

Annual Report of York Lunatic Asylum 22 July 1814

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York Lunatic Asylum.

At a Quarterly Court of Governors of the York Lunatic Asylum, held the
27th Day of July, 1814,

His GRACE the ARCHBISHOP of YORK in the Chair,

The Committee appointed to Inquire into the Rules and Management of this Institution having made a Report of such Rules and Regulations as appear to them expedient for the future Management of this Institution,

RESOLVED, that the said Report be printed, and a Copy transmitted by the Steward to each Governor, previous to the next Annual Court.

REPORT.

*The Committee of Rules and Management, at a Meeting at the York Lunatic Asylum, held on Friday the
22nd Day of July, 1814,*

PRESENT,

His GRACE the ARCHBISHOP of YORK in the Chair,

Mr. PRESTON, Mr. DEALTRY, Mr. S. TUKE, Mr. NICOLL, Mr. BROOKSBANK, Mr. BROOK, Mr. WILSON,
Mr. BLAND, Mr. GRAHAM, Mr. J. GRAY, Mr. G. L. THOMPSON,

Proceeded, in reference to the suggestion expressed at the close of their last Report, to consider of such Rules and Regulations as appeared to them expedient for the future Management of the Institution. They offer the following for the consideration of the ensuing Quarterly or General Courts.

OFFICERS.

The Officers of the Asylum shall consist of a PHYSICIAN; a TREASURER; an APOTHECARY, who shall also act as Superintendent; a STEWARD, who shall also be SECRETARY; and a MATRON.

RULES, &c.

N. B. The Rules marked with a page in the margin are alterations of existing Rules; and the pages refer to the printed Report. The rest are new Rules.

GOVERNORS.

All Benefactors of £20 and upwards at one time, shall be Governors, as also the Lord Mayor of York, the Mayor of Doncaster, and the Governor of the Merchants' Company at York, respectively, for the time being. P. 23.

No Donation being made subject to any condition whatever, or directed to be applied to any particular purpose, shall constitute a Governor. P. 23.

In case of any future Subscription of £20, or upwards, by any Public Body, Society, or Partnership, one only of their number, to be named by themselves, shall act during his life as a Governor, and on his death the privilege shall cease. P. 24.

No person shall be allowed to vote at the election of any Officer of the Asylum till the expiration of six calendar months after he shall have become a Governor. P. 24.

COURTS.

There shall be a General Annual Court on Friday in the August Race Week, with unlimited powers. P. 24.

Four Quarterly Courts shall be held—on the Wednesday in the March Assize Week, and on the second Wednesday in the months of June, September, and December, respectively.

Special Courts shall be called by the Steward on the requisition of any five Governors, previous notice being given in each York Newspaper, specifying the object of calling such Special Court.

At the General and Quarterly Courts, and at Special Courts, five Governors shall constitute a quorum. The Chairman shall, if it be desired by any Governor present, be chosen by ballot. When the numbers are equal, the Chairman shall have a second vote.

No Governor, or other person, shall be present when any matter relating to himself is under consideration, unless with the approbation of the Court.

No Rule shall be made or altered at a Quarterly Court, unless after previous notice at a General or Quarterly Court.

COMMITTEE.

At each Quarterly Court a Committee of five shall be appointed by ballot, three of whom shall be a quorum. The Committee shall meet the first Tuesday in every Month, and shall also be called together by the Steward as occasion shall require, at the discretion of himself or the Apothecary, or at the desire of any one of their own number. In case of sudden emergency, a meeting may be held *instanter*. P. 25.

The Committee shall audit the accounts, and lay them before the Quarterly Courts; shall contract with tradesmen for provisions; make purchases of necessaries not exceeding £10 at one time; hire and discharge servants; determine the sums to be paid by Patients as well as the persons to be admitted; discharge Patients when they see occasion; and give such orders and directions as they shall think requisite.

VISITORS.

