

File on Telephones

Publication/Creation

1893-1908

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J. ARTHUR TAYLOR,
SECRETARY.
TELEPHONE YORK 54551.

26 SEP 1949

THE RETREAT,
YORK.

23rd September, 1949.

Dear Sir,

We require a further supply of
leadless petrol for our plumber and painters.

Will you kindly let us have the
necessary Form of Application.

29/9/49
application for
6, 12, 18, 24, 30, 36, 42, 48, 54, 60, 66, 72, 78, 84, 90, 96, 102, 108, 114, 120, 126, 132, 138, 144, 150, 156, 162, 168, 174, 180, 186, 192, 198, 204, 210, 216, 222, 228, 234, 240, 246, 252, 258, 264, 270, 276, 282, 288, 294, 300, 306, 312, 318, 324, 330, 336, 342, 348, 354, 360, 366, 372, 378, 384, 390, 396, 402, 408, 414, 420, 426, 432, 438, 444, 450, 456, 462, 468, 474, 480, 486, 492, 498, 504, 510, 516, 522, 528, 534, 540, 546, 552, 558, 564, 570, 576, 582, 588, 594, 600, 606, 612, 618, 624, 630, 636, 642, 648, 654, 660, 666, 672, 678, 684, 690, 696, 702, 708, 714, 720, 726, 732, 738, 744, 750, 756, 762, 768, 774, 780, 786, 792, 798, 804, 810, 816, 822, 828, 834, 840, 846, 852, 858, 864, 870, 876, 882, 888, 894, 900, 906, 912, 918, 924, 930, 936, 942, 948, 954, 960, 966, 972, 978, 984, 990, 996, 1002, 1008, 1014, 1020, 1026, 1032, 1038, 1044, 1050, 1056, 1062, 1068, 1074, 1080, 1086, 1092, 1098, 1104, 1110, 1116, 1122, 1128, 1134, 1140, 1146, 1152, 1158, 1164, 1170, 1176, 1182, 1188, 1194, 1200, 1206, 1212, 1218, 1224, 1230, 1236, 1242, 1248, 1254, 1260, 1266, 1272, 1278, 1284, 1290, 1296, 1302, 1308, 1314, 1320, 1326, 1332, 1338, 1344, 1350, 1356, 1362, 1368, 1374, 1380, 1386, 1392, 1398, 1404, 1410, 1416, 1422, 1428, 1434, 1440, 1446, 1452, 1458, 1464, 1470, 1476, 1482, 1488, 1494, 1500, 1506, 1512, 1518, 1524, 1530, 1536, 1542, 1548, 1554, 1560, 1566, 1572, 1578, 1584, 1590, 1596, 1602, 1608, 1614, 1620, 1626, 1632, 1638, 1644, 1650, 1656, 1662, 1668, 1674, 1680, 1686, 1692, 1698, 1704, 1710, 1716, 1722, 1728, 1734, 1740, 1746, 1752, 1758, 1764, 1770, 1776, 1782, 1788, 1794, 1800, 1806, 1812, 1818, 1824, 1830, 1836, 1842, 1848, 1854, 1860, 1866, 1872, 1878, 1884, 1890, 1896, 1902, 1908, 1914, 1920, 1926, 1932, 1938, 1944, 1950, 1956, 1962, 1968, 1974, 1980, 1986, 1992, 1998, 2004, 2010, 2016, 2022, 2028, 2034, 2040, 2046, 2052, 2058, 2064, 2070, 2076, 2082, 2088, 2094, 2100, 2106, 2112, 2118, 2124, 2130, 2136, 2142, 2148, 2154, 2160, 2166, 2172, 2178, 2184, 2190, 2196, 2202, 2208, 2214, 2220, 2226, 2232, 2238, 2244, 2250, 2256, 2262, 2268, 2274, 2280, 2286, 2292, 2298, 2304, 2310, 2316, 2322, 2328, 2334, 2340, 2346, 2352, 2358, 2364, 2370, 2376, 2382, 2388, 2394, 2400, 2406, 2412, 2418, 2424, 2430, 2436, 2442, 2448, 2454, 2460, 2466, 2472, 2478, 2484, 2490, 2496, 2502, 2508, 2514, 2520, 2526, 2532, 2538, 2544, 2550, 2556, 2562, 2568, 2574, 2580, 2586, 2592, 2598, 2604, 2610, 2616, 2622, 2628, 2634, 2640, 2646, 2652, 2658, 2664, 2670, 2676, 2682, 2688, 2694, 2700, 2706, 2712, 2718, 2724, 2730, 2736, 2742, 2748, 2754, 2760, 2766, 2772, 2778, 2784, 2790, 2796, 2802, 2808, 2814, 2820, 2826, 2832, 2838, 2844, 2850, 2856, 2862, 2868, 2874, 2880, 2886, 2892, 2898, 2904, 2910, 2916, 2922, 2928, 2934, 2940, 2946, 2952, 2958, 2964, 2970, 2976, 2982, 2988, 2994, 3000, 3006, 3012, 3018, 3024, 3030, 3036, 3042, 3048, 3054, 3060, 3066, 3072, 3078, 3084, 3090, 3096, 3102, 3108, 3114, 3120, 3126, 3132, 3138, 3144, 3150, 3156, 3162, 3168, 3174, 3180, 3186, 3192, 3198, 3204, 3210, 3216, 3222, 3228, 3234, 3240, 3246, 3252, 3258, 3264, 3270, 3276, 3282, 3288, 3294, 3300, 3306, 3312, 3318, 3324, 3330, 3336, 3342, 3348, 3354, 3360, 3366, 3372, 3378, 3384, 3390, 3396, 3402, 3408, 3414, 3420, 3426, 3432, 3438, 3444, 3450, 3456, 3462, 3468, 3474, 3480, 3486, 3492, 3498, 3504, 3510, 3516, 3522, 3528, 3534, 3540, 3546, 3552, 3558, 3564, 3570, 3576, 3582, 3588, 3594, 3600, 3606, 3612, 3618, 3624, 3630, 3636, 3642, 3648, 3654, 3660, 3666, 3672, 3678, 3684, 3690, 3696, 3702, 3708, 3714, 3720, 3726, 3732, 3738, 3744, 3750, 3756, 3762, 3768, 3774, 3780, 3786, 3792, 3798, 3804, 3810, 3816, 3822, 3828, 3834, 3840, 3846, 3852, 3858, 3864, 3870, 3876, 3882, 3888, 3894, 3900, 3906, 3912, 3918, 3924, 3930, 3936, 3942, 3948, 3954, 3960, 3966, 3972, 3978, 3984, 3990, 3996, 4002, 4008, 4014, 4020, 4026, 4032, 4038, 4044, 4050, 4056, 4062, 4068, 4074, 4080, 4086, 4092, 4098, 4104, 4110, 4116, 4122, 4128, 4134, 4140, 4146, 4152, 4158, 4164, 4170, 4176, 4182, 4188, 4194, 4200, 4206, 4212, 4218, 4224, 4230, 4236, 4242, 4248, 4254, 4260, 4266, 4272, 4278, 4284, 4290, 4296, 4302, 4308, 4314, 4320, 4326, 4332, 4338, 4344, 4350, 4356, 4362, 4368, 4374, 4380, 4386, 4392, 4398, 4404, 4410, 4416, 4422, 4428, 4434, 4440, 4446, 4452, 4458, 4464, 4470, 4476, 4482, 4488, 4494, 4500, 4506, 4512, 4518, 4524, 4530, 4536, 4542, 4548, 4554, 4560, 4566, 4572, 4578, 4584, 4590, 4596, 4602, 4608, 4614, 4620, 4626, 4632, 4638, 4644, 4650, 4656, 4662, 4668, 4674, 4680, 4686, 4692, 4698, 4704, 4710, 4716, 4722, 4728, 4734, 4740, 4746, 4752, 4758, 4764, 4770, 4776, 4782, 4788, 4794, 4800, 4806, 4812, 4818, 4824, 4830, 4836, 4842, 4848, 4854, 4860, 4866, 4872, 4878, 4884, 4890, 4896, 4902, 4908, 4914, 4920, 4926, 4932, 4938, 4944, 4950, 4956, 4962, 4968, 4974, 4980, 4986, 4992, 4998, 5004, 5010, 5016, 5022, 5028, 5034, 5040, 5046, 5052, 5058, 5064, 5070, 5076, 5082, 5088, 5094, 5100, 5106, 5112, 5118, 5124, 5130, 5136, 5142, 5148, 5154, 5160, 5166, 5172, 5178, 5184, 5190, 5196, 5202, 5208, 5214, 5220, 5226, 5232, 5238, 5244, 5250, 5256, 5262, 5268, 5274, 5280, 5286, 5292, 5298, 5304, 5310, 5316, 5322, 5328, 5334, 5340, 5346, 5352, 5358, 5364, 5370, 5376, 5382, 5388, 5394, 5400, 5406, 5412, 5418, 5424, 5430, 5436, 5442, 5448, 5454, 5460, 5466, 5472, 5478, 5484, 5490, 5496, 5502, 5508, 5514, 5520, 5526, 5532, 5538, 5544, 5550, 5556, 5562, 5568, 5574, 5580, 5586, 5592, 5598, 5604, 5610, 5616, 5622, 5628, 5634, 5640, 5646, 5652, 5658, 5664, 5670, 5676, 5682, 5688, 5694, 5700, 5706, 5712, 5718, 5724, 5730, 5736, 5742, 5748, 5754, 5760, 5766, 5772, 5778, 5784, 5790, 5796, 5802, 5808, 5814, 5820, 5826, 5832, 5838, 5844, 5850, 5856, 5862, 5868, 5874, 5880, 5886, 5892, 5898, 5904, 5910, 5916, 5922, 5928, 5934, 5940, 5946, 5952, 5958, 5964, 5970, 5976, 5982, 5988, 5994, 6000, 6006, 6012, 6018, 6024, 6030, 6036, 6042, 6048, 6054, 6060, 6066, 6072, 6078, 6084, 6090, 6096, 6102, 6108, 6114, 6120, 6126, 6132, 6138, 6144, 6150, 6156, 6162, 6168, 6174, 6180, 6186, 6192, 6198, 6204, 6210, 6216, 6222, 6228, 6234, 6240, 6246, 6252, 6258, 6264, 6270, 6276, 6282, 6288, 6294, 6300, 6306, 6312, 6318, 6324, 6330, 6336, 6342, 6348, 6354, 6360, 6366, 6372, 6378, 6384, 6390, 6396, 6402, 6408, 6414, 6420, 6426, 6432, 6438, 6444, 6450, 6456, 6462, 6468, 6474, 6480, 6486, 6492, 6498, 6504, 6510, 6516, 6522, 6528, 6534, 6540, 6546, 6552, 6558, 6564, 6570, 6576, 6582, 6588, 6594, 6600, 6606, 6612, 6618, 6624, 6630, 6636, 6642, 6648, 6654, 6660, 6666, 6672, 6678, 6684, 6690, 6696, 6702, 6708, 6714, 6720, 6726, 6732, 6738, 6744, 6750, 6756, 6762, 6768, 6774, 6780, 6786, 6792, 6798, 6804, 6810, 6816, 6822, 6828, 6834, 6840, 6846, 6852, 6858, 6864, 6870, 6876, 6882, 6888, 6894, 6900, 6906, 6912, 6918, 6924, 6930, 6936, 6942, 6948, 6954, 6960, 6966, 6972, 6978, 6984, 6990, 6996, 7002, 7008, 7014, 7020, 7026, 7032, 7038, 7044, 7050, 7056, 7062, 7068, 7074, 7080, 7086, 7092, 7098, 7104, 7110, 7116, 7122, 7128, 7134, 7140, 7146, 7152, 7158, 7164, 7170, 7176, 7182, 7188, 7194, 7200, 7206, 7212, 7218, 7224, 7230, 7236, 7242, 7248, 7254, 7260, 7266, 7272, 7278, 7284, 7290, 7296, 7302, 7308, 7314, 7320, 7326, 7332, 7338, 7344, 7350, 7356, 7362, 7368, 7374, 7380, 7386, 7392, 7398, 7404, 7410, 7416, 7422, 7428, 7434, 7440, 7446, 7452, 7458, 7464, 7470, 7476, 7482, 7488, 7494, 7500, 7506, 7512, 7518, 7524, 7530, 7536, 7542, 7548, 7554, 7560, 7566, 7572, 7578, 7584, 7590, 7596, 7602, 7608, 7614, 7620, 7626, 7632, 7638, 7644, 7650, 7656, 7662, 7668, 7674, 7680, 7686, 7692, 7698, 7704, 7710, 7716, 7722, 7728, 7734, 7740, 7746, 7752, 7758, 7764, 7770, 7776, 7782, 7788, 7794, 7800, 7806, 7812, 7818, 7824, 7830, 7836, 7842, 7848, 7854, 7860, 7866, 7872, 7878, 7884, 7890, 7896, 7902, 7908, 7914, 7920, 7926, 7932, 7938, 7944, 7950, 7956, 7962, 7968, 7974, 7980, 7986, 7992, 7998, 8004, 8010, 8016, 8022, 8028, 8034, 8040, 8046, 8052, 8058, 8064, 8070, 8076, 8082, 8088, 8094, 8100, 8106, 8112, 8118, 8124, 8130, 8136, 8142, 8148, 8154, 8160, 8166, 8172, 8178, 8184, 8190, 8196, 8202, 8208, 8214, 8220, 8226, 8232, 8238, 8244, 8250, 8256, 8262, 8268, 8274, 8280, 8286, 8292, 8298, 8304, 8310, 8316, 8322, 8328, 8334, 8340, 8346, 8352, 8358, 8364, 8370, 8376, 8382, 8388, 8394, 8400, 8406, 8412, 8418, 8424, 8430, 8436, 8442, 8448, 8454, 8460, 8466, 8472, 8478, 8484, 8490, 8496, 8502, 8508, 8514, 8520, 8526, 8532, 8538, 8544, 8550, 8556, 8562, 8568, 8574, 8580, 8586, 8592, 8598, 8604, 8610, 8616, 8622, 8628, 8634, 8640, 8646, 8652, 8658, 8664, 8670, 8676, 8682, 8688, 8694, 8700, 8706, 8712, 8718, 8724, 8730, 8736, 8742, 8748, 8754, 8760, 8766, 8772, 8778, 8784, 8790, 8796, 8802, 8808, 8814, 8820, 8826, 8832, 8838, 8844, 8850, 8856, 8862, 8868, 8874, 8880, 8886, 8892, 8898, 8904, 8910, 8916, 8922, 8928, 8934, 8940, 8946, 8952, 8958, 8964, 8970, 8976, 8982, 8988, 8994, 9000, 9006, 9012, 9018, 9024, 9030, 9036, 9042, 9048, 9054, 9060, 9066, 9072, 9078, 9084, 9090, 9096, 9102, 9108, 9114, 9120, 9126, 9132, 9138, 9144, 9150, 9156, 9162, 9168, 9174, 9180, 9186, 9192, 9198, 9204, 9210, 9216, 9222, 9228, 9234, 9240, 9246, 9252, 9258, 9264, 9270, 9276, 9282, 9288, 9294, 9300, 9306, 9312, 9318, 9324, 9330, 9336, 9342, 9348, 9354, 9360, 9366, 9372, 9378, 9384, 9390, 9396, 9402, 9408, 9414, 9420, 9426, 9432, 9438, 9444, 9450, 9456, 9462, 9468, 9474, 9480, 9486, 9492, 9498, 9504, 9510, 9516, 9522, 9528, 9534, 9540, 9546, 9552, 9558, 9564, 9570, 9576, 9582, 9588, 9594, 9600, 9606, 9612, 9618, 9624, 9630, 9636, 9642, 9648, 9654, 9660, 9666, 9672, 9678, 9684, 9690, 9696, 9702, 9708, 9714, 9720, 9726, 9732, 9738, 9744, 9750, 9756, 9762, 9768, 9774, 9780, 9786, 9792, 9798, 9804, 9810, 9816, 9822, 9828, 9834, 9840, 9846, 9852, 9858, 9864, 9870, 9876, 9882, 9888, 9894, 9900, 9906, 9912, 9918, 9924, 9930, 9936, 9942, 9948, 9954, 9960, 9966, 9972, 9978, 9984, 9990, 9996, 10002, 10008, 10014, 10020, 10026, 10032, 10038, 10044, 10050, 10056, 10062, 10068, 10074, 10080, 10086, 10092, 10098, 10104, 10110, 10116, 10122, 10128, 10134, 10140, 10146, 10152, 10158, 10164, 10170, 10176, 10182, 10188, 10194, 10200, 10206, 10212, 10218, 10224, 10230, 10236, 10242, 10248, 10254, 10260, 10266, 10272, 10278, 10284, 10290, 10296, 10302, 10308, 10314, 10320, 10326, 10332, 10338, 10344, 10350, 10356, 10362, 10368, 10374, 10380, 10386, 10392, 10398, 10404, 10410, 10416, 10422, 10428, 10434, 10440, 10446, 10452, 10458, 10464, 10470, 10476, 10482, 10488, 10494, 10500, 10506, 10512, 10518, 10524, 10530, 10536, 10542, 10548, 10554, 10560, 10566, 10572, 10578, 10584, 10590, 10596, 10602, 10608, 10614, 10620, 10626, 10632, 10638, 10644, 10650, 10656, 10662, 10668, 10674, 10680, 10686, 10692, 10698, 10704, 10710, 10716, 10722, 10728, 10734, 10740, 10746, 10752, 10758, 10764, 10770, 10776, 10782, 10788, 10794, 10800, 10806, 10812, 10818, 10824, 10830, 10836, 10842, 10848, 10854, 10860, 10866, 10872, 10878, 10884, 10890, 10896, 10902, 10908, 10914, 10920, 10926, 10932, 10938, 10944, 10950, 10956, 10962, 10968, 10974, 10980, 10986, 10992, 10998, 11004, 11010, 11016, 11022, 11028, 11034, 11040, 11046, 11052, 11058, 11064, 11070, 11076, 11082, 11088, 11094, 11100, 11106, 11112, 11118, 11124, 11130, 11136, 11142, 11148, 11154, 11160, 11166, 11172, 11178, 11184, 11190, 11196, 11202, 11208, 11214, 11220, 11226, 11232, 11238, 11244, 11250, 11256, 11262, 11268, 11274, 11280, 11286, 11292, 11298, 11304, 11310, 11316, 11322, 11328, 11334, 11340, 11346, 11352, 11358, 11364, 11370, 11376, 11382, 11388, 11394, 11400, 11406, 11412, 11418, 11424, 11430, 11436, 11442, 11448, 11454, 11460, 11466, 11472, 11478, 11484, 11490, 11496, 11502, 11508, 11514, 11520, 11526, 11532, 11538, 11544, 11550, 11556, 11562, 11568, 11574, 11580, 11586, 11592, 11598, 11604, 11610, 11616, 11622, 11628, 11634, 11640, 11646, 11652, 11658, 11664, 11670, 11676, 11682, 11688, 11694, 11700, 11706, 11712, 11718, 11724, 11730, 11736, 11742, 11748, 11754, 11760, 11766, 11772, 11778, 11784, 11790, 11796, 11802, 11808, 11814, 11820, 11826, 11832, 11838, 11844, 11850, 11856, 11862, 11868, 11874, 11880, 11886, 118

14 September, 1919.

Dear Sir,

I have the honor to acknowledge the receipt of your letter of the 11th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration. I am, Sir, very respectfully,
Yours sincerely,
[Signature]

Robertson, Officer,
North Eastern Division,
St. Paul, Minnesota,
U.S.A.

MINISTRY OF FUEL AND POWER

All communications should be addressed to

THE REGIONAL PETROLEUM OFFICER,

and not to any Officer personally, quoting reference



REGIONAL PETROLEUM OFFICE,
NORTH EASTERN REGION,
20/22, ST. PAUL'S STREET,
LEEDS, I.

