19th Feb. 1964 (1 doc.)	n.d., [c.1964]
/M33	Front elevation, Mar. (1 doc., marked job No. 477)	1964
/M34-35	Plans as in U55/M14 (2 docs., duplicate copies)	n.d.
/M36-37	Plans possibly earlier version of U55/M15 (2 docs., duplicate copies, U55/M37 coloured)	n.d.
/M38	Plans as in U55/M15 (except for addition to U55/M38 of colour), containing more notes than U55/M36-37 (1 doc.)	n.d.
/M39	Plan as in U55/M15 but with additional notes (1 doc.)	n.d.
/M40-41	Plans as in U55/M16-17 (2 docs.)	n.d.
/M42-43	Plans by Samuel Gratrix Ltd., Manchester, showing proposed extract ventilation (2 duplicate copies, U55/M43 with slight addition in ink)	n.d.