P. 33. Every Quarterly Court shall appoint Visiting Governors, two for each month.

The Visiting Governors, on receiving information of the death or escape of a Patient, shall meet and examine into the circumstances, and shall direct such advertisements, investigation, and inquiry, as they shall think necessary, and report facts.

The Quarterly Court may also appoint three Ladies, whether contributors or not, as Visitors of the Female Wards for the quarter.

Books shall be kept for entering the observations of all the Visitors, under their respective signatures; which shall be read at the Quarterly Courts, and shall be always open to the inspection of the Committee.

The Minister for the time being of the Parish of Saint Giles shall have free access to the Asylum, and may visit the Patients as often as he shall see occasion.

PATIENTS.

P. 29. Previous application shall be addressed to the Steward before any Patients are sent for admission.

The payment of each class of Patients per quarter shall be from time to time fixed by the Quarterly Court.

Classes for the remainder of the year 1814.

- P. 29.
1. Patients at 3 Guineas per week.
 2. Ditto, at 2 Guineas.
 3. Ditto, at 1*l.* 11*s.* 6*d.*
 4. Ditto, at 1*l.* 1*s.*
 5. Ditto, at 14*s.*
 6. Parish paupers, and others in indigent circumstances, at 9*s.*
 7. Patients deriving benefit from the Reduction Fund, who shall pay not more than 8*s.* nor less than 4*s.* per week, at the discretion of the Committee.

Patients in the first class may be attended by their own servants, paying such a sum for their board as the Committee shall think fit, and such servants being under the control of the Apothecary and the Committee. The three first classes shall dine at a separate table.

The admission and classification of each Patient shall be made by the Apothecary, subject to such alteration as the Committee under the circumstances shall think expedient.

P. 33. A report shall be made by the Steward, to each Quarterly Court, of the number of Patients, and the length of time each has been in the Asylum.

No person shall be admitted a Patient who has been tried for any capital offence, even though committed during a state of insanity.

PHYSICIAN.

P. 32. The Physician is expected to notice any negligence or misbehaviour which he may observe in any of the Officers or Servants, and to represent it to the Committee if he find necessary.

At the end of every six months the Committee shall take an average of the number of Patients of all classes during that period, and the Treasurer shall pay to the Physician, as a salary, a sum to be annually fixed by the General Court, according to the number on such average.

The sum to be paid for the ensuing year shall be Three Guineas for each Patient, by two equal instalments, as herein before provided.

P. 33. The Physician is precluded from accepting any Fees or Gratuities on account of Patients in the Asylum.

TREASURER.

The Treasurer shall receive all legacies and donations, and give discharges for the same; he shall receive the dividends and interest upon the money in the Funds, or on securities; and shall issue money to the Steward when it shall be deemed necessary; and he shall make up an annual account of his receipts and disbursements. The money which he shall from time to time receive, shall be paid into one of the York Banks, to the separate account of the Lunatic Asylum.

APOTHECARY.

The Apothecary shall be resident in, and be the superintendent of the house. He shall attend to the preparation and at the administration of medicines; shall have full power over the attendants and other servants, and may discharge them. He shall see each Patient at least twice every twenty-four hours; and shall daily remark the condition of every apartment. On the death or escape of any Patient he shall give immediate information to the Visitors. He is expected to support the authority of the Matron over the female Servants.

STEWARD.

He shall keep the accounts with the friends of Patients; enter the minutes at the Courts, or copy them into the books if made in his absence; keep correct lists of admissions, deaths, and removals, with such particulars as the Committee shall suggest; and settle accounts with the Treasurer when required. He shall give each of the Committee two days previous notice of their stated Monthly Meetings, and shall also call them together as often as he, or the Apothecary, shall see occasion, or at the desire of any one of the Committee.