Your Reference

..... 28/9/1949

Dear Sir/Madam,

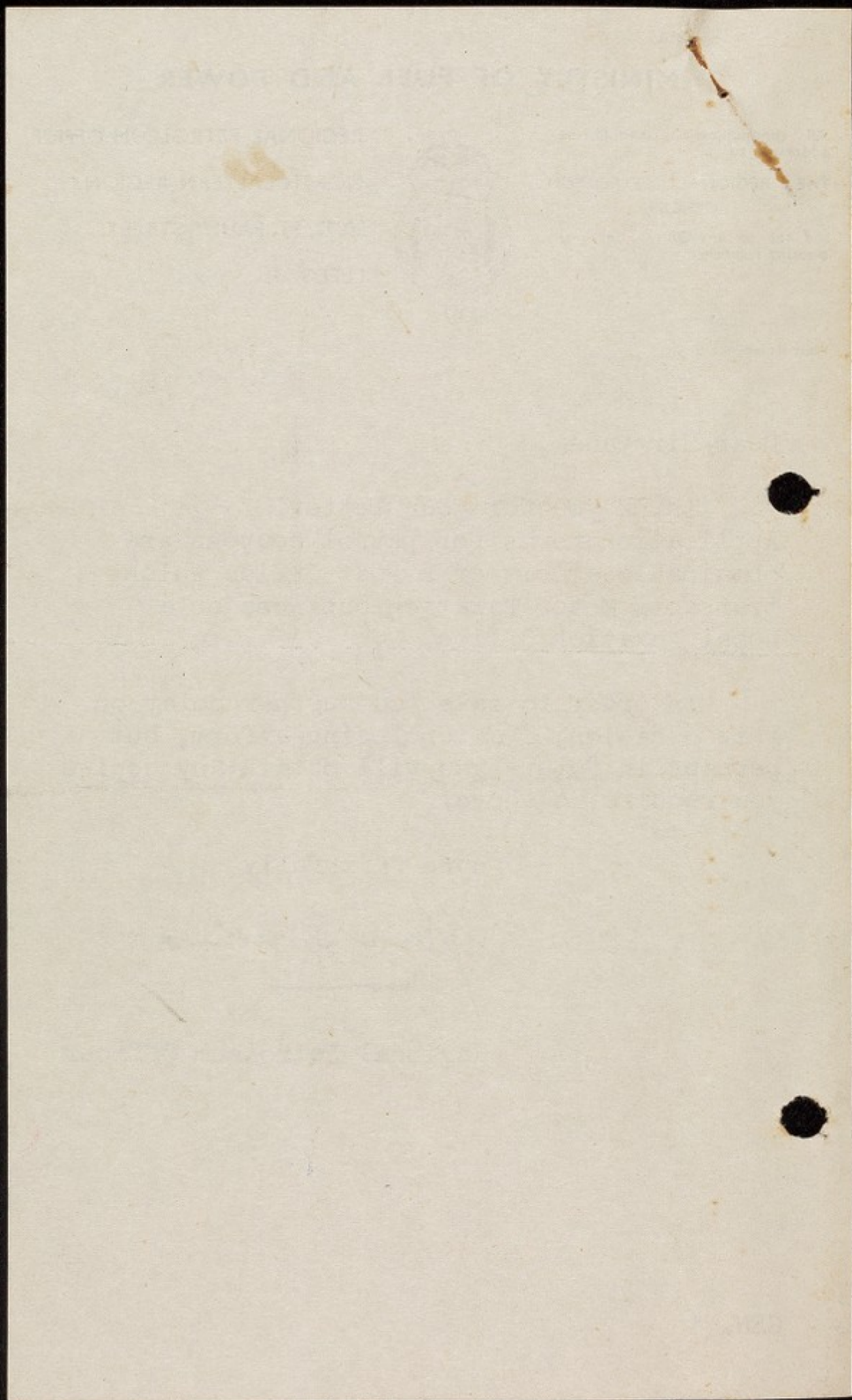
Thank you for your letter.
Application forms for petrol coupons are obtainable at either a Post Office which transacts Motor Taxation business or a Local Taxation Office.

In order to save you further delay on this occasion, I am enclosing a form, but perhaps in future you will obtain any copies you require as above.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'J. R. Smithies', with a horizontal line underneath.

Regional Petroleum Officer



28th April, 1945.

Dear Sir,

We are writing to ask whether it will now be permissible for us to have a number of lamps lit after dark which are fixed on the outside of our premises and whether, if permission is granted, it would be necessary for us to comply with wartime restrictions as to the amount of light used.

We are referring to a number of outside lamps within our own grounds which are of benefit to our staff while moving from one place to another on night duty. Two lamps of particular value in this connection are fixed over doors at each end of a short path across the moor between our main property and the nurses' home. Staff coming across from one building to another in the early hours of the morning would find these lamps a real benefit.

We telephoned to your office about these matters and were informed that we should make this written application to you direct, and we hope our request will be granted.

Yours faithfully,

G. Noel Hyde,
Deputy Secretary,

The Chief Constable,
York.



W. E. R. MILL
BOND

MADE IN GREAT BRITAIN



LIGHT WATCHING

The Sister in Charge Nurse, on duty
at Black Out time, must see that
DIM OUT regulations are complied
with in the part of the Hospital
premises for which she or he is
responsible.

9. X. 1944

PROCEEDINGS

OF THE

AMERICAN

PHYSICAL SOCIETY

HELD AT

THE UNIVERSITY OF CHICAGO

CHICAGO, ILL.

1901-1902

VOLUME I

PART I

1901

1902

1903

1904

1905

Volunteers for fire - watching.

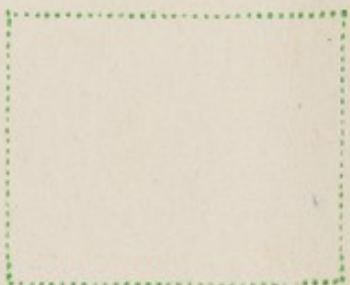
Siola	Doni
'	Veronica
'	Jennie
'	Marjorie

~~S. Eller~~ ^{3 weeks} } on holiday.
S. Pata }

A. Knight.

POST CARD

The Address to be written on this side



M. Emily Whitfield.

R. McNelly

M. Spunk.

M. Vickers

M. M. Goveen x

~~H. L. L.~~

N. Hassell

S. Willett

M. Thompson.

M. Hardy.

A. B. Clarke

M. Hughes.

L. Shubin

N. Bartman

A. Vogl

A. Ellison.

A. Tate.

B. Donald.

L. Elliott

R. Wingfield.

A. Mount.

A. Leek

A. P. Riley

G. West

L. E. Bamford.

J. Hill

Km. Cruise x

M. Feldman.

S. Sanis

.. Jessie

.. Kerrie

.. Maryan

Miss B.

J. Ch. x

Miss Werning

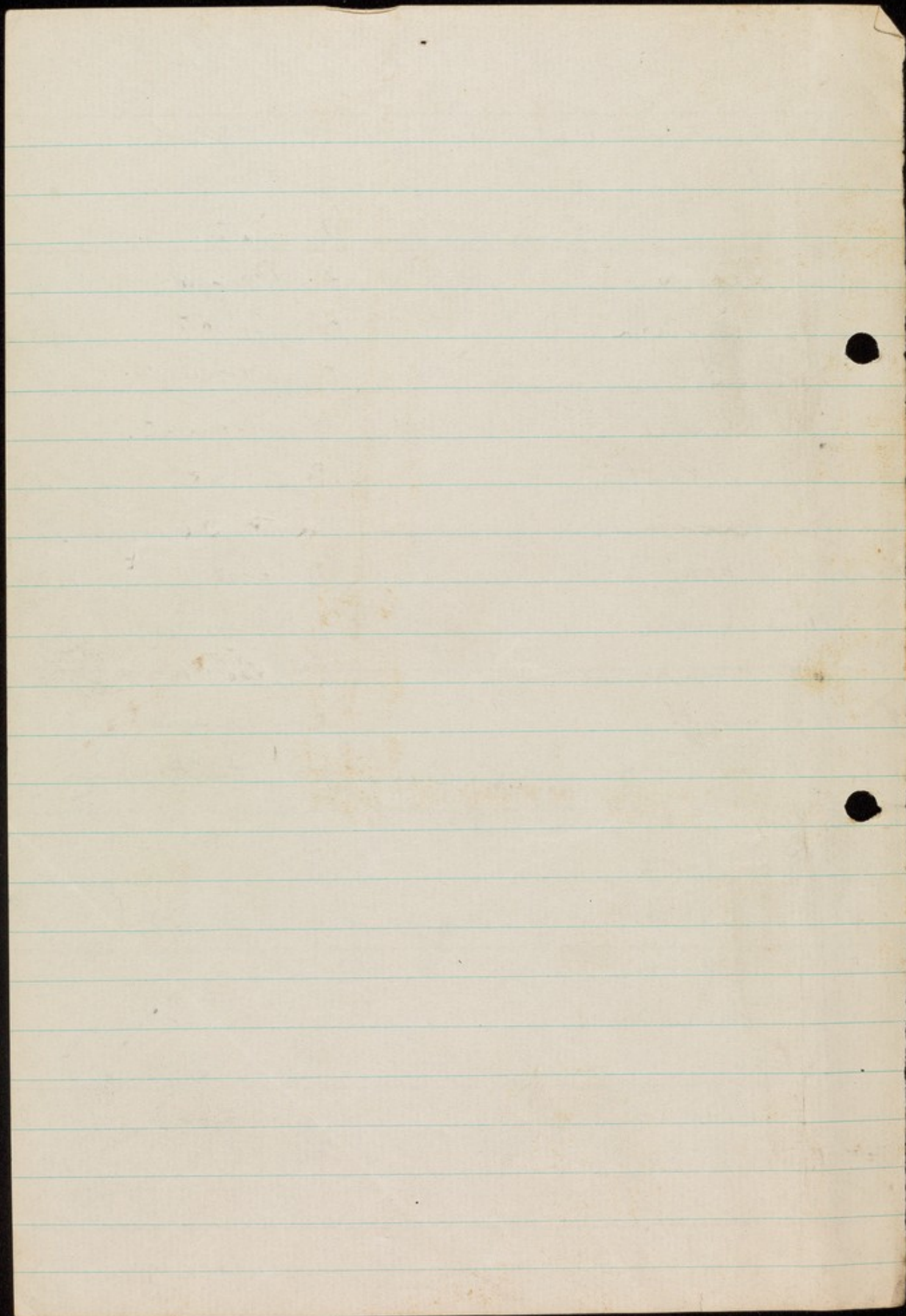
S. Knight

Patrol at

Blackout.

11 P.m.

morning when
staff gets up.



16th May, 1944.

Application for Petrol for Fire Engine, etc.

23/7/45

Application for June '45 onwards

19	{	The Retreat Mental Hospital, York
6	{	Burgess
1	{	Arthur Fred (Secretary)
	{	The Retreat, York
29	{	British
6	{	KZOO-1-13
1	{	Secretary
3	{	Mental Hospital
4	{	100
	{	None
5	{	20
	{	10 units.
6	{	June, 1944 xx onwards
	{	19th Aug. 3
7	{	Divisional Officer, Leeds
1	{	20 gallons

Divisional Petroleum Officer,
Industrial Section,
North Eastern Div.
St. Paul's Street,
Leeds,

NE/1/734
2

Coventry Olmax
Mobile Fire
Brigade Pump
Emergency Lighting
Set
Blow Lamps

running

running

-

Fire Brigade use

When ordinary current fails

Repairs in hospital

The Retreat,
York

D.D. & R. 47.

MINISTRY OF WORKS

DIRECTORATE OF EMERGENCY WORKS

"Western,"

Packman Lane,

Kirk Ella,

York.

MINISTRY OF WORKS AND PLANNING,

Lambeth Bridge House,

Albert Embankment,

London, S.E.1.

DEFENCE (GENERAL) REGULATIONS, 1939

TO THE OCCUPIER :

The Commissioners of His Majesty's Works and Public Buildings have decided to remove under the powers conferred by Regulation 50 of the Defence (General) Regulations, 1939, the fixtures, which are referred to on the back hereof, and which, or the materials of which, are required by the Commissioners in the interests of the defence of the realm or the efficient prosecution of the war, or for maintaining supplies and services essential to the life of the community.

NOTICE IS HEREBY GIVEN that the said fixtures are to be or have been severed in pursuance of Regulation 50B of the Defence (General) Regulations, 1939.

Your attention is invited to paragraph (3) of Regulation 50B whereby you are required, within 14 days after the service of this notice on you, to serve a copy of this notice upon any person to whom you pay rent, or interest under a lease or mortgage or charge of the premises, being a person entitled under the provisions of Regulation 50B to make a claim for payment of any compensation payable thereunder.

Pending severance by the Commissioners the said fixtures are not to be removed or interfered with otherwise than in the ordinary course of use ; and the Commissioners, in exercise of the powers of Regulation 53 of the Defence (General) Regulations, 1939, hereby require that the said fixtures after severance shall be held at the disposal of the Commissioners.

It is hoped that this material will be surrendered in the National interest, free of payment. If, however, you wish to claim compensation, the claim should be made on the form which may be obtained from the Clerk to your Local Authority.

E. J. R. EDWARDS

for and on behalf of the Commissioners
of H.M. Works and Public Buildings.

132 Lawrence St.

Particulars of Fixtures severed or to be severed

Railings, gates, chains, bollards, fencing, etc., scheduled by your Local Authority under the Direction issued by the Minister of Supply, dated 11th September, 1941, pursuant to public notice given by the Local Authority in that behalf.

20 Received 24/8/63
S.L. 40

This Number should be quoted
on all Communications.

2342

REGIONAL PETROLEUM OFFICE

DATE AS POSTMARK

Please read carefully and keep for reference.

SIR (OR MADAM),

(1) In response to your application, coupons for 20 W units, Z units, in connection with the requirements enumerated on your Application Form R (MS) 5 for the two months ending 30th September 1943, are enclosed herewith together with Registration Book(s).

(2) The allowance represented by the 'W' coupons is made up and allocated to the following purposes and in the following proportions :—

Purposes (Internal Combustion Engines).	Number.
..... <i>Truck driver</i> 16 W. Units
..... <i>Light</i> 2 W. Units
..... W. Units
Other Purposes (Coupons Valid for Unleaded Motor Spirit only).	
..... <i>B/Ls</i> 2 W. Units

(3) The allowance represented by the 'Z' coupons is made up and allocated to the purpose(s), motor vehicle or class or description of motor vehicle specified on the coupons.

(4) The following purposes mentioned in your application are not purposes for which the enclosed coupons are issued, and no motor fuel may be used for any of these purposes. (If there is no entry this paragraph may be ignored) :—

(5) You are reminded that the Control of Motor Fuel Order provides that every person carrying on an undertaking involving the consumption of motor fuel acquired against the surrender of W or Z unit coupons must keep, in relation to such coupons, records of :—

- (1) (A) Every date on which motor fuel is acquired,
- (B) The quantity acquired on each date,
- (C) The name and address of supplier,

and

- (2) The quantity of motor fuel consumed for each purpose for which the coupons were issued as indicated above.

These records may be required in connection with any future application made by you.

(6) The enclosed coupons are issued subject to the provisions of the Control of Motor Fuel Order. Particular attention is directed to the following effects of these provisions :—

(a) The enclosed coupons **must not** :—

(i) be used, under any circumstances, to obtain petrol for use in a private motor car or private motor cycle irrespective of the purpose for which such vehicle may be used ;

(ii) be surrendered to a dealer or garage otherwise than against the supply of motor fuel and at the time of supply ;

(iii) be deposited with a dealer or garage against the future supply of motor fuel or otherwise ;

(iv) be transferred to any other person.

(b) Any of these coupons remaining unused **MUST** be returned to this Office within 14 days of the date on which—

(i) they cease to be valid (i.e., 30th September, 1943) ; or

(ii) the purpose for which they were issued ceases to apply, whichever date is the earlier. Applicants are assured that their future position will in no way be prejudiced by the return of unused coupons.

(7) Any of the enclosed coupons of 50 units denomination or over is issued subject to the further condition that in the case of motor spirit or diesel oil it is valid for delivery from The Petroleum Board only.

(8) Applications for coupons for use during the next rationing period (October/November) must be made on a fresh application form and should be sent to this Office at the earliest possible date in September preferably during the first week. All the questions on the application form should be answered as fully as possible. **In particular you must state clearly and separately on the application form the details of any purposes for which you are applying for Motor Spirit other than for use in internal combustion engines, and the quantity required for each such purpose.** You are particularly requested NOT to submit claims for allowances unless these are needed for essential purposes. Where a claim is necessary the amount of the allowance asked should be kept as low as possible.

I am, Sir (or Madam),

Your obedient Servant,

THE REGIONAL PETROLEUM OFFICER.

The increasing needs of the services for present, and still more for future operations, make imperative the greatest economy in civilian consumption of petrol and paraffin. Waste will be avoided by keeping your engines in good condition and by stopping them immediately their running is not necessary.

DATE	FIREMAN	FIREGUARDS.
June 19.	Ware.	Burfield, Smith (L) M.N., M.N., M.N.,
" 20.	Hutchinson	M.N., M.N., M.N., Childs, (J) Foster.
" 21.	Bolton	M.N., Backhouse, Gorwood, M.N., M.N.,
" 22.	Frame	Wise, Stratford, M.N., M.N., M.N.,
" 23.	Wall	M.N., Heels, Deighton, M.N., M.N.,
" 24.	Metcalf	M.N., Foster (A) Oliver, M.N., M.N.,
" 25.	Spoifforth	Nellis, Scott, M.N., M.N., M.N.,
" 26.	Hopwood	M.N., Hodgson P. Blanchard, M.N., M.N.,
" 27.	Ware	M.N., Burfield, Smith (L) M.N. & M.N.,
" 28.	Hutchinson	Childs, M.N., M.N., Foster (J) M.N.,
" 29.	Bolton	M.N., Backhouse, Gorwood, M.N., M.N.,
" 30.	Frame	M.N., Stratford. Wise, M.N., M.N.,
July 1	Wall	Heels, Deighton, M.N., M.N., M.N.,
" 2	Metcalf	M.N., Foster (A) Oliver, M.N., M.N.,
" 3	Spoifforth	M.N., Nellis, Scott, M.N., M.N.,
" 4	Hopwood	P. Hodgson, Blanchard, M.N., M.N., M.N.,
" 5	Ware	M.N., Burfield, (L) Smith. M.N. & M.N.,
" 6	Hutchinson	M.N., Childs, Foster (J) M.N., M.N.,
" 7	Bolton	Backhouse, Gorwood, M.N., M.N., M.N.,
" 8	Frame	M.N., Stratford, Wise, M.N., M.N.,
" 9	Wall	M.N., Heels, Deighton, M.N., M.N.,
" 10	Metcalf	A. Foster, Oliver, M.N., M.N., M.N.,
" 11	Spoifforth	M.N., Nellis, Scott, M.N., M.N.,
" 12	Hopwood	M.N., Hodgson P. Blanchard, M.N., M.N.,
" 13	Ware	Smith (L) Burfield, M.N., M.N., M.N.,
" 14	Hutchinson	M.N., Childs, Foster (J), M.N., M.N.,
" 15	Bolton	M.N., Backhouse, Gorwood, M.N., M.N.,
" 16	Frame	Stratford, Wise, M.N., M.N., M.N.,
" 17	Wall	M.N., Heels, Deighton, M.N. & M.N.,
" 18	Metcalf	M.N., Foster (A) Oliver, M.N., M.N.,
" 19	Spoifforth	Scott, Nellis, M.N., M.N., M.N.,
" 20	Hopwood	M.N., P. Hodgson, Blanchard, M.N., M.N.,
" 21	Ware	M.N., Smith (L) Burfield, M.N., M.N.,
" 22	Hutchinson	Foster (J), Childs, M.N. M.N. M.N.
" 23	Bolton	M.N. Backhouse, Gorwood, M.N. M.N.
" 24	Frame	M.N. Stratford, Wise, M.N. M.N.
" 25	Wall	Deighton, Heels, M.N. M.N. M.N.
" 26	Metcalf	M.N. Foster (A), Oliver, M.N. M.N.
" 27	Spoifforth	M.N. Scott, Nellis, M.N. M.N.
" 28	Hopwood	Blanchard, Hodgson P. M.N. M.N. M.N.
" 29	Ware	M.N. Smith (L), Burfield, M.N. M.N.
" 30	Hutchinson	M.N. Foster (J), Childs, M.N. M.N.
" 31	Bolton	Gorwood, Backhouse, M.N. M.N. M.N.
Aug 1	Frame	M.N. Stratford, Wise, M.N. M.N.
" 2	Wall	M.N. Deighton, Heels, M.N. M.N.
" 3	Metcalf	Oliver, Foster (A), M.N. M.N. M.N.
" 4	Spoifforth	M.N. Scott, Nellis, M.N. M.N.
" 5	Hopwood.	M.N. Blanchard, P. Hodgson, M.N. M.N.

Firewatching is a Statutory duty and must be performed from $\frac{1}{2}$ hour before blackout time begins until dawn (i.e. when the blackout period is over.)

Those who are on fire rota duty - can sleep (but they must be dressed) or be on Ward or other Hospital duty. They must, however, stand by for fire duty when the signal is given. One fire guard at least should sleep in the basement.

The signal to be on the alert is (1) The Observer Corps Bell (2) the Siren or (3) any evidence of enemy activity - sounds of bombs, etc.

If an alert sounds during the day the Fireguards for that day and night must stand by for duty.

If a man is unable to take his allotted period he may change with another, but he must complete his total firewatching period within the month.

Each Fireguard must enter his name and the period for which he is on duty in the Record Book. If he is on Ward or Hospital duty at the same time, he will state the fact, and where he is to be found.

Fireguards not on Ward or similar duty should assist in the Patrol Duty, at times when there is a possibility of lights showing, i.e. when blackout commences, and just before blackout is over.

The Fireman will be in charge of the group, seeing that Fireguards on duty that evening sign on at the correct time, and he will also be responsible for correct records being kept.

During the period of an alert the gates into the 3rd Gallery Courtyard and 6th Gallery Courtyard should be left open. Will a member of the Fire Brigade see to this - and see that the gates are unlocked and locked again when the "All clear" signal has been given.

When "Alert" is sounded please inform Fireman in Boiler Room.

SECRETARY.

18th June 1943.

FIRE WATCHING

Fire Watching is a Statutory duty and must be performed from $\frac{1}{2}$ hour before black-out time begins until dawn (i.e. when the black-out period is over).

Those who are on Fire rota duty - except the patrol man - can sleep (but they must be dressed), or be on Ward or other Hospital Duty. They must, however, stand by for fire duty when the signal is given.

The signal to be on the alert is (1) The Observer Corps Bell (2) The Siren or (3) any evidence of enemy activity - sound of bombs, etc.

If an alert sounds during the day the Fire Watchers for that day and night must stand by for duty.

If a man is unable to take his allotted period he may change with another, but he must state the reason for the change in the Record Book, and complete his total fire-watching period within the month.

Each Fire Watcher must enter his name and the period for which he is on duty in the Record Book. If he is on Ward or Hospital Duty at the same time, he will state this fact.

The Patrol man must be "off duty" for his period of service.

Fire Watchers not on Ward or similar duty should assist in the Patrol work at times when there is a possibility of lights showing, i.e. when black-out commences, 10 to 11 p.m, and just ~~when~~ ^{before} black-out is over.

The Fireman will be in charge of the group and responsible for correct records being kept.

Volunteers re Black-Out.

M. N. Myers ✓

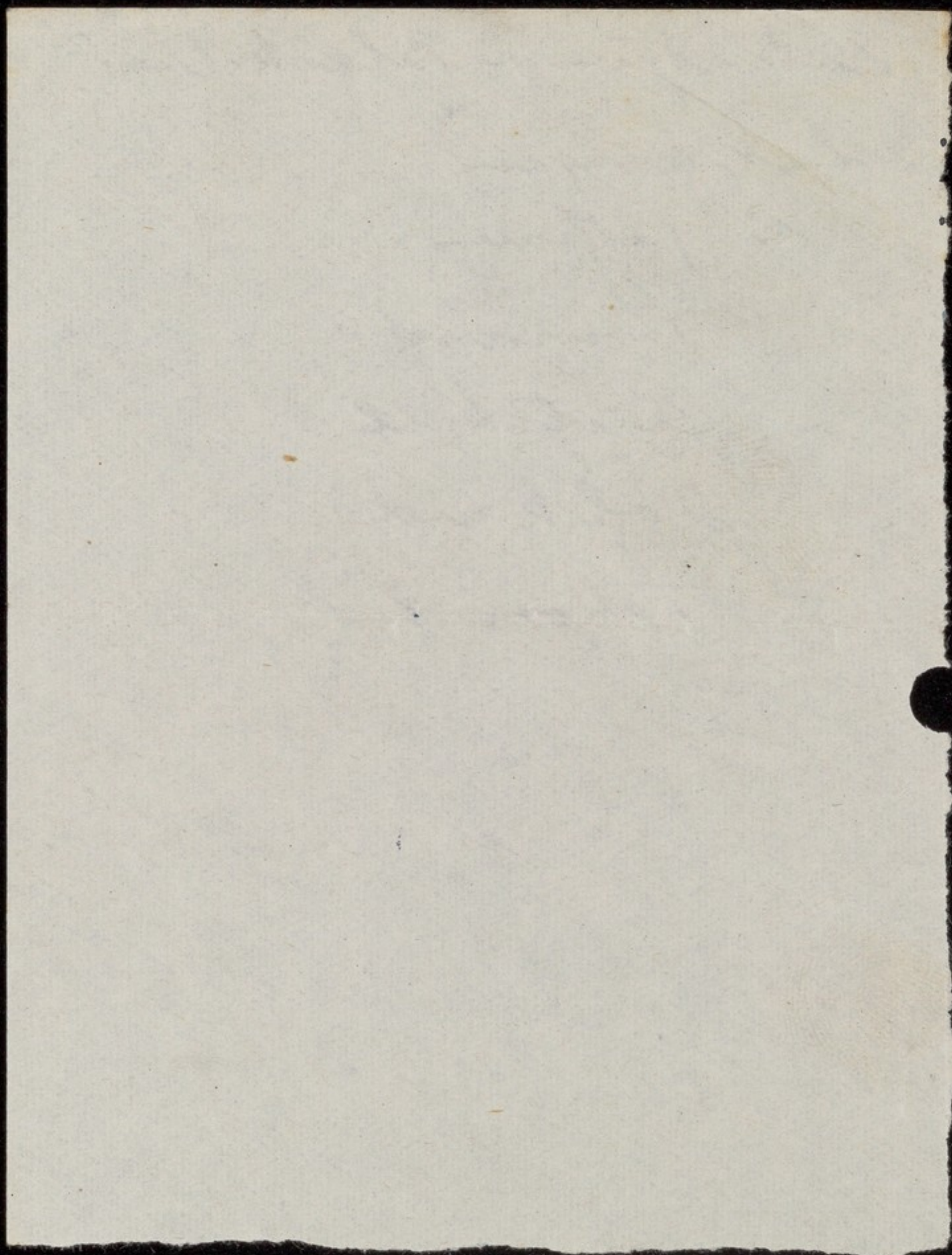
. . Jeffares ✓

. . Townsend ✓

. . Mitchell

. . Folkard ✓

. . Thom I. ✓



14th January, 1943.

Dear Sir,

Civil Defence Duties (Compulsory
Enrolment) Order, 1942.

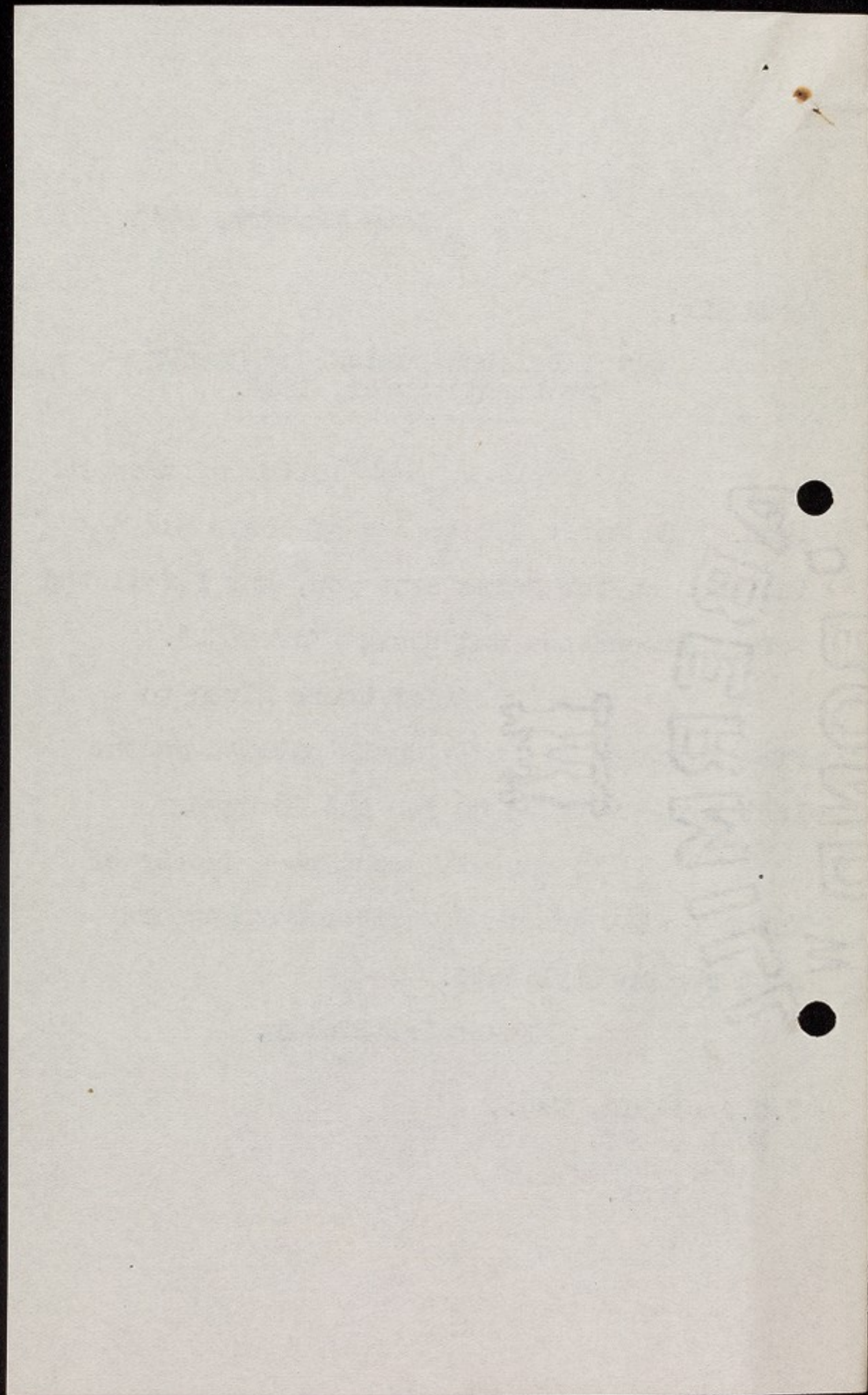
In reply to your letter of the 9th inst. I am sorry the number of hours was not included on the Forms sent you, but I followed former precedence and stated "over 30".

The number of hours given to Fire Watching by individuals entered on the last Form averaged 50 for the 28 days.

If you will send me a supply of Forms I will see that further returns are sent you in duplicate.

Yours faithfully,

T.C. Benfield, Esq.,
Town Clerk,
Guildhall,
York.



TELEPHONES
3006 & 3695.

City of York



HM/GNW

Guildhall.

York.

T. C. BENFIELD,

TOWN CLERK

AND

CLERK OF THE PEACE.

9th January, 1943.

The Secretary,
Retreat,
Heslington Road,
YORK.

Dear Sir,

Civil Defence Duties (Compulsory
Enrolment) Order, 1942.

I am unable to return the certificate of men performing Fire Prevention Duties at their place of business which you forwarded to me, as the hours of duty is stated to be "over 30."

You will see from Note 3 that the number of hours duly calculated has to be entered.

On receipt of this information, I will amend and return your certificate.

Yours faithfully,

T.C. Benfield

Town Clerk.

100-100000

W. C. Sullivan
100-100000

100-100000

100-100000

100-100000

100-100000

100-100000

100-100000

100-100000

100-100000

100-100000

COPY.

CITY OF YORK

Raid 28th-29th April, 1942.

Heslington Road Group No.1.

LIST OF PREMISES STRUCK BY INCENDIARY BOMBS

Name of Street and Address Number of Premises.	How many Incendiary Bombs struck the premises?	Did they cause Fire? "Yes" or "No"	Damage caused to Building. Answer Nil, Slight, Severe, or Destroyed, as the case may be.
Retreat Hospital Nurses' Home Houses on the Estate Surrounding Land. }	none	no	nil.

ABERMILL
"BOND"
MADE IN GREAT BRITAIN

Signed A. Fred Burgess
Secretary, Retreat.

Jamieson 1943.

MEMORANDA

As a large number of these Diaries circulate abroad it may be well to point out that the Astronomical Data, such as phases of the moon, etc., are given in Greenwich time. The times of the Sun's Risings and Settings are only applicable for the same North Latitude as Greenwich (London). For other places in England the difference in Longitude should be applied.

During the application of the Daylight Saving Act, the astronomical times have been altered accordingly.

18th December, 1942.

Dear Sir,

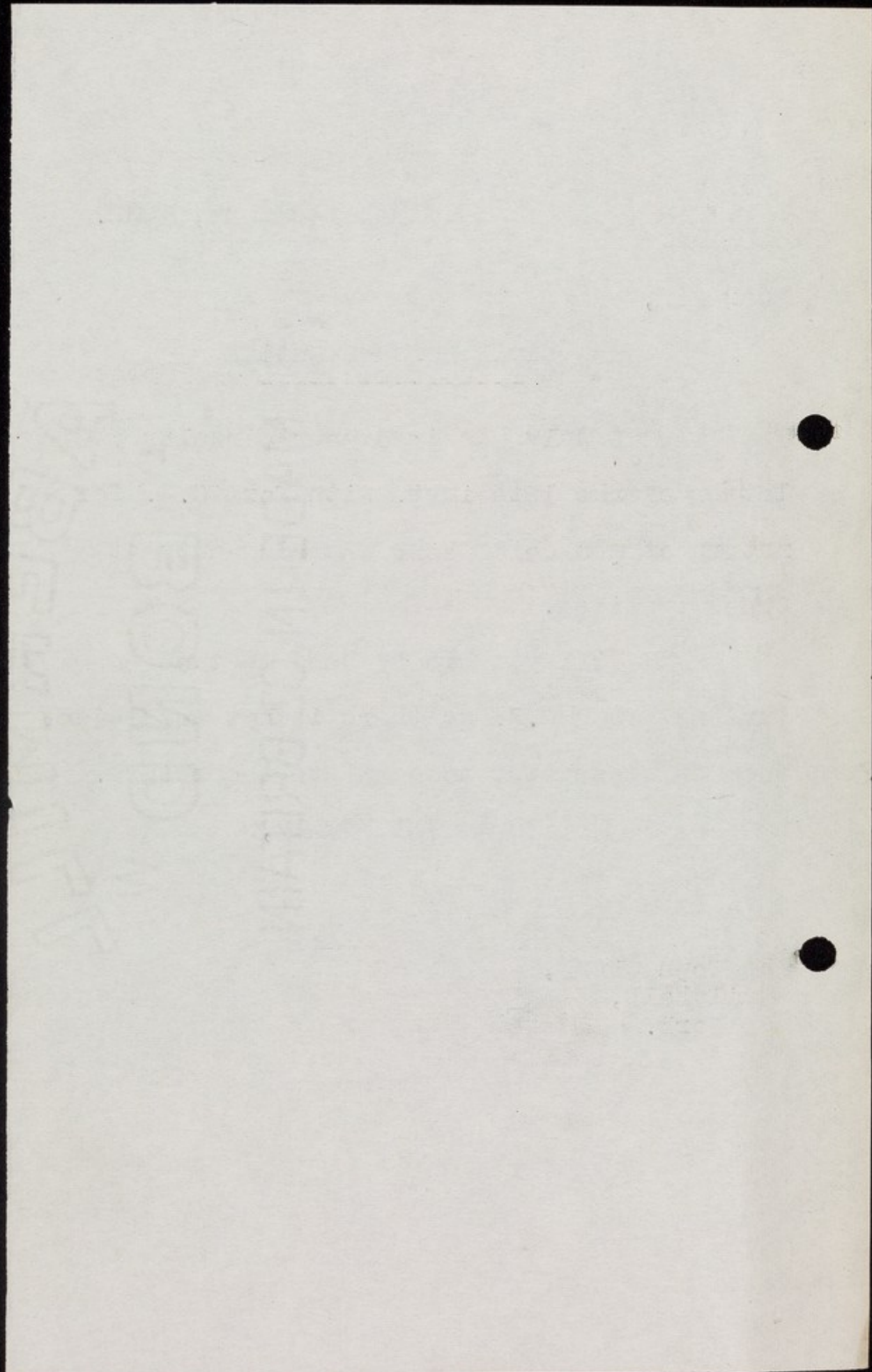
Civil Defence Duties

I duly received your circular letter of the 10th inst. with Form C.3. for return of men doing Fire Watching duty at these premises.

Will you kindly send me two further Forms C.3. as there is not sufficient room on those sent to complete the return.

Yours faithfully,

The Town Clerk,
Guildhall,
York.



9th December, 1942.

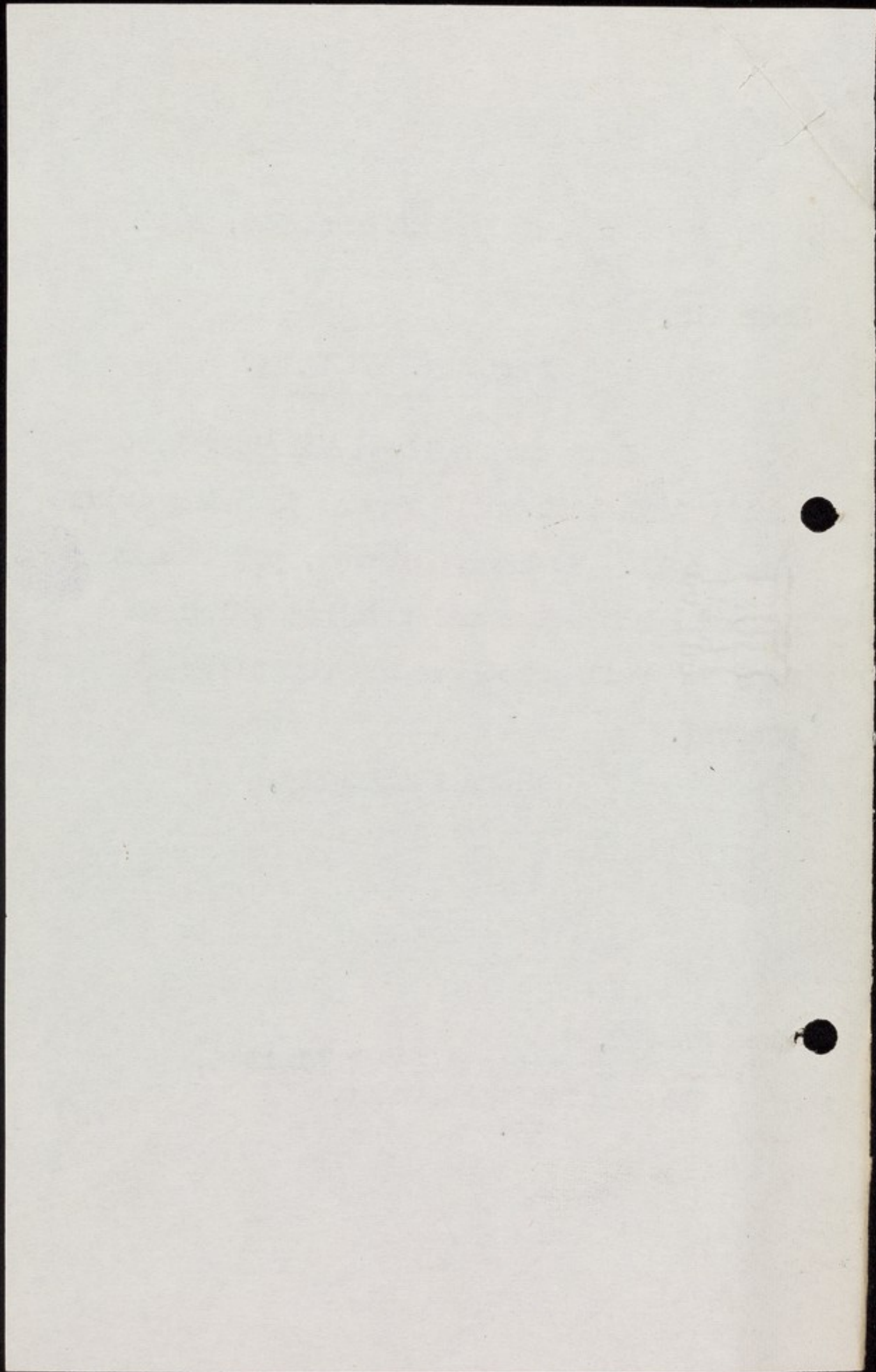
Dear Sir,

Your Ref. Y/SBR/ME.

I am much obliged for your letter of the 12th inst. with regard to mains driven alarm bell. We have, however, put in more powerful batteries and I do not think we need to avail ourselves of your offer at present.

Yours faithfully,

The Manager,
York Relay Services(1934) Limited,
16, Parliament Street,
York.





York Relay Services (1934) Limited.

MANAGER: S. B. REEDER

Directors

H. ALWYN CLOSE M.I. MECH. E.
J. A. CLOSE.
P. HUNTER, A.S.A.A.

Registered Office:

RELAY HOUSE
16, PARLIAMENT STREET

Stations:

RELAY HOUSE, PARLIAMENT ST., YORK
TEL. 2317
YEARSLEY BRIDGE, YORK, Tel. 4415

Y/SBR/ME

York

3rd December, 1942.

The Secretary,
The Retreat,
Heslington Road,
YORK.

Dear Sir,

We are now in a position to supply powerful
alarm bell, mains driven, at a cost of £2.10.0
installed.

Yours faithfully,

Manager.



UNITED STATES DEPARTMENT OF THE INTERIOR

WELLS HOUSE
SACRAMENTO DISTRICT

WELLS HOUSE

WELLS HOUSE

WELLS HOUSE

WELLS HOUSE

WELLS HOUSE

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WELLS HOUSE

WELLS HOUSE

WELLS HOUSE

24th November, 1942.

Dear Sir,

I am obliged for your letter of the 23rd inst. enclosing certificates of proficiency for Mr. T. H. Metcalfe and Mr. L. Spoifforth.

As desired, I will inform you when each stage of training has been completed.

Yours faithfully,

W. Bunch, Esq.,
Chief Warden,
4, Minster Yard,
York.

MADE IN GREAT BRITAIN

CHIEF WARDEN'S CIRCULAR F.G.14/1/1942.

4, Minster Yard,
Y O R K.

Date 23.11.42.

To ... The Secretary,
A.F. Burgess, Esq.,
..... The Retreat,
Heslington Road,
..... YORK.

BUSINESS PREMISES.

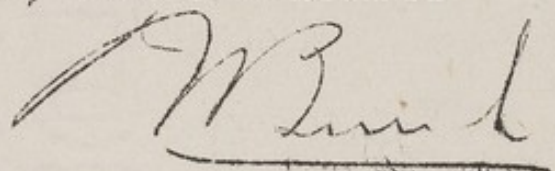
TRAINING OF SUPPLEMENTARY INSTRUCTORS.

With reference to my circular No.F.G.14/1942, I have pleasure in informing you that the persons overleaf have passed their examination, and enclose the certificates as indicated.

Please acknowledge receipt.

These instructors should now be able to train all the persons at your premises, and this they should proceed to do without delay.

Please inform me when each stage of the training has been completed (a) Theoretical, (b) Practical, (c) Tactical, and the number trained at each stage.



CHIEF WARDEN.

WB/MR.

MR. T.H. METCALFE.

MR. L. SPOFFORTH.

DIVISIONAL PETROLEUM OFFICE,

NORTH EASTERN DIVISION,

20/22, ST. PAUL'S STREET,

LEEDS, I.

ALL communications must be addressed to the Divisional Petroleum Officer and not to any individual by name. The following reference number must always be quoted:

I 7342

10/6/1942.

SIR (OR MADAM),

(1) In response to your application, I forward herewith coupons for 20 W units, Z units, in connection with the requirements enumerated on your Application Form R (MS) 5 for the two months ending 31st July, 1942.

(2) The allowance represented by the 'W' coupons is made up and allocated to the following purposes and in the following proportions, that is to say:—

Purposes	Number
Fire pump	16 W Units
B/L & engine	4 W Units
	4 W Units
	4 W Units

(3) The allowance represented by the 'Z' coupons is made up and allocated to the purpose(s), motor vehicle or class or description of motor vehicle specified on the coupons.

(4) No allowance has been granted in respect of..... specified in your application, and no motor fuel obtained against the surrender of the accompanying coupons may be used, therefore, for that purpose.

(5) Registration Book(s) is/are returned herewith.

(6) The enclosed coupons are issued subject to the provisions of the Motor Fuel Rationing Order. Particular attention is directed to the following effects of these provisions:—

(a) The motor fuel acquired against the surrender of the enclosed coupons must not be used for any purpose(s) other than that specified in your application in response to which these coupons are issued.

(b) Where a supply of motor fuel has been acquired against the surrender of coupons for more than one

purpose, the quantity used for any particular purpose must not exceed the quantity acquired for that particular purpose.

(c) The enclosed coupons must not—

(i) be used under any circumstances, to obtain petrol for use in a private motor car or private motor-cycle used under a licence marked "Private" irrespective of the purpose for which such vehicle may be used:

(ii) be surrendered to a dealer or garage otherwise than against the supply of motor fuel and at the time of supply:

(iii) be deposited with a dealer or garage against the future supply of motor fuel or otherwise:

(iv) be transferred to any other person.

(d) Any of these coupons remaining unused **MUST** be returned to this Office when

(i) they cease to be valid (i.e., 31st July, 1942),

(ii) the purpose for which they were issued ceases to apply, or

(iii) the vehicle(s) in respect of which they have been issued cease(s) to be licensed,

whichever date is the earliest. (Applicants are assured that their future position will in no way be prejudiced by the return of unused coupons.)

(7) The enclosed coupons are issued subject to the further condition that they are signed by or on behalf of the person, firm or company whose name appears thereon at or before the time of supply.

(8) It is of the utmost importance that all reasonable **ECONOMY SHOULD BE EXERCISED IN THE USE OF MOTOR FUEL**, and this is a legal obligation under the provisions of the Motor Fuel Rationing Order. Accordingly, you are particularly requested **NOT** to submit claims for allowances unless these are needed for **essential purposes**. Where a claim is necessary the amount of the allowance asked should be kept as low as possible.

(9) In the event of supplies being required for the next period commencing 1st August, 1942, it will be necessary for a fresh application to be submitted on Form R (MS) 5. In order to facilitate the issue of coupons and to avoid delay, it is important that early application should be made, if possible, on or about the **10th July, 1942**. All the questions on the application form should be answered as fully as possible.

I am, Sir (or Madam),

Your obedient Servant,

J. MACKENZIE,

Divisional Petroleum Officer.

(18523) Wt. 51476-1322 84,000 (in 15 sorts) 4/42 D/L 374



27th October, 1942.

Dear Mr. Bunch,

Fire Prevention(Business Premises) Order, 1941.
Heslington Road Group No.1.

In reply to your letter of the 26th inst. Mellis and Childs are boilermen and are on night duty for one week in four: their shifts are from 10 p.m. till 6 a.m. The other two men are members of the nursing staff and are on night duty for approximately four months: their hours of duty are from 8.30 p.m. to 7.30 a.m.

I hope you will be able to take some action in the matter.

Yours very truly,

W. Bunch, Esq.,
Chief Warden,
Civil Defence,
4, Minster Yard,
York.

BERNARD
BOND

MADE IN GREAT BRITAIN



4, MINSTER YARD,

YORK.

26th October, 1942

COUNC W. BUNCH.

CHIEF CIVIL DEFENCE WARDEN.

A.F. Burgess Esq.,
The Secretary,
The Retreat,
Heslington Road,
YORK.

approx 4 mos.
8/30 7/30.

Dear Sir,

Fire Prevention (Business Premises)
Order, 1941
Heslington Road Group No.1.

With reference to your letter of the 24th instant; will you please give me more details with regard to each of the men you quote stating:-

- 7 nights in 4 weeks*
- (a) Are they continuously on night work?
- (b) If they are on a shift system, what is the frequency of their night turn of duty, for instance, one week in three and so on.
- 10 till 6.*
- (c) What time do they go on duty and what time do they go off duty?

It will depend on the above as to whether I can do as you suggest.

Yours faithfully,

CHIEF WARDEN

1943, October 15

A. E. Burgess, Jr.,
Secretary,
The National
Health Insurance Board,
New York.

Dear Sir:

Fire Prevention (Insurance) Board
Order, 1943
Health Insurance Board No. 1

With reference to your
letter of the 11th instant, will you please
advise me as to the date of the
of the new law which is being

- (a) Are they completely on a
work?
- (b) If they are, are they
in the frequency of their
time of day, for instance, one
week in three and so on.
- (c) What time do they go to
work and when do they go off?

It will depend on the above
as to whether I can do as you suggest.

Yours faithfully,

24th October, 1942.

Dear Mr. Bunch,

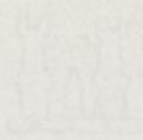
I am sorry to trouble you with a small matter when I know you are so busy, but it would help me in the matter of Fire Watching arrangements at the Retreat if you would be good enough to send a line to each of the following men, saying that if they do not fulfil their statutory duties action will be taken.

Actually we have very little trouble here and in the main all duties are faithfully performed, but there are a few awkward men whom one has to constantly remind of their national obligations. These four men in question are on night duty, the first two beginning at 8.30 p.m. and the last two at 10 p.m. After a call at your office it was made quite clear to men on night duty that they must report for Fire Watching at half-an-hour before black-out time, notwithstanding that this would mean they would come to the Retreat two or four hours before they commenced Retreat duty. Although I put up a notice to this effect it has been ignored and, as I have said, it will help me if you will send a stiff note.

The men in question are: T.G.Fawell, 195, Tang Hall Lane; H. Tuckwell, 20 Barnby Avenue; F. Childs, Felton, Osbaldwick Lane; A. Nellis, 31, Kirkham Avenue, Huntington Road, York.

Yours very truly,

W. Bunch, Esq.,
Chief A.R.P. Warden,
4, Minster Yard,
York.



ABERNETHY
BOND

MADE IN GREAT BRITAIN

F. Childs,
Felton,
Osbaldwick Lane, York.

A. Nellis,
31, Kirkham Avenue,
Huntington Road, York.

T.C. Fawell,
195. Tanghall Lane, York.

H. Tuckwell,
20, Barnby Avenue,
York.

Representatives of

October, 19 42

Miss Bertha C. Allen

Dr. to THE RETREAT,
YORK.

The Rules of the Institution require that each quarter be paid IN ADVANCE.

Overdue Accounts will be charged with interest at the rate of 5 per cent. per annum.

It is particularly requested that a printed receipt, on the Official receipt form of the Institution, be obtained for each remittance.

£	s.	d.
To One Quarter's Board to 31st December, 1942		
,, Disbursements (as below) to 30th September, 1942		

24th October, 1942.

Dear Mr. Bunch,

I am sorry to trouble you with a small matter when I know you are so busy, but it would help me in the matter of Fire Watching arrangements at the Retreat if you would be good enough to send a line to each of the following men, saying that if they do not fulfil their statutory duties action will be taken.

Actually we have very little trouble here and in the main all duties are faithfully performed, but there are a few awkward men whom one has to constantly remind of their national obligations. These four men in question are on night duty, the first two beginning at 8.30 p.m. and the last two at 10 p.m. After a call at your office it was made quite clear to men on night duty that they must report for Fire Watching at half-an-hour before black-out time, notwithstanding that this would mean they would come to the Retreat two or four hours before they commenced Retreat duty. Although I put up a notice to this effect it has been ignored and, as I have said, it will help me if you will send a stiff note.

The men in question are: T.C.Fawell, 195, Tang Hall Lane; H. Tuckwell, 20 Barnby Avenue; F. Childs, Felton, Osbaldwick Lane; A. Nellis, 31, Kirkham Avenue, Huntington Road, York.

Yours very truly,

W. Bunch, Esq.,
Chief A.R.P. Warden,
4, Minster Yard,
York.

100

ABERNETHY
BOND

MADE IN GREAT BRITAIN

12th October, 1942.

Dear Sir,

Referring to my call at your office on Thursday last and your Memorandum: I shall be glad if you will be good enough to enter the names of the following two men as Fire Captain and Deputy Fire Captain, who will be glad to attend your Course of 4 Lectures. You will no doubt communicate direct with them as to the times when these lectures are arranged.

Leonard Spofforth, The Bungalow, Belle Vue Terrace, York
T. H. Metcalfe, The Gate House, The Retreat, York.

Yours faithfully,

The Chief Air Raid Warden,
4, Minster Yard,
YORK.



ABERNATHY
BOND

MADE IN GREAT BRITAIN

NOTICE.

Instructions from the
Chief Warden 8/2/42.

Five extra guards on
Night duty must be
on day duty for the
statutory period - viz
from 1/2 hour before
black out until
dawn (i.e. when black out
is over). ~~They must~~

TRAINED MENTAL NURSES.

The Hospital provides specially qualified nurses (men and women) for attendance upon early, incipient or borderland cases of mental illness in the patients' own homes and under the direction of their own medical attendant.

The nurses thus sent out by The Retreat are specially selected for their qualities of character and temperament; they have all been trained according to The Retreat methods and traditions, and each is in possession of a certificate of proficiency in Mental Nursing.

Applications to the Physician Superintendent or Matron.

National Registration No.KZAJ/203/3

Enrolment No.8287

CITY OF YORK.
LOCAL AUTHORITY FIRE GUARD

CIVIL DEFENCE DUTIES
(COMPULSORY ENROLMENT) ORDER, 1941.

Directions to duty under Article 3.

ToMr. C.P. Stratford C.P.

of55 Millfield Rd.,.....

YORK.
.....

You are hereby directed to attend at
Fire Guard Depot No.2. 57 Micklegate on,
Saturday 29th August, 1942 between 6 p.m. & 8p.m.

for fire prevention duty, and to remain at that place for the
purpose of detecting and combating fires caused through
enemy action.

The dates and the times of starting and ending duty
will be conveyed to you by the occupier, or by a person
appointed by the occupier, on a rota, which you must consult
and observe.

W BUNCH,
Chief Warden.

Date24.8.42.

NOTE.—If you are unable to do duty in accordance with
this direction you must, without delay, report particulars to
me at 57 Micklegate, York, and also to the
occupier.

National Registration No. _____

Enrollment No. _____

CITY OF YORK
LOCAL AUTHORITY FIRE GUARD

CIVIL DEFENCE DUTIES
(COMPULSORY ENROLMENT) ORDER, 1941
Directions to duty under Article 3.

You are hereby directed to attend at
for fire prevention duty and to remain at that place for the
purpose of detecting and combating fires caused through
careless action.
The date and the time of starting and ending duty
will be conveyed to you by the occupier or by a person
appointed by the occupier on whom a list you must consult
and observe.

W. BLANCH
Chief Warden

NOTE - If you are unable to do duty in accordance with
the direction you must without delay report back, place to
the occupier, the date, time, and place to which you
are directed to report.

8th June 1942

Application made
19/8/43

See Application
23 Jan. 1942

1. The Retreat Mental Hospital, York
Arthur Fred Burgess,
Secretary,
The Retreat, York

2 a British
b KZCC-1-13
c Secretary

3 Mental Hospital

4 a Storage Tanks 100
b Stock 5

5 a 20

6 10 units

6 June, 1942 onwards

7 23 Jan. 2

Divisional Officer, Leeds
20 gallons

NE/I/
7342

Coventry Climax
Mobile Fire
Brigade Pump

running

Emergency Lighting
Set

running

Blow Lamp 5

—

Fire Brigade use (*John Reed*)
29/4/42

The Retreat,
York

When ordinary current fails

Repairs in hospital

Application now made for 20.

13th May, 1942.

Dear Sir,

Fireguard Reimbursement

Thank you for your letter of the 12th inst. informing that the fireguard for whom I have entered 4/6 per night has been reduced to 3/- from the 15th March. This man is a Fire Brigade member who is actually on for 24 hours on end, the brigade members taking duty in turn. As, however, you state the reimbursement may only be claimed in respect of the period from half an hour before black-out to the lifting of black-out I have amended my records accordingly.

Yours faithfully,

B. Littlefair, Esq.,
The City Treasurer,
York.

THE
BOND
W
BEEHIVE



CITY TREASURER'S OFFICE,

PW.

1 & 2 ST. LEONARD'S PLACE,

YORK.

BERNARD LITTLEFAIR. F.I.M.T.A.

CITY TREASURER AND
REGISTRAR OF STOCK.

12th May, 1942.

Dear Sir,

Fireguard Reimbursement.

Regarding your recent claim for the above, it is pointed out that reimbursement may only be claimed in respect of the period from half an hour before Black-out to the lifting of Black-out, and during day-time alerts.

As the hours of firewatching duty after the 15th March, 1942 amounted to less than 12 hours, the rate of subsistence allowance was from then only 3/-.

Your claims have been altered accordingly.

Yours faithfully,

abr *B Littlefair*
City Treasurer.

The Secretary,
The Retreat Mental Hospital,
Y O R K.

MADE IN GREAT BRITAIN

8th May, 1942.

Dear Sir,

I enclose claim for reimbursement of payment of subsistence allowances to Fire Guards, for the eight weeks ended the 3rd inst., and shall be glad if you will be good enough to send me a further supply of Form A.

Yours faithfully,

The City Treasurer,
York.

THE UNIVERSITY OF CHICAGO

8th May, 1942.

To S. T. Hutchinson.

W. W. Weatherill being a member of the Home Guard is exempt from compulsory Fire-Watching. Please delete his name from our list. He will, however, be willing to do voluntary work some time.

MADE IN GERMANY

00000000

00000000

1111

8th May, 1942.

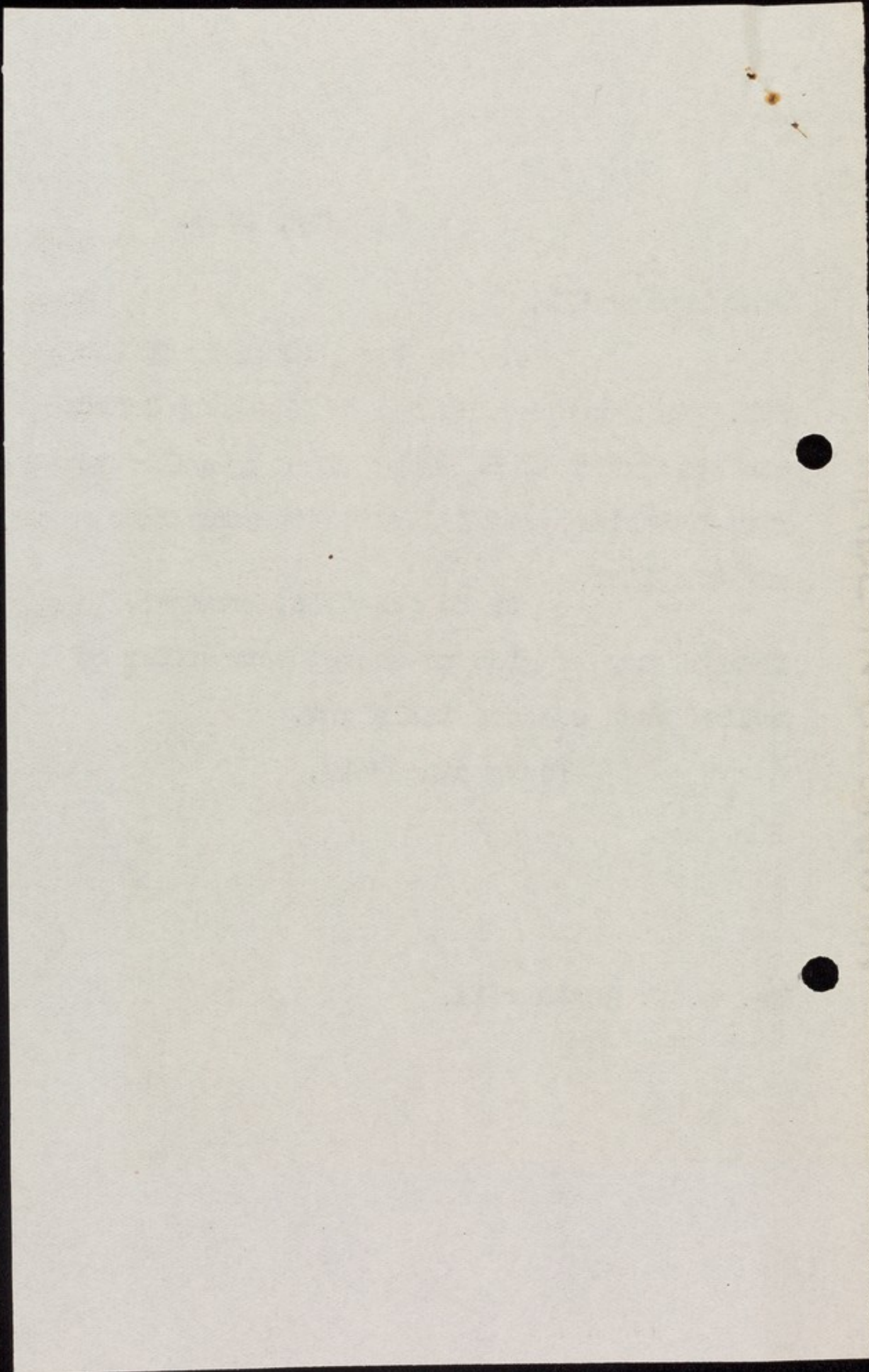
Dear Weatherill,

Thanks for your note of the 5th. As you are a member of the Home Guard you are entitled to relief from compulsory Fire-Watching, and I have taken your name off the list.

It is possible, however, that we may be glad to accept your offer of relief when someone falls out.

Yours sincerely,

Mr. W. W. Weatherill.



The Retreat-
York.

5. 5. 42

Mr. Burges.

Dear Sir

As a member of the
Home Guard I wish to
claim exemption from
Fire Watching duties.

I have been in the Home
Guard for 12 months &
have done fire watching
duties as well, but owing

to
Bl
it
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rel
oth
H
I
I
to

2.

to increased duties since the
Blitz on York I find that
it is too much to do both.

I am however willing to
relieve anyone, like the
other members of the
Home Guard here, if
I am at liberty to do so.

Trusting you will give
this matter your attention

I am Sir

Yours Faithfully.
W. Weatherill.

My dear Mr. [illegible]

I have just received your letter of the 10th inst.

and am glad to hear that you are well.

I am writing you a few lines to let you know

that I have received your letter of the 10th inst.

and am glad to hear that you are well.

I am writing you a few lines to let you know

24th April, 1942.

Dear Sir,

I regret that owing to a clerical error the National Registration Number of Mr. Frank Goodwin of 139, Hull Road, York, was wrongly stated on the Form sent by me to the Town Clerk. I understand that Goodwin has seen you and corrected the mistake, and this is to tell you that Goodwin is, in a most willing manner, fulfilling his fire-watching duties at this hospital.

Yours faithfully,

The Officer-in-Charge,
Fire-Watching Department,
26, Aldwark,
York.

ABERMILL
BOND

MADE IN GREAT BRITAIN

Mr. Walter Dearlove, a member of The Retreat Staff, is included as Fire Guard in the Scheme submitted to the Chief Warden and approved by him. A copy of this Scheme has, I understand, now been forwarded to the Town Clerk by the Chief Warden.

Secretary & Organiser of
The Heslington No.1 (Retreat)
Group.

16th April, 1942.

8th April, 1942.

Dear Sir,

I enclose Forms G.3 duly completed
as desired.

Yours faithfully,

The Town Clerk,
Guildhall,
YORK.

THE NEW YORK PUBLIC LIBRARY

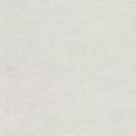
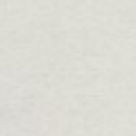
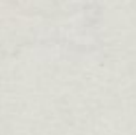
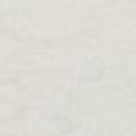
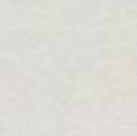
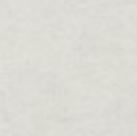
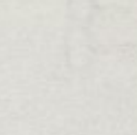
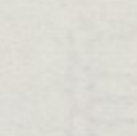
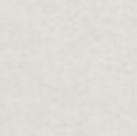
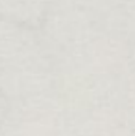
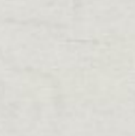
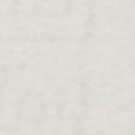
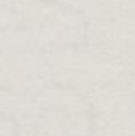
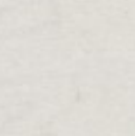
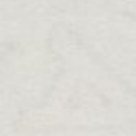
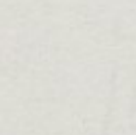
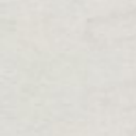
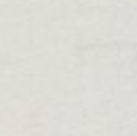
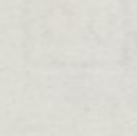
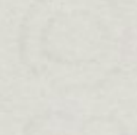
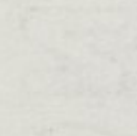
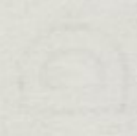
NEW YORK

ASTOR LENOX TILDEN FOUNDATION

1895

THE NEW YORK PUBLIC LIBRARY

ASTOR LENOX TILDEN FOUNDATION



THE NEW YORK PUBLIC LIBRARY
ASTOR LENOX TILDEN FOUNDATION
NEW YORK

SUB-DISTRICT OFFICE,

Ministry of War Transport,

c/o Northern Motor Utilities Ltd.,

Walmgate Bar,

YORK.

19th. March, 1942.

All Operators. York Sub-District.

I am writing you again in regard to the current instructions in connection with your action after a severe raid or blitz on this City. Will you be good enough to turn up your instructions and familiarise yourself with what is required in order that there will be no difficulty in the event of action being required:-

1. I would particularly draw the attention of those operators to this subject who are within the special Emergency Groups which will report to Beckfield Lane and Foss Islands Road.
2. Other operators who are not included in the special Emergency Groups referred to in No.1 will contact the Ministry of War Transport Office as soon as possible after the "All Clear" with a view to obtaining instructions as to where they are required or whether they can carry on with their normal work as far as circumstances will permit.
3. I must make it clear that any concern requiring transport after a blitz should contact this Office.
4. Certain groups such as distributors of Milk, etc., have special instructions. Will they re-check their instructions in order to make quite sure that they are familiar with the action they have to take.

J.E. Rayson.
Sub-District Manager.

THE UNITED STATES OF AMERICA

DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT

WASHINGTON, D. C.

1910

TO THE SECRETARY OF THE INTERIOR

FROM THE CHIEF OF BUREAU OF LAND MANAGEMENT

RE: [Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

18th March, 1942.

Dear Sir,

Fire Prevention (Business Premises)
Order (No. 2) 1942.

I enclose Claim Forms for 8 weeks ending 8th March, 1942, amounting to £58. 13. Od. and shall be glad to receive remittance at your convenience.

Please send me in the accompanying envelope a fresh supply of Forms, and oblige.

Yours faithfully,

The City Treasurer,
St. Leonard's,
York.



A. FRED BURGESS, Secretary.

Telephone YORK 3612

THE RETREAT,

YORK.

To the City Treasurer.

York.

The Convention (Business
claim services) Order (11.9.2.
1942.

I enclose forms for
8 weeks ending 8/3/42
amounting to \$58.13.0 & shall

be glad to receive

7.8.6. permission at yr.

7.8.6. convenience. Please

7.7.0 send me in

7.8.6 accompanying envelope

7.7.0 a fresh supply of forms

7.13.0 & oblige.

7.10.0
6.10.6
58.13.0

A.F.B.

15/11/42



Respirators.

318^x

28

343.

Does this include
all maids living
in? AFB

No

279^x

missing?

— Includes board maids
N. Home maids.

need repairs? All in good repair.

6 Patients refuse to wear Respirators.

Total of 350 returned
AFB. 27.2.42.

for

190
714
11
15

291

No of Respiration.

12 Laundry.

4 D. 1st.

4 H. ---

6 K. ---

26 + Miss. S + Miss G = 28

used Japain G. of

3 too small, hole

ember, 1941.

4, MINSTER YARD,
York.
5th January, 1942.

Dear Sir or Madam:

I enclose herewith a
copy of my circular W9/1942 relating to
the Inspection and repair of Civilian
Respirators.

It would greatly assist
us if you could arrange for respirators held
by your resident staff and patients to be
inspected and defects, if any, noted.

I should be grateful if
you would have this done and return the
circular giving the necessary particulars
to me at your convenience, but not later
than 3rd March, 1942.

Yours faithfully,

to Bunch

Chief Warden. *K/O*

Most friends -
Pls have friends

19th February, 1942.

Dear Roger Warner,

In reply to your letter of the 18th inst. we will send off the blankets to Fench, near Burnley, as desired.

We have been very glad to do this small service for the F.W.V.R.C. and if there is any other way in which we can help at any time please do not hesitate to ask. We have felt it a privilege to help in this very small way.

With kind regards,

Yours sincerely,

Roger H.M. Warner,
F.W.V.R.C.,
Friends' House,
Euston Road,
London, N.W.1.

ABERMILL
BOND
MADE IN GREAT BRITAIN

FRIENDS WAR VICTIMS RELIEF COMMITTEE

Secretary:
ROGER C. WILSON
Telephone: EUSTON 3606/7



FRIENDS HOUSE
EUSTON ROAD
LONDON, N.W.1

RHMW/MT

18th February, 1942

Fred Burgess,
The Retreat,
York.

Dear Fred Burgess,

Would it be possible for you to arrange for the remaining bales of blankets which you have stored for us to be sent by goods train to F.W.V.R.C., Montford, Fence, Nr. Burnley, Lancs?

I am sure you will be glad to feel you have got rid of all these at last. We are most grateful to you for your help over them.

Yours sincerely,

Roger C. Wilson

Equipment Department.

REINDE WAK VICTIMS RELIEF COMMITTEE

REINDE WAK
LONDON ROAD
LONDON, N.W.1



REINDE WAK
LONDON ROAD
LONDON, N.W.1

REINDE WAK VICTIMS RELIEF COMMITTEE

REINDE WAK
LONDON ROAD
LONDON, N.W.1

REINDE WAK VICTIMS RELIEF COMMITTEE

REINDE WAK VICTIMS RELIEF COMMITTEE

REINDE WAK VICTIMS RELIEF COMMITTEE

REINDE WAK VICTIMS RELIEF COMMITTEE

REINDE WAK VICTIMS RELIEF COMMITTEE

16. 2. 42.

Firewatching

Dear Sir.

With reference to the above, since the patrol man must now be "off duty" as regards ward work, it is intended that male nurses on night duty should patrol on one of their nights off.

Without causing any offence we would like to protest against such a course for the following reason.

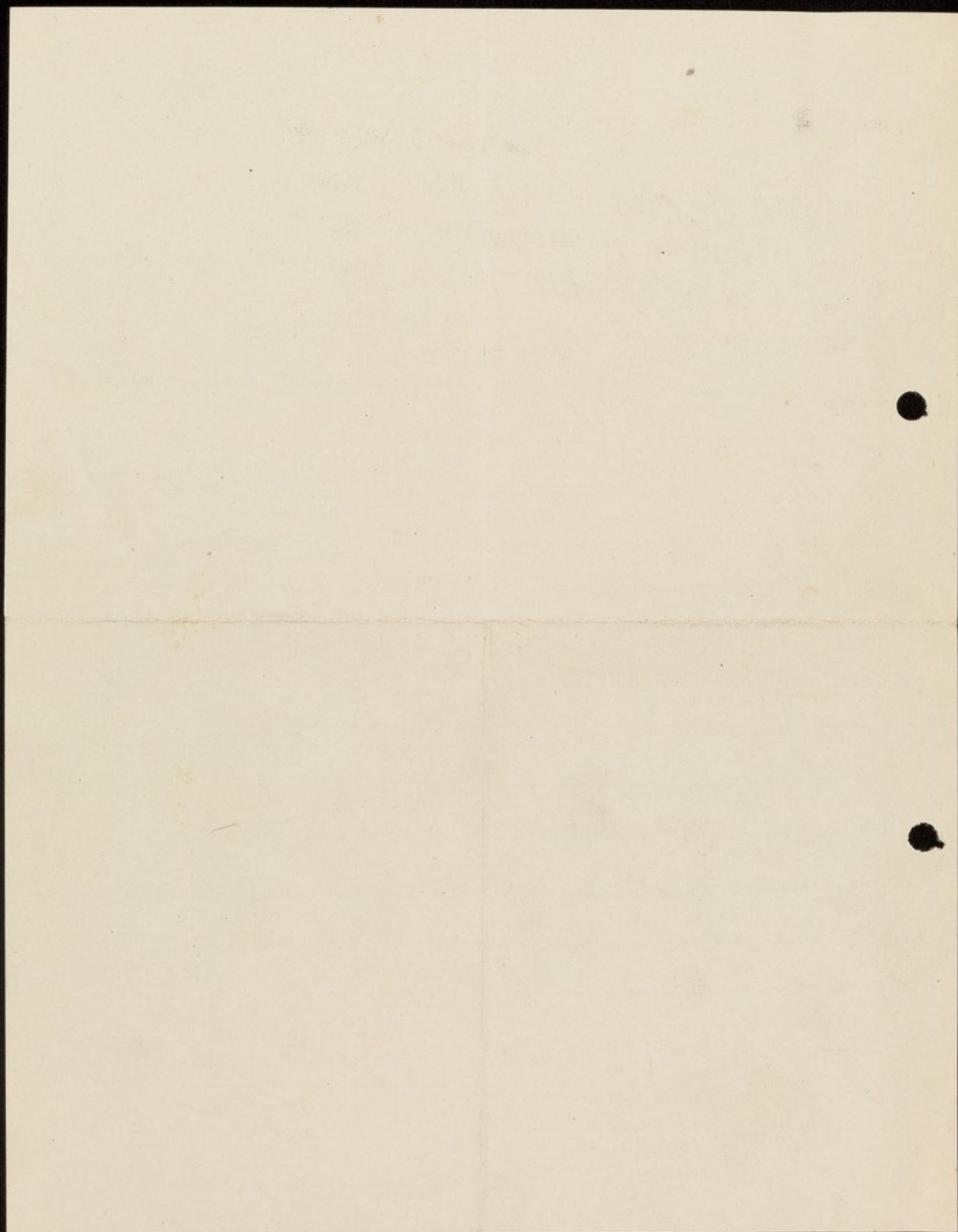
As you know we are on duty 11 hours each night for 24 consecutive nights before we are "off duty" for four nights.

Sleeping in the daytime is often difficult and uncertain.

Our four nights "off duty" would involve two changes, firstly to sleeping during the night, and back again to sleeping during day. This short period is our only opportunity of rest from duties amounting to 77 hours per week, to us it seems an unnecessary inconvenience to have it interrupted by a reversion to night duty.

Trusting you will give this short note your kind consideration

Yours sincerely
O. Jareman,

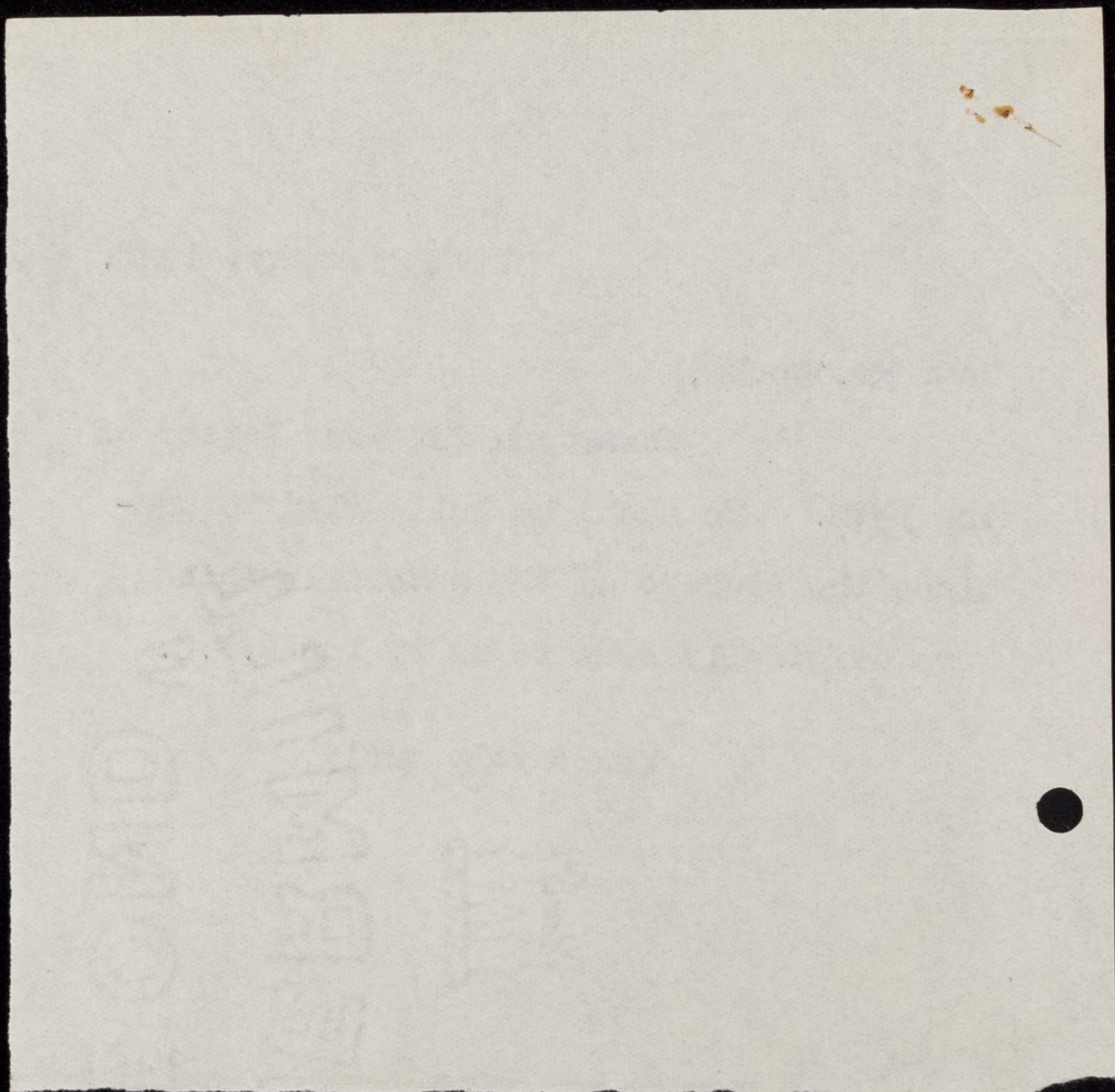


14th February, 1942.

Dear Mr. Wooke,

Thank you for your letter of the 13th. We shall be quite glad to continue the storage of the materials which were originally sent to us by the W.V.S.

Yours very truly,



A.R.P.

All communications to be addressed to the ~~Civil Defence~~ Officer.

TEL. No: 4791

TELEGRAPHIC ADDRESS "CONTROLARP" YORK



CJR/FC.

A.R.P.
~~CIVIL DEFENCE~~ DEPARTMENT.

GUILDHALL,

YORK.

ALBERT COOKE M.B.E.

ASSOCIATE FELLOW: AIR RAID PROTECTION INST.

CIVIL DEFENCE OFFICER.

February 13th, 1942.

Mr. Burgess,
The Retreat,
Heslington Road,
York.

Dear Sir,

X — I understand from Mrs. Sadler of the W.V.S. that you were not quite clear as to what was the position regarding our Static Mobiles. As there is some doubt now as to whether these serve any real purpose, it was decided some little time ago to withdraw all the food from the Static Mobiles, and this has accordingly been done. Owing to the shortage of storing space which we have at the Central Store, it was decided not to withdraw the equipment for the time being, and I should be grateful if you would allow the equipment to remain at the Retreat in the event of it being required in an emergency.

Miss Swift wrote to you on February 4th, 1941 regarding supplies of Margarine, and we should very much like that arrangement to continue if this is agreeable to you.

Your co-operation in this matter is very much appreciated, and I trust that this letter now makes the position quite clear so far as you are concerned.

Yours faithfully,

A Cooke.
H.C.

A.R.P. Officer.

YORK

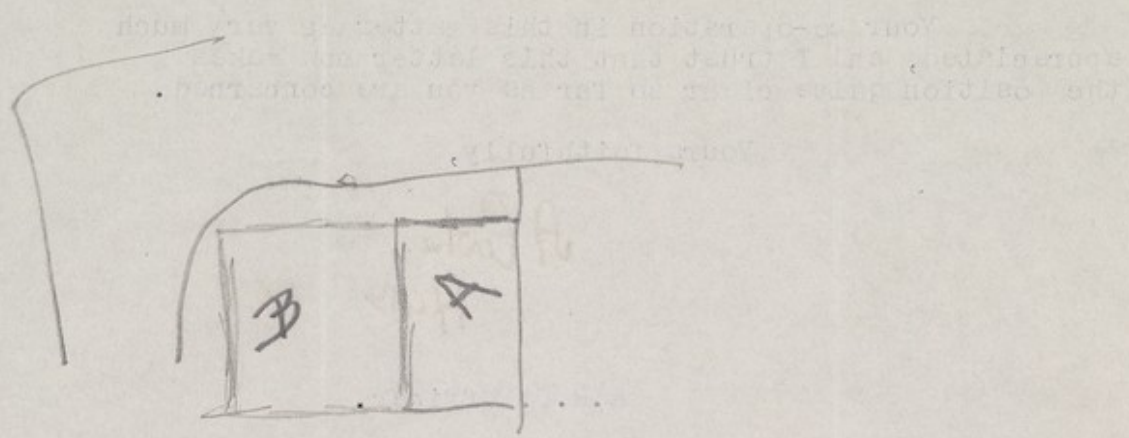
CHURCHMAN

CIVIL DEFENSE DEPARTMENT



ALBERT ROOSE M. A.
ASSISTANT ATTORNEY GENERAL
CIVIL DEFENSE DEPARTMENT
Mr. J. Edgar
The Attorney
Washington, D.C.
YORK
Dear Sir:

I am writing to you regarding the position that you were appointed to fill in the position of the Civil Defense Administration. The position is a very important one and it is one that requires a person who is capable of handling the responsibilities of the position. I am sure that you are a person who is capable of handling the responsibilities of the position and I am sure that you will be a great asset to the Civil Defense Administration. I am sure that you will be a great asset to the Civil Defense Administration and I am sure that you will be a great asset to the Civil Defense Administration.



MINISTRY OF HOME SECURITY

THE CIVILIAN PROTECTIVE HELMET

INSTRUCTIONS FOR ASSEMBLY AND FITTING

The Civilian Protective Helmet is issued unassembled in three parts—steel body, lining, and lace.

The STEEL BODY is in two sizes and the LINING is in six sizes—i.e., three sizes to each size of body, as follows:—

The *medium* body (stamped M) takes linings of sizes $6\frac{1}{2}$, $6\frac{3}{4}$ and 7.

The *large* body (stamped L) takes linings of sizes $7\frac{1}{4}$, $7\frac{1}{2}$ and $7\frac{3}{4}$.

Fig. 1 shows the general shape of the helmet. Although the body is symmetrical in shape, the line of lacing holes is sloped so that, when the lining is assembled to the body, the helmet has a front and a back. The back comes down lower to protect the back of the head.

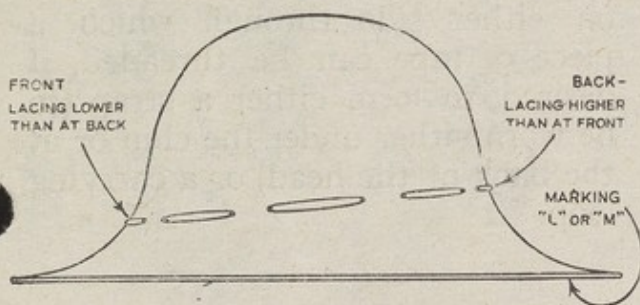


FIG. 1.—THE CIVILIAN PROTECTIVE HELMET.

The letters L and M stamped under the rim at the back indicate the size of the helmet body.

How to assemble the Helmet.

(i) Take a lining of the required size and a body of the size to fit the lining—see above. (N.B.—It is *essential* that the right size of body be used with each lining size.) It does not matter which part of the lining becomes the front or the back; but it is usual to assemble it so that the join in the headband is at the back.

(ii) There are eight pairs of lacing holes in the steel body; corresponding with the eight loops on the lining. (A "pair" of holes means two holes close together—about 1 inch apart. There is a space of about 2 inches between two pairs.) A loop should be placed behind and between the two holes which form one pair,

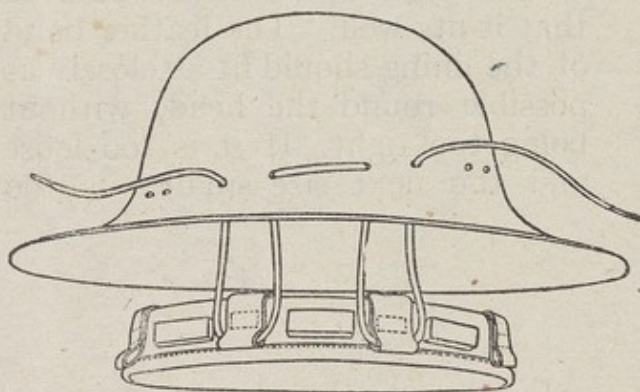


FIG. 2.—LACING THE LINING TO THE HELMET.

and the lace threaded alternately through the lacing holes in the body and the loops on the lining as shown in fig. 2.

When the lacing is finished, the lace should be visible outside the body of the helmet between each pair of holes, and should be invisible between the two holes which form a pair (see fig. 1).

(iii) When the lacing has been completed, draw the lace tight and tie it firmly in a bow. It will be most satisfactory to form the tie inside the helmet (i.e., alongside one of the loops of the lining) and at the back, where the loose ends can be tucked away, and not outside the helmet, where the tie will be more liable to come undone.

The lacing can be done with any strong piece of lace or cord of the right thickness if the lace originally provided gets broken.

How to fit the Helmet.

The wearer of a helmet should see that it fits well. The leather band of the lining should fit as closely as possible round the head, without being too tight. If it is too loose and the next size smaller is too

tight, the lining should be padded with layers of paper or other material inside the leather band.

When the fit round the head has been made right, the helmet should be worn to see whether it comes down far enough, or too far, on the head. This can be adjusted by lengthening or shortening the piece of cord which is threaded through the webbing bands at the crown of the head. The brim at the front should be about level with the eyebrows when the helmet is worn in a comfortable position on the head. (*Note.*—The cord must not be loosened so much that the head nearly comes in contact with the steel body. People with high-domed heads may find it advisable to wear the helmet above eyebrow level.)

Chinstraps or Carrying Loops.

No chinstrap is provided because it is not likely to be necessary except in rare circumstances. Nevertheless lugs are provided inside the helmet on either side through which a piece of tape can be threaded, if desired, to form either a strap (to be worn either under the chin or at the back of the head) or a carrying loop.

FRIENDS' AMBULANCE UNIT

MUSeum 5986/7/8

4 GORDON SQUARE
LONDON, W.C.1

MHC:KB

2nd February, 1942

Dear Mr. Burgess,

Roy Maltby

Further to our letter to you of the 23rd December, we are now able to let you know that Roy Maltby has taken up work with the National Fire Service at Gloucester.

We are very much obliged to you for considering him for work at the Retreat, and are sorry that it has not been possible for him to come to you in the end.

With kind regards,

Yours sincerely,

Michael Headbury.

A. Fred Burgess, Esq.,
The Retreat,
York.

FRIENDS' AMBULANCE UNIT

10 COBURN SQUARE
LONDON, W.C.1

1941

2nd November, 1941

1941

Dear Sir,

Dear Sir,

I am writing to you to inform you that the Friends' Ambulance Unit is now open for the reception of patients. We are situated at 10 Coburn Square, London, W.C.1. We are open from 10.30 a.m. to 10.30 p.m. daily. We are open on Sundays and public holidays from 10.30 a.m. to 10.30 p.m. We are open for the reception of patients from all parts of the world. We are open for the reception of patients from all parts of the world. We are open for the reception of patients from all parts of the world.

I am writing to you to inform you that the Friends' Ambulance Unit is now open for the reception of patients. We are situated at 10 Coburn Square, London, W.C.1. We are open from 10.30 a.m. to 10.30 p.m. daily. We are open on Sundays and public holidays from 10.30 a.m. to 10.30 p.m. We are open for the reception of patients from all parts of the world. We are open for the reception of patients from all parts of the world. We are open for the reception of patients from all parts of the world.

Yours faithfully,

John Doe

John Doe

John Doe

John Doe

DIVISIONAL PETROLEUM OFFICE,

S.L. 40.

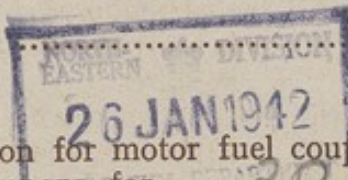
ALL communications must be addressed to the Divisional Petroleum Officer and not to any individual by name. The following reference number must always be quoted :

NE/I/4342

NORTH EASTERN DIVISION,

WESLEY STREET,

LEEDS, 2.



1941.

SIR (OR MADAM),

(1) In response to your application for motor fuel coupons, I have pleasure in forwarding herewith coupons for 20 W units, Z units, in connection with the requirements enumerated on your Application Form R (MS) 5 for the two months ending 31st March, 1942.

(2) The allowance represented by the 'W' coupons is made up and allocated to the following purposes and in the following proportions, that is to say:—

Purposes	Number
Home Amp - Lighting	20 W Units
..... W Units
..... W Units
..... W Units

(3) The allowance represented by the 'Z' coupons is made up and allocated to the purpose(s), motor vehicle or class or description of motor vehicle specified on the coupons.

(4) No allowance has been granted in respect of..... specified in your application, and no motor fuel obtained against the surrender of the accompanying coupons may be used, therefore, for that purpose.

(5) Registration Book(s) is/are returned herewith.

(6) The enclosed coupons are issued subject to the provisions of the Motor Fuel Rationing Order. Particular attention is directed to the following effects of these provisions:—

(a) The motor fuel acquired against the surrender of the enclosed coupons must not be used for any purpose(s) other than that specified in your application in response to which these coupons are issued.

(b) Where a supply of motor fuel has been acquired against the surrender of coupons for more than one purpose, the quantity used for any particular purpose must not exceed the quantity acquired for that particular purpose.

(c) The enclosed coupons **must not**—

(i) be used under any circumstances, to obtain petrol for use in a private motor car or private motor-cycle used under a licence marked "Private" irrespective of the purpose for which such vehicle may be used:

(ii) be surrendered to a dealer or garage otherwise than against the supply of motor fuel and at the time of supply:

(iii) be deposited with a dealer or garage against the future supply of motor fuel or otherwise:

(iv) be transferred to any other person.

(d) Any of these coupons remaining unused **MUST** be returned to this Office when

(i) they cease to be valid (i.e., 31st March, 1942):

(ii) the purpose for which they were issued ceases to apply, or

(iii) the vehicle(s) in respect of which they have been issued cease(s) to be licensed,

whichever date is the earliest. (The return of coupons will not prejudice consideration of future applications.)

(e) Any person authorised in writing by the Board of Trade or by a Chief Officer of Police in that behalf may, on production of his Authority, require any person in possession of coupons issued or deemed to have been issued for the purposes of the Order to produce them to him on demand or as he directs and may seize any such coupons which he has reasonable ground for believing to be evidence of a contravention of or failure to comply with the Order or the Defence (General) Regulations, 1939, or any direction given or requirement imposed under the Order or the said Regulations.

(7) The enclosed coupons are issued subject to the further condition that they are signed by or on behalf of the person, firm or company whose name appears thereon at or before the time of supply.

(8) In the event of supplies being required for the next period commencing 1st April, 1942, it will be necessary for a fresh application to be submitted on Form R (MS) 5. In order to facilitate the issue of coupons and to avoid delay, it is important that early application should be made if possible, on or about the **10th March, 1942.**

(9) It is of great importance that all reasonable **ECONOMY SHOULD BE EXERCISED IN THE USE OF MOTOR FUEL**, and this is a legal obligation under the provisions of the Motor Fuel Rationing Order. Accordingly, you are particularly requested **NOT** to submit claims for allowances unless these are needed for **essential purposes**. Where a claim is necessary the amount of the allowance asked should be kept as low as possible.

I am, Sir (or Madam),

Your obedient Servant,

J. MACKENZIE,

Divisional Petroleum Officer.

COPY.

FORM No.R (MS) 5.

Motor Fuel Rationing Order, 1941.

1. a. The Retreat Mental Hospital, York
b. (Arthur Fred Burgess,
Secy. The Retreat, York)
c.
2. a. British
3. b. KZCC- 1 -13.
c. Secretary.
3. Mental Hospital
4. a. Storage Tanks - 100 Gallons
b. Stock 5 gallons.
5. Purchased at one time - a. 20 Gallons
b. 10. units.
6. Period for which application is made a. Jan. 1942. onwards
7. Date of last application - 13th Dec., 1940.
To whom made - Divisional Officer, Leeds.
Quantity granted - 20 galls (?)

P.T.O.

Question 8.

Make and Type
Registered No. of
Trade Licence.

Is spirit for
running or
starting.

Purpose

Addresses

Coventry Climax
Mobile Fire
Brigade Pump.

running

Fire Brigade use.

The Retreat
York.

Emergency Lighting
Set

running

When ordinary current
fails.

Blow Lamp

-

Repairs in hospital

(our last issue was
made in December, 1940.

Total number of Gallons
for which application is now made 20.

A. Fred Burgess.

~~The Retreat~~,
The Secretary, Retreat

Jan. 23rd 1942.

OLD
CH/2.

To be retained by the Purchaser.

Ref. No. 2 / **YK** / 147
(to be referred to in correspondence)

ADVICE AND INVOICE.

PROTECTIVE HELMETS (CIVILIAN TYPE).

The Secretary of the Ministry of Home Security, having received application from

The Secretary,

The Retreat Mental Hospital

Heslington Road,

370/CP York.

(hereinafter called "the Purchaser") for the purchase of civilian helmets, herewith forwards a Permit to Buy, subject to the conditions set out on the back thereof, - hundred and **six** helmets of the following sizes, namely:—

6½	6¾	7	7¼	7½	7¾	Total
	3	3				6

on payment of the sum of **one** pounds **thirteen** shillings and
- pence (£ 1 : 13 : -) (being 5s. 6d. in respect of each helmet) to the

York County Borough Council

the helmets to be collected by the purchaser from the depot at **York.**
the address of which will be notified by the local authority after payment has been made.

Payment should be made in accordance with the slip of instructions enclosed, and must be made within one month after the date of the Permit.

The conditions on the back of the Permit must be signed by the Purchaser before the Permit will become valid. A copy of these conditions appear on the reverse of this advice (which should be retained by the Purchaser for reference).

Copies are enclosed of a leaflet giving instructions for the assembly and fitting of the helmets.

MINISTRY OF HOME SECURITY, (Civilian Helmets Branch),
HORSEFERRY HOUSE,
THORNEY STREET, LONDON, S.W.1.

20 JAN 1942
Date.....1941.

COPY OF CONDITIONS ATTACHED TO THE PERMIT.

1. This Permit authorises the purchase of protective helmets only for the personal use of the Purchaser and of workers (paid or voluntary) employed by the Purchaser or employed by or otherwise directly connected with the undertaking or organisation which the Purchaser represents.

2. The helmets so bought may not in any circumstances be re-sold for profit.

3. If, in the case of a worker within the category described in condition 1, a deposit is charged for the supply of a helmet, that deposit shall not exceed 5s. 6d.

4. The Purchaser undertakes to collect the helmets, at his own expense, from the place appointed by the local authority at the time of payment, within 14 days after receiving from the local authority an order authorising their issue.

5. This Permit must be surrendered to the local authority at the time of payment.

6. If the payment required by this Permit is not made to the local authority within one month from the date thereof, the Permit shall be returned by the Purchaser to the Ministry of Home Security, (Civilian Helmets Branch), Horseferry House, Thorney Street, London, S.W.1.

City Treasurer's Office,
1 St. Leonard's Place,
YORK.

21st January, 1942.

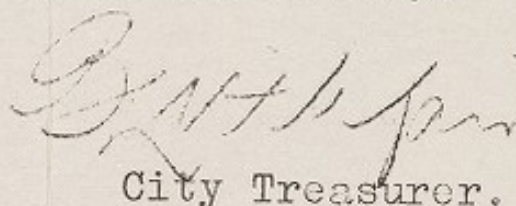
Dear Sir,

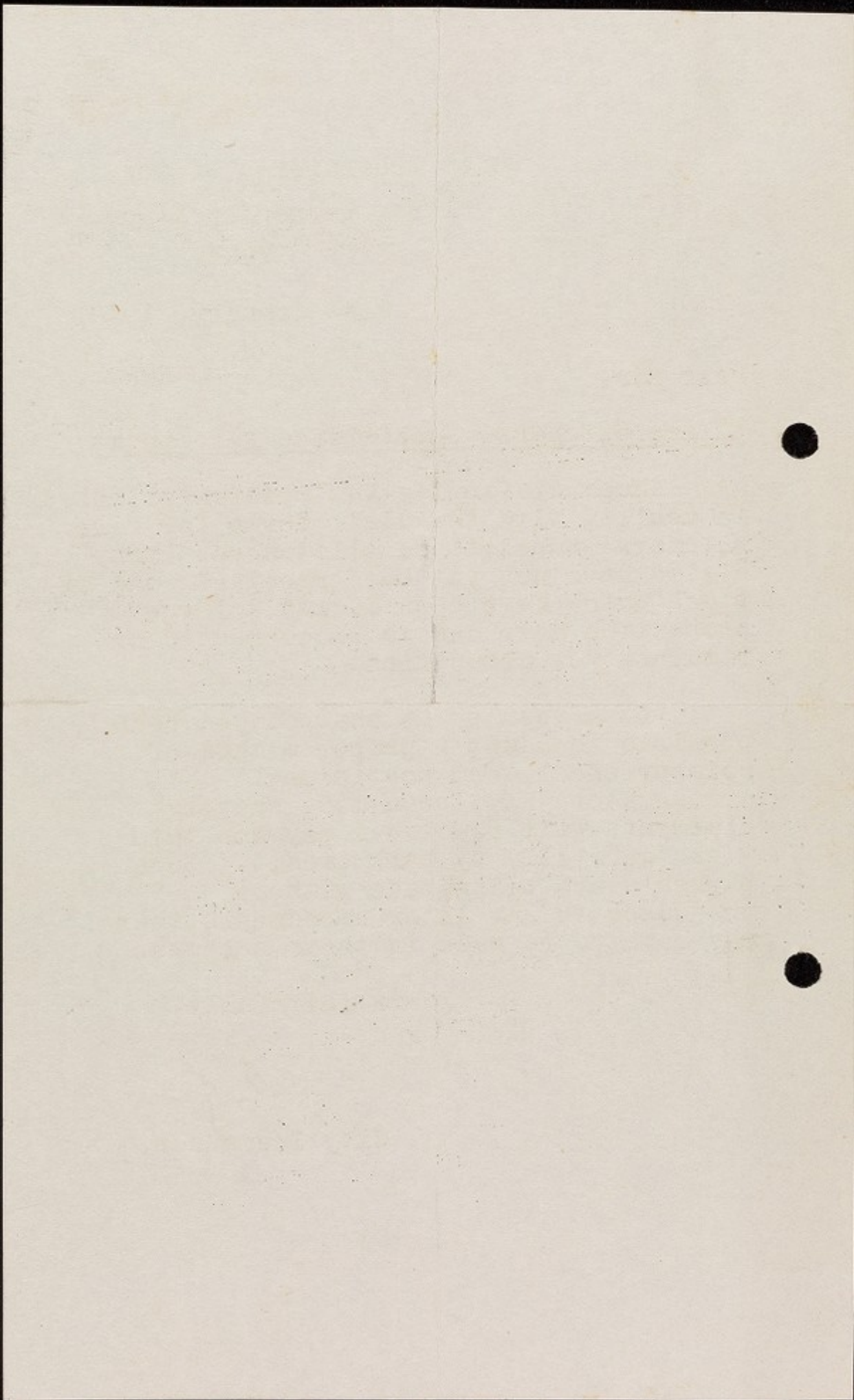
Fire Watchers' Subsistence Allowances.

Much difficulty has been experienced in dealing with the claim forms for Fire Watchers' Subsistence Allowances. Many claims have not yet been received, and of those which have been lodged a large proportion have had to be corrected or returned for alteration.

As a result, it has not yet been possible to adopt a proper method of reimbursement, but provisional arrangements have been made whereby claimants will receive a payment this week, generally by bank credit. Such payments are being made without prejudice to any later amendments that may have to be made in their schemes.

Yours faithfully,


City Treasurer.



21st January, 1942.

Dear Mrs. McLellan,

We have not very much room available, as I explained on the telephone, but I shall be glad to see you and show you the small amount we have, if you would care to call either Friday or Saturday.

Yours very truly,

Mrs. H.N. McLellan,
W.V.S.,
City Information Bureau,
Public Library,
YORK.

MODEM OT BRITAN

EDMUNDO

Women's Voluntary Services for Civil Defence

TELEPHONE

4861

CITY INFORMATION BUREAU,
PUBLIC LIBRARY,
YORK.

19th January, 1942.

Mr. Burgess,
The Retreat,
York.

Dear Mr. Burgess,

I am so very sorry that, owing to circumstances outside my control, I was unable to ring you up at either of the times which you had left for me. I am indeed sorry to have been so discourteous.

With reference to storage accommodation, perhaps I could come up to see you to talk the matter over because I have various types of goods, including clothing, hardware and food, for all of which I want to find some further accommodation. If I came up to The Retreat I could perhaps see what room was available and in what way I could make the best use of it.

Yours truly,

N. H. N. Llan.

17th January, 1942.

Dear Sir,

I shall be much obliged if you will be good enough to send me the appropriate Form for making application for petrol in respect of our Fire Engine Pump and Emergency Lighting Set, etc.

We have only made one application since the rationing of petrol was enforced, and that was just over a year ago.

Yours faithfully,

The Divisional Petroleum Officer,
North Eastern Division,
Wesley Street,
Leeds, 2.

MADE IN GERMANY

BOND
& BEBWIET

III

Fire Watching

Fire Watchers must be on duty from $\frac{1}{2}$ hour before black-out until dawn (i.e. when the black-out period is over).

Those who are on Fire rota duty - except the patrol man - can sleep (but they must be dressed), or be on Ward or other Hospital Duty. They, or a substitute, must, however, stand by for fire duty when the signal is given.

The signal to be on the alert is (1) The Observer Corps Bell (2) The Siren or (3) any evidence of enemy activity - sound of bombs, etc.

If an alert sounds during the day the Fire Watchers for that day and night (or substitutes) must stand by for duty.

Each Fire Watcher must enter his name and the period for which he is on duty in the register. This will be kept in the Control Room. If he is on Ward or other Hospital Duty at the same time, he will state the fact.

Will members of Staff please acquaint themselves as to when they are on duty & if one of their number is sick - or otherwise unable to fulfil duty, arrange among themselves for a substitute.

*acquaint themselves with duties
between themselves for a Sub.*

THE

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MADE IN GREAT BRITAIN

BOND

ABERWILL

OF THE

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OF THE

THE

January, 1941.

The Scheme in operation at The Retreat, York,
for Fire Watching and Fire Fighting

Equipment, etc. The Retreat premises are surrounded with a fire main with hydrants at frequent intervals. At various points on the building are boxes containing turn-keys, hoses and nozzles. This main is fed from the City water supply and the ordinary pressure can be augmented by a steam pump. If the City supply should be insufficient, or should fail, water from storage tanks can be immediately pumped into the main; there are three main tanks underground containing approximately 100,000 gallons. In addition there is a swimming bath of 25,000 gallons and various smaller tanks and wells available.

There is also on the premises a Coventry Climax Petrol Fire Pump and a fire escape capable of reaching to the roof.

At intervals round the building are heaps of sand, and there is also a hand trolley kept loaded with sand which can be easily moved to any part of the grounds.

Two dry water mains are fixed on the outer walls at either end of the building and lengths of hose are kept in the roof for rapid attachment.

On the roof are easily handled receptacles containing sand. Within the building are Redhill sand containers, water buckets, small

MADE IN GERMANY

BOND

BERLIN

January, 1941.

The Retreat, York

portable tanks, Stirrup pumps and chemical extinguishers.

Many of the ceilings in the Retreat are either brick or concrete.

At the Nurses' Home which is adjacent to the Retreat, and which is of newer construction, there are internal rising mains with hoses attached, in addition to the usual mobile equipment.

Easy access to roofs has been obtained by the placing of external ladders, and also one or two ladders from the top floor through apertures cut in the ceilings.

PERSONNEL. The Fire Brigade staff consists of 8 fully-trained men with a number of trained auxiliaries who are available when required. The premises are patrolled from dusk till daylight by two men, one of whom is a trained fireman and the other an auxiliary.

On the "alert" being sounded all men turn out to their appointed positions. An observation hut has been fixed above the roof of the hospital and this is manned when either the Observer Bell signal is given or an "alert" has been sounded. He is in telephonic communication with the ground-floor and if incendiaries are observed to fall (when no official alert has been sounded) he will from the hut ring the alarm bell in each of the firemen's quarters. They will immediately take up their stations and auxiliaries will also stand by. Firemen take up their position when the siren has given warning.

On the Retreat premises there is also an A.F.S. "action station".

FRIENDS' AMBULANCE UNIT

MUSEum 5986/7/8

4 GORDON SQUARE
LONDON, W.C.1

MHC:KB

23rd December, 1941

Dear Fred Burgess,

Roy Maltby

Thank you very much for your further letter about Roy Maltby. We have taken up the question of his tribunal again and I am afraid your first fears may be confirmed.

Roy Maltby has been in touch with the Fire Service, as this is allowed by his exemption, and it is possible that he may have to give up hope of coming to the Retreat. May we leave it open for the time being and we will write you again as soon as the position is clearer.

Thank you very much for considering our suggestion so kindly, and I do hope we have not put you to too great inconvenience.

With Christmas Greetings,

Yours sincerely,

Michael Headbury

A. Fred Burgess,
The Retreat,
York.

THE NEW YORK PUBLIC LIBRARY

ASTEN LENOX TILDEN FOUNDATION

500 FIFTH AVENUE NEW YORK 17, N.Y.

DATE OF ACQUISITION

FROM THE

OF

THE NEW YORK PUBLIC LIBRARY
ASTEN LENOX TILDEN FOUNDATION
500 FIFTH AVENUE NEW YORK 17, N.Y.

THE NEW YORK PUBLIC LIBRARY
ASTEN LENOX TILDEN FOUNDATION
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500 FIFTH AVENUE NEW YORK 17, N.Y.

THE NEW YORK PUBLIC LIBRARY
ASTEN LENOX TILDEN FOUNDATION
500 FIFTH AVENUE NEW YORK 17, N.Y.

6th December, 1941.

Dear Michael Cadbury,

Many thanks for your note of the 5th inst.
Before making a decision about the man you mention I should like
to know whether the terms of his exemption would allow him to come
here as a paid nurse. You will remember the other two men we
trainees and came for a stated period only.

If this man's exemption will allow him to come
here I think it is possible that we can fix him up.

With kind regards,

Yours sincerely,

Michael H. Cadbury,
Friends' Ambulance Unit,
4, Gordon Square,
London, W.C.1.

MADE IN GREAT BRITAIN

ABERMILL
OF BONE



FRIENDS' AMBULANCE UNIT

MUSEum 5986/7/8

4 GORDON SQUARE
LONDON, W.C.1

MHC:KB

5th December, 1941

A. Fred Burgess,
The Retreat,
York.

Dear Friend,

In June of this year you wrote saying that you were short on the male nursing side, and saying that you would be willing to allow two of our men to come to you for a period.

We are wondering whether you are still short of staff as we have a member of the Unit who is unable to stay with us for financial reasons, but who would be interested in working at The Retreat, and would, I think, be a valuable man. He has had a good deal of hospital experience and has worked in London in the relief section.

If you were able to take him on a paid basis we should be glad to know what you would be able to pay him and under what conditions he could be accepted.

Yours sincerely,

Michael Hoadbury

Hospital Officer

STANDARD AMBULANCE UNIT

FOR ORIGINATOR
LOCAL HEALTH DEPT.

DATE OF REPORT

1. Name of patient
2. Address
3. Date of birth
4. Sex
5. Race

6. Chief complaint
7. History of present illness
8. Past medical history
9. Family history
10. Social history
11. Physical examination
12. Laboratory tests
13. X-ray
14. Pathology
15. Treatment
16. Prognosis
17. Disposition

18. Signature of physician
19. Signature of nurse
20. Signature of ambulance driver

21. Date of report

12th December, 1941.

Dear Michael Cadbury,

Many thanks for your note of the 11th. with regard to Roy Maltby.

I still think it is essential that the Tribunal be approached and asked to sanction work in a Mental Hospital. I do know that the Chairman of the London Tribunal agreed that work in the Retreat was of national importance, and exemption was granted to two C.O.'s to take up work at the Retreat.

When this point is cleared up we can send an Application Form to Roy Maltby and a decision then made.

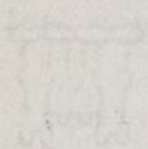
Yours sincerely,

Michael H. Cadbury,
F.A.U.,
4, Gordon Square,
London, W.C.1.

MADE IN GREAT BRITAIN

BOND

BERMUDA



FRIENDS' AMBULANCE UNIT

MUSEUM 5986/7/8

4, GORDON SQUARE,
LONDON, W.C.1.

MHC.

11.12.41.

A. Fred Burgess,
The Retreat,
York.

Dear Fred Burgess,

Thank you for your reply to my earlier letter about the possibility of there being useful paid work for one of our members at the Retreat.

I have gone into his Tribunal Exemption, and learn that he has been given 'work with the F.A.U.' From our experience in Hospitals elsewhere it is safe to say that there should be no difficulty in his accepting work with you.

Roy Maltby is the name of our applicant, and he is at present putting in some time doing forestry work. If you could let me have an idea of the terms on which you could take him, I will pass them on, and if they seem suitable to him, no doubt you would like to interview him.

Thank you for helping us in this matter,

yours sincerely,

Michael Headbury.

STATION SOUTH
1.2.19.1911

UNION

Sub-DISTRICT OFFICE,
c/o Northern Motor Utilities Ltd.,
Walmgate Bar,
YORK.

29th. October, 1941.

Operators, York Sub-District.

During August last I wrote you drawing attention to existing instructions to Operators and drivers as to what should be done immediately following a severe raid or blitz. Very briefly the instructions are that all operators or their drivers should not go on to ordinary work, except in special cases already provided for, until they have ascertained from the Ministry of Transport, c/o Northern Motor Utilities Ltd., Walmgate Bar, York, whether they will be required for work in assisting the Local Authorities to clear debris and re-organise local public services. There are also special instructions to members of the LEF. groups.

I should like operators and drivers to make themselves fully acquainted with the existing instructions, particularly in view of the approach of Winter and the fact that air activity appears to be becoming more intense. We do feel that we in York should be ready for any emergency of this description and if you have any doubts as to what should be done immediately following a raid it is imperative that you contact this Office with a view to clearing up the point you have in query in order to ensure that everyone has full knowledge of the intentions of the current instructions.

Another important matter is do not rely on the telephone for communication after a raid. If you can get through on the 'phone that is all to the good, but it has been found in the majority of cases after a severe raid such communications have broken down. Therefore, proceed to this Office for instructions or send someone as your representative to get details of what is required. Do not wait.

J.E. Rayson.
Sub-District Manager.

16th October, 1941.

Dear Friend,

In reply to your letter of the 14th inst., I find we have 4 large and 2 small bales of blankets remaining from the original consignment.

Yours sincerely,

Roger H. M. Warner,
(Equipment Dept.)
Friends' War Victims Relief Committee,
Friends' House,
Euston Road,
London, N.W.1.

W. O. BOND
771 MILL

MADE IN GERMANY

FRIENDS WAR VICTIMS RELIEF COMMITTEE
FRIENDS HOUSE · EUSTON ROAD · LONDON · N.W.1

General Secretary: ROGER C. WILSON.



14 Oct 41

RW/NFC

Fred Burgess,
The Retreat,
YORK.

Dear Friend,

I am sorry to bother you once again about the bales of blankets which you are kindly storing for us. Would it be possible to let me know the exact number of bales which you still are keeping for us. I have a note for five of these having been already dispatched, but am not quite sure whether the F.A.U. arranged for any to be withdrawn from York.

Yours sincerely,

Roger C. Wilson

(Equipment Dept)

~~Please let me know~~
~~when left hand~~
~~has sent away~~
~~my~~

~~5 Bundles. Joiners Shop~~

4 Large Bundles. Nurses Home.
1 Small Bundle " "
18 Loose in M^r Murray's
Shop.

3 Bundles sent away by
M^r Murray.

TELEPHONE 4811-2

TELEGRAMS:—"FISHBURN." 4811-2. YORK.

City of York



HEALTH DEPARTMENT,
50, BOOTHAM,
YORK.

F FISHBURN. C.R.SAN.I.. M S.I.A
CHIEF SANITARY INSPECTOR.

7th October, 1941.

A.F. Burgess Esq.,
Secretary,
The Retreat,
YORK.

Dear Mr. Burgess,

re: 74 Heslington Road.

In reply to your letter enclosing form re. the above house, I note the contents, but would be glad if you would complete the form, as the real object of this survey is to obtain a census of population and accommodation in the City.

Yours faithfully,

F. Fishburn
Chief Billeting Officer.

*Form returned
8/10/41
MJB*

WILLIAM H. HARRIS

30 SOUTH

1917

1917

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4th October, 1941.

Dear Mr. Fishburn,

The enclosed forms were found behind
the door of 74 Heslington Road last evening.

Each room in the house is occupied by
laundry maids, and I am therefore sorry that there
is no accommodation for billeting.

Yours very truly,

The Billeting Officer,
Corporation of York,
Health Department,
50 Bootham,
York.

Retreat Fire. Services. Sept. 26th 1941.

Members of the Retreat Fire Staff were informed by the Fire Captain, that the "Lady Officials" of the Retreat were desirous of undertaking Fire Patrol Duties with the Fireman on duty. After very careful consideration, by all members, various reasons were placed forward, which in our opinion, we thought, would not prove satisfactory.

I.

The Control Room is not suited for both males and females together, during the approx twelve hour patrol.

II.

Climatic conditions are not suitable for ladies, during the cold, rough, winter months. Much of the patrol during the night hours is spent outdoors, in all kind of weather, and much time is spent on the roofs of the buildings, we feel that only persons fully acquainted with the roof, should be on the roof, (to prevent any accidents.)

III.

It was suggested that the ladies in question, were approached, and asked to undertake the Patrol of the Nurse's Home, and held responsible for same. They could be in constant touch with the Fireman on duty at all times in case of emergency.

All members of the Retreat Fire Staff fully appreciate the kind gesture by the ladies, and are desirous that their thanks should be conveyed, for their willingness and kindness in their offers of help to us.

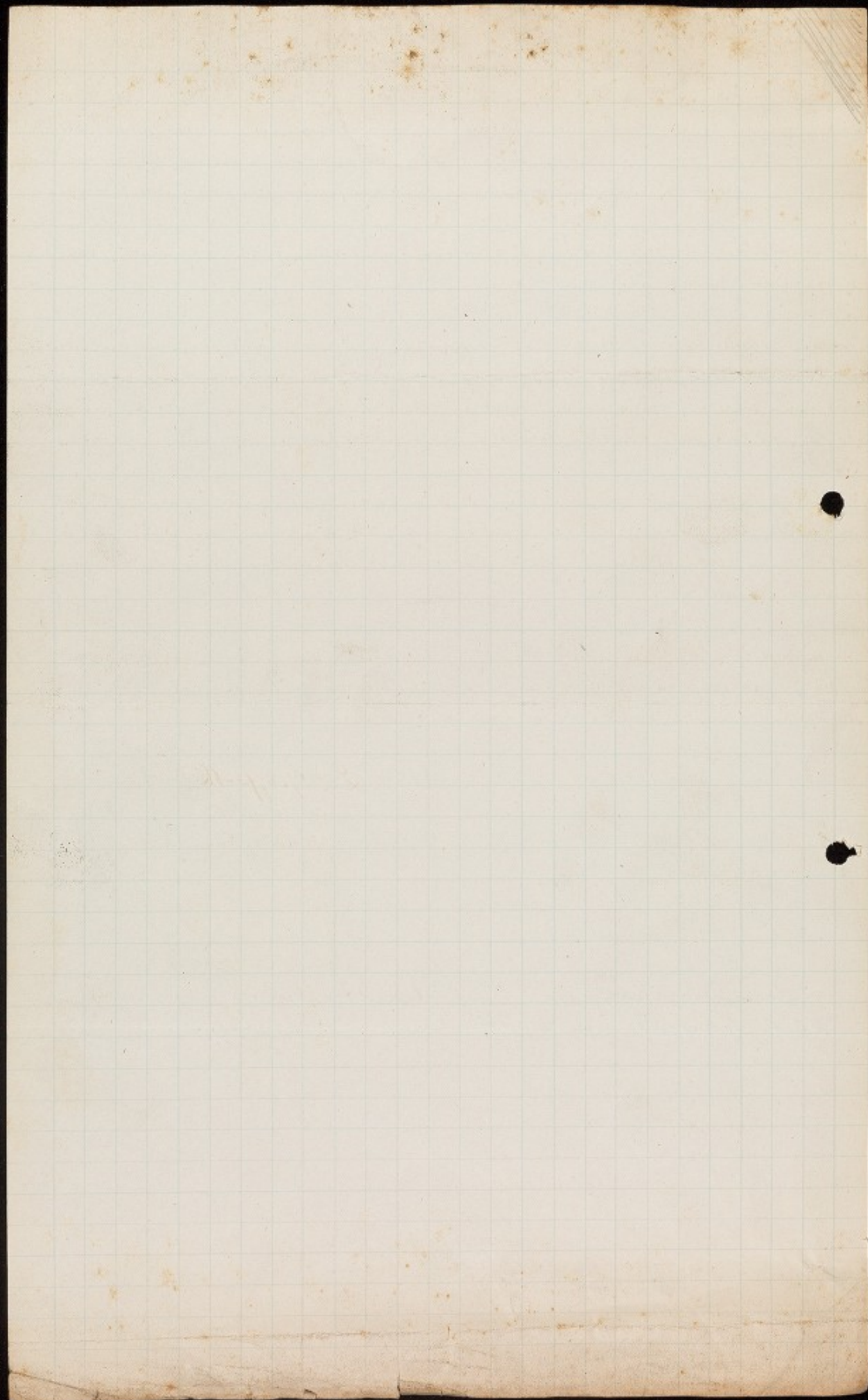
L Spofforth

Fire Captain

Retreat Fire Services

Sept. 26th 1941

Master Key in Box at Stockel.
Key for Bottom floor N. Home.



All communications to be addressed to the A.R.P. Officer

TEL No:- 4791

TELEGRAPHIC ADDRESS "CONTROLARP" YORK

City of York



AC/JE.

A. R. P. DEPARTMENT,

GUILDHALL,

YORK.

ALBERT COOKE M.B.E.

ASSOCIATE FELLOW, AIR RAID PROTECTION INST.

AIR RAID PRECAUTIONS OFFICER.

25th August, 1941.

The Secretary,
The Retreat,
YORK.

Dear Sir,

I beg to inform you that the Regional
Alarm Officer has approved the Relay Bell System to be
extended to the Retreat.

Yours faithfully,

A. Brooke

A.R.P. Officer.

*Referred
Camping.*

N O T I C E

On and from Saturday next, August 9th, the practice of putting lamps on the Top Centre will cease and the main electric light switch will not be put off.

Will all maids please be very careful to see that their curtains are properly drawn before black-out time. They are reminded that even the smallest light can be seen from a very considerable distance as their rooms are so high.

Particular care should be taken to see that windows in bathrooms and lavatories are closed during black-out hours.

5th August, 1941.

All communications to be addressed
to the A.R.P. Officer

TEL. No. 4791.

City of York



11-30
Mandy
AC/JE.

A. R. P. DEPARTMENT,

GUILDHALL,

YORK.

24th July, 1941.

ALBERT COOKE.

ASSOCIATE FELLOW, AIR RAID PROTECTION INST.

AIR RAID PRECAUTIONS OFFICER.

A. F. Burgess Esq.,
The Retreat,
YORK.

Dear Sir,

With reference to your letter of the 22nd July, the Bell System to which you refer will be operated over the lines of the York Relay Services, and will pass Observer Corp "Alarms" by a series of intermittent rings and Observer Corp "Releases" by a steady ring.

The cost will be as follows:-

- (a) Where the relay service is already installed.
Cost of Unit 35/-. Cost of installation approximately 9d per foot run from the existing relay installation. The service rental to include all maintenance, and battery replacements including the operation of the system £2. 0. 0. per annum.
- (b) Where the relay service is not installed. Cost of Unit 35/-. Cost of installation approximately 1/- per foot run from our nearest existing bracket. Service rental £2. 0. 0. per annum as above.

You will appreciate that these prices are ruled by market fluctuation and are therefore at present ruling prices and we cannot be responsible for any increase.

If you wish to receive a more definite quotation, would you please get in touch with the York Relay Services at 16, Parliament Street. When you have decided that you wish the installation to be made it will be necessary for you to advise me so that I may submit the matter to the Regional Alarm Officer whose approval is required in each case.

Yours faithfully,

A. Cooke

A.R.P. Officer.

A. R. P. DEPARTMENT
GUILDHALL
YORK

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 11-11-83 BY 6032

1945



ALBERT COLE

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ALBERT COLE

22nd July, 1941.

Dear Mr. Cooke,

Air Raid Warnings: Observer
alarm.

In reply to your letter of the 21st inst.

I shall be glad if you will be good enough to let me have full particulars of the arrangements now made in connection with the Relay Service in this city.

Yours very truly,

Albert Cooke, Esq.,
A.R.P. Department,
Guildhall, York.

All communications to be addressed
to the A.R.P. Officer

TEL. No. 4791.

City of York



AC/JE.

ALBERT COOKE.

ASSOCIATE FELLOW, AIR RAID PROTECTION INST.

AIR RAID PRECAUTIONS OFFICER.

A. R. P. DEPARTMENT,

GUILDHALL,

YORK.

21st July, 1941.

Confidential.

Dear Sir,

Air Raid Warnings.
Observer Alarm.

You may be interested to know that it is now possible to receive the Observer Corp Alarm and Release Messages over a system installed in connection with the Relay Service in the City.

If you are interested in this matter I will let you have full particulars.

Yours faithfully,

A. Cooke

A.R.P. Officer.

A. F. Burgess Esq.,
The Retreat,
YORK.

A. R. P. DEPARTMENT
GUILDHALL
YORK.

It is recommended that the
the following should be
the following should be



THE AIR RATIONING BOARD
10, WHITE HALL, LONDON, E.C. 4
TELEGRAMS: AIR RATIONING BOARD
TELEPHONE: 3000

ALBERT
BOND
MADE IN GREAT BRITAIN

22nd May, 1941.

Dear Billy Sessions,

Thanks for your various
notes. We have sent off the blankets
both to Banbury and London, and I will
send a further quantity to Settle if Tom
Gronshaw writes for them.

Yours sincerely,

William K. Sessions,
Friends' War Victims Relief Committee,
Friends' House,
Euston Road,
London, N.W.1.



ВООРУЖЕННЫЕ
СИЛЫ
ОБОРОНЫ

FRIENDS WAR VICTIMS RELIEF COMMITTEE

Secretary:
ROGER C. WILSON
Telephone: EUSTON 3606



FRIENDS HOUSE
EUSTON ROAD
LONDON, N.W.1

WKS/JB

21st May 41.

A. Fred Burgess,
The Retreat,
York.

Dear Mr. Burgess,

We are in process of starting up a hostel for evacuees from Manchester at the Adult School, Settle. One of our full-time workers, named Tom Cronshaw, is busy getting this place ready and it is possible that he may not be able to get blankets cheaply in the neighbourhood. He is hoping that the evacuees will be able to bring some themselves and so at the moment is not sure of the quantity required.

This is just to let you know that he will quite likely be writing to you asking for a certain quantity of blankets. This request will be quite in order as far as we are concerned and we shall be very grateful if you can send them to him direct.

Yours sincerely,

Bill Sessions.

Blankets sent:-

- 1 Bale Ender.
- 2 Bales to Bamberg
- 1 Bale Gordon Square
London.

FRIENDS WAR VICTIMS RELIEF COMMITTEE

Secretary:
ROGER C. WILSON
Telephone: EUSTON 3606



FRIENDS HOUSE
EUSTON ROAD
LONDON, N.W.1

WKS/JB

21st May 41.

A. Fred Burgess,
The Retreat,
York.

Dear Mr. Burgess,

Will you please send one bale of 48
blankets to John Graydon, F.A.U.,
4 Gordon Square, W.C.1.

He says that his stocks are running
rather low and that he expects to
need these new blankets in about 10
days time. I think therefore that
it will be safe to send them by goods.

Regarding transport charges for all
of these blankets, War Vics should
clearly pay for these and we should
be glad to have an account from you
from time to time.

We are very grateful to you for your
help.

Yours sincerely,

Bill Sessions.

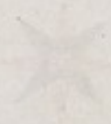
*Despatched per
LONS goods. Carr. paid*

2/c follows.

22/5/41

FRIENDS WAR VICTIMS RELIEF COMMITTEE

FRIENDS HOUSE
115 LONDON ROAD
LONDON, N.W.1



London, W.1
Telephone: 2444

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FRIENDS WAR VICTIMS RELIEF COMMITTEE

Secretary:

ROGER C. WILSON

Telephone: EUSTON 3606



FRIENDS HOUSE
EUSTON ROAD
LONDON, N.W.1

rhmw.

20th May 1941.

Fred Burgess,
The Retreat,
York.

Dear Friend,

I fear we must be putting you to a lot of trouble over the matter of the blankets which you are kindly storing for us at the Retreat.

You Would you be so good as to arrange to despatch a further two bales for us per rail, this time to:-

Leslie Cross,
56 Parsons Street,
BANBURY.
Oxon.

Letting us know cost involved, we should like them sent carriage paid, and as they are urgently needed I should like them sent "Green Arrow" express Goods, I know this costs rather more but gives preferential treatment in handling. I understand each bale contains 48 blankets.

I have just been put in charge of our equipment department, so Bill Sessions has handed the matter of blankets

FRIENDS WAR VICTIMS RELIEF COMMITTEE

over to me, to arrange distribution as needed.

With many thanks.

Yours sincerely,

Reginald H. Warner

Despatched per L.N.S. Gds

Carr paid.

22/5/41

a/c. follows.

No "Green arrow".

12th May, 1941.

Dear Friend,

Your letter of the 6th inst. was duly received and one bale of blankets was at once dispatched to William Browne at Exeter, as requested.

I am sorry in my absence that these blankets were sent Carriage Forward. If I had been here they would, of course, have been sent Carriage Paid.

Yours sincerely,

Joseph Sewell,
Friends' War Victims Relief Committee,
Friends' House,
Euston Road, London, N.W.1.

ABERMILL
BOND
MADE IN GREAT BRITAIN

FRIENDS WAR VICTIMS RELIEF COMMITTEE

Secretary:
ROGER C. WILSON
Telephone: EUSTON 3606



FRIENDS HOUSE
EUSTON ROAD
LONDON, N.W.1

JS/HRB

6 May 1941

Fred Burgess,
The Retreat,
York.

Dear Friend,

Would you kindly send one of
the large bales of blankets which you
are storing for us to the following
address:-

William Browne,
Friends' Meeting House,
Wynards Lane,
Magdalen Street,
Exeter.

Please let me have a note of any
expenses incurred and I will reimburse
these.

Yours sincerely,

Joseph Sewell

*Sent per L. & N.B. R. Co
Can forward.*

8/5/41. GH

FRIENDS WAR VICTIMS RELIEF COMMITTEE

FRIENDS HOUSE
FURTON ROAD
LONDON, N.W.1



Friends House
Furton Road
London, N.W.1

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Circular No. 889.

All communications should be addressed to—
THE SECRETARY.

Communications relating to different subjects
should be made in separate letters.

Telegrams:

"Avicenna, Knights, London."

St. Annes,
Lancs.



In reply please quote No.

60300/1/55.

THE BOARD OF CONTROL,

Clifton
~~Grand Hotel,~~ ~~Hobart House,~~

South Promenade, ~~Grosvenor Place,~~

St. Annes-on-Sea, ~~London, S.W.1.~~

Lancs.

April, 1941.

Sir,

Lunacy and Mental Treatment Acts, 1890-1930.
Mental Deficiency Acts, 1913-1938.

I am directed by the Board of Control to transmit herewith, for the information of the Committee, a copy of a Circular recently issued by the Ministry of Health (No. 2331 dated 9th April, 1941) on the subject of fire prevention in hospitals and similar institutions owned by local authorities.

It will be seen that the Circular draws attention to the special needs of institutions in which there are non-ambulant patients or other inmates who are not normally able to move or be removed quickly in the event of fire. In the case of mental hospitals and mental deficiency institutions, it is necessary to have particular regard also to the difficulties which might arise from the presence of patients whose mental condition would make them difficult to control in the event of fire.

The Board are aware that in a number of institutions appropriate precautions against fire have already been put into operation; but where this has not yet been done, I am to request that authorities will take a very early opportunity of considering the application of the Ministry's advice to the institution (or institutions) for which they are responsible.

I am, Sir,

Your obedient Servant,

W. FAIRLEY

Secretary.

The Clerk of the Visiting Committee
The Clerk to the Mental Hospitals Board
The Clerk of the County Council
The Town Clerk,
The Clerk to the Joint Committee/Joint Board.

County Councils.
Borough Councils.
Urban and Rural District
Councils.
Joint Hospital Boards.
Joint Tuberculosis Boards.

MINISTRY OF HEALTH,
WHITEHALL,
LONDON, S.W.1.
R.A.
9th April, 1941.

SIR,

**Fire Prevention (Business Premises) Order.
Hospitals and similar Institutions.**

I am directed by the Minister of Health to refer to the Fire Prevention (Business Premises) Order and to the question of fire prevention in hospitals and similar institutions owned by Local Authorities.

Where such hospitals or institutions are within areas prescribed by Regional Commissioners as areas to which the above Order applies, or where they are premises themselves prescribed by Regional Commissioners as premises to which the Order applies, the Local Authority will be already aware of their responsibilities under the Order.

In the case of non-prescribed premises and areas, the Order leaves it to the discretion of Local Authorities to determine what precautionary measures are desirable in premises belonging to them, but it appears to the Minister that in exercising that discretion Local Authorities will be wise to have particularly in mind the needs of their hospitals and institutions in which there are non-ambulant patients or other inmates who are not normally able to move or be moved quickly in the event of fire.

It is not intended to suggest that in all hospital premises—irrespective of their size, situation or other circumstances—the full degree of precautions required by the Order should be taken even though the premises are not prescribed or not in prescribed areas. Indeed, precautions in the nature of an unreasonable over-insurance would not only make unnecessary demands upon the efforts of the staff concerned but might well involve the accumulation of equipment which could be used to better purpose elsewhere. At the same time, institutions of the kind mentioned in the preceding paragraph obviously justify some special attention among Local Authority premises.

In the case of their larger hospitals and institutions not prescribed or not in prescribed areas Local Authorities will no doubt endeavour to arrange (if they have not already

done so) for precautions on similar general lines to those required where the Order applies, unless the particular situation of the premises makes this quite unwarrantable. In the case of smaller institutions, the precautions taken will vary widely with the nature of the premises, their situation and the size and kind of staff available; but while it is not practicable—and often may not be necessary—to take precautions on any elaborate scale in many of these smaller buildings, Local Authorities should certainly consider what buildings of this kind they have in their possession and what reasonable steps might be taken for fire prevention in them without waiting for the application of the Order to the areas concerned. The Minister will be glad if Local Authorities will bear these general considerations in mind.

A copy of this Circular has been sent to the Medical Officer of Health.

I am, Sir,

Your obedient Servant,

E. M. de.

22nd April, 1941.

Dear Billy Sessions,

In reply to your letter of the 18th inst. it is a little difficult to say how many blankets we have on hand, as we have only received advices covering 288. Actually, however, we have 10 bales - 9 of these are of a size and the 10th somewhat smaller. The 9 bales each contain 48 and if the smaller packet has 18 in it (it looks to me rather larger) this would make a total of 450.

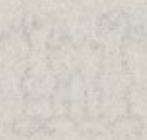
Have you had any advice direct from Huddersfield as to how many have been sent to us?

I heard of the bomb on Friends' House and understand it exploded on contact and therefore did not cause the destruction it would have if it had gone through to the groundfloor. I am indeed thankful that the damage was no worse.

With kind regards,

Yours sincerely,

William K. Sessions,
Friends' War Victims Relief Committee,
Friends' House,
Euston Road, N.W.1.



ABERNETHY
BOND

MADE IN GREAT BRITAIN

FRIENDS WAR VICTIMS RELIEF COMMITTEE

Acting Chairman:
J. CUTHBERT WIGHAM
Secretary:
ROGER C. WILSON
Hon. Treasurers:
EUSTACE S. GILLETT
STANLEY J. FORWARD



FRIENDS HOUSE
EUSTON ROAD
LONDON, N.W.1

Telephone: EUSTON 3606

18th April 1941.

Fred. Burgess,
The Retreat,
YORK.

Dear Mr. Burgess,

With regard to the blankets that you are kindly storing for us under the Nurses' Home, we are not absolutely sure whether there are stored away 400 or 450. Blankets are usually bundled in 50s, and I wonder, therefore, if you could spare the time to let us know how many bundles there are in your premises.

We are working under rather difficult conditions because we have had a direct hit on Friends House which has caused astonishingly small amount of damage. The building is not in the least flattened but there is a pile of rubble just outside the door of our offices and there is a confusion of broken glass and dust all over. Two of our fire watchers had very fortunate escapes, being pinned under some of the rubble and are now in hospital with superficial head injuries.

It is all rather upsetting as far as work goes, but we are endeavouring to keep going in spite.

It would be a big help if you are able to check up on the blankets.

Yours sincerely,

Bill Sessions.

WKS/GMK

THE FRIENDS OF THE VICTIMS RELIEF COMMITTEE

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18th April 1941.

18th April 1941.
The Relief
York.

Dear Mr. Burgess,

With regard to the blankets that you are kindly
storing for us under the Bureau House, we are not
absolutely sure whether there are stored any 400 or 450.
Blankets are usually supplied in 50s, and I wonder therefore
if you could spare the time to let us know how many bundles
there are in your premises.

We are working under rather difficult conditions
because we have had a direct hit on Bureau House which has
caused considerable damage to the building. The building
is not in the least flattened but there is a pile of rubble
just outside the door of our offices and there is a
confusion of broken glass and dust all over. Two of our
life watchers had very fortunate escapes being pinned
under some of the rubble and are now in hospital with
superficial head injuries.

It is all rather upsetting as far as work goes, but
we are endeavouring to keep going in spite.

It would be a big help if you are able to check up
on the blankets.

Yours sincerely,

WEE/GMK

FRIENDS WAR VICTIMS RELIEF COMMITTEE

Secretary:

ROGER C. WILSON

Telephone: EUSTON 3606



FRIENDS HOUSE
EUSTON ROAD
LONDON, N.W.1

WKS/MK

26th March 1941.

A. Fred Burgess, Esq.,
The Retreat,
YORK.

Committee

Dear Mr. Burgess,

Thank you very much for your letter offering to loan the Wolseley should a real urgent need arise.

We are very grateful to your Committee for offering the car and we will bear it in mind and take advantage of it as soon as we can see the right use for it.

With kind regards,

Yours sincerely,

Bill Sessions.

Ring Mr W Coate.
J. Hart.

Elizabeth: Bessie
Esther: Moll,
Parker:

WILLSON BROTHERS

GOVERNMENT CONTRACTORS

82 East Street

::

Epsom

::

Surrey

9th April, 1941.

Dear Sir,

We thank you for your letter of the 25th ult. and very much regret the error made in sending the Mackintosh instead of a Reefer Coat.

We beg to advise, however, that we have despatched today the Reefer Coat ordered and trust that the same will prove of interest.

Yours faithfully,

WILLSON BROTHERS.

POST CARD



A. F. Burgess, Esq.,

The Retreat,

York.

25th March, 1941.

Dear Sirs,

I have received the accompanying