THE MATRON

Shall superintend generally the domestic arrangements, victuals, &c.; and shall keep an account in writing of the linen, for the inspection of the Courts and Committee; she shall have the particular management and control of the female Servants, and care of the female Patients. If any thing require correction she shall represent it, in the first instance, to the Apothecary, and, in case she find it expedient, to the Physician, Visitors, or Committee. P. 26.

There shall be a Housekeeper under the Matron.

SERVANTS IN GENERAL.

All the Servants shall have fixed salaries or wages, and no perquisites. If any of the Patients escape, the expense of following, and bringing them back, shall be defrayed out of the wages of the Servant under whose particular care the Patient was placed; unless the Committee shall be of opinion that no blame attaches. P. 40.

If any Servant strike, or otherwise ill-treat any Patient, such Servant shall be dismissed from his or her situation. P. 40.

The present orders to the Servants shall continue in force until they are revised and altered, which the Committee from time to time shall have power to do.

LUPTONS' FUND.

When the Fund now accumulating shall be opened for the purposes of its establishment, all existing and future contributors of £20, or upwards, to that Fund, shall be Governors; but they shall have no distinct power over that Fund.

MISCELLANEOUS.

The Diet Table shall be from time to time revised by the Committee, with the assistance of the Physician.

No friend of a Patient, nor any stranger, shall visit the house, without the approbation of the Apothecary, or written leave from the Physician, or a Visitor. An Annual Report shall be prepared by the Committee for publication and distribution, previous to the General Court. P. 43.

The following propositions having been suggested to this Court,

RESOLVED, that they be printed, and taken into consideration at the Meeting in August.

An Annual Subscription of Two Guineas, or upwards, paid in advance, shall constitute a Governor; such Subscription to become due the first of January in each year; and no Annual Subscriber shall be entitled to act as a Governor till his Subscription be paid.

That Patients of the three first Classes have permission of being attended by any Physician their friends may think proper, the Physician of the house receiving his salary also in respect of such Patients.

That the Physician be permitted to receive Fees from the friends of the more opulent Patients, at their discretion; that on such Fees being allowed, the salary *per capita* be diminished.

The Steward shall pay bills under the direction of the Committee or Treasurer; and generally transact such concerns of the Institution as the Committee shall direct.

No Officer of the Institution shall be eligible to act upon the Committee.

That the number of Patients in the higher classes, viz. those paying from 1*l.* 11*s.* 6*d.* to 3*l.* 3*s.* per week, shall be limited; and shall never be so numerous as to prevent the admission of those more peculiarly the objects of this Charity.

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STEWARDS

It shall be the duty of the Stewards, to attend to the management of the Asylum, and to see that the Patients are properly treated, and that the Rules are strictly observed; and to report to the Committee on the state of the Asylum, and on the conduct of the Stewards, at every meeting of the Committee.

THE MATRON

It shall be the duty of the Matron, to attend to the management of the Asylum, and to see that the Patients are properly treated, and that the Rules are strictly observed; and to report to the Committee on the state of the Asylum, and on the conduct of the Matron, at every meeting of the Committee.

SERVANTS IN GENERAL

All the Servants shall have fixed salaries or wages, and no particular. If any of the Servants are found to be dishonest, or to be guilty of any other offence, they shall be discharged from the Asylum.

LIFTERS FUND

When the Fund now established shall be exhausted for the purpose of its establishment, all the Servants shall be bound to contribute to the Fund, and to see that the Fund is properly managed.

MISCELLANEOUS

The Patients shall be bound to attend to the management of the Asylum, and to see that the Rules are strictly observed; and to report to the Committee on the state of the Asylum, and on the conduct of the Patients, at every meeting of the Committee.

Apothecary and the Committee. The three first classes shall dine at a separate table.

The admission and classification of each Patient shall be made by the Apothecary, subject to such alteration as the Committee under the circumstances shall think expedient.

A report shall be made by the Steward, to each Quarterly Court, of the number of Patients, and the length of time each has been in the Asylum.

No person shall be admitted as a Patient who has been tried for any capital offence, even

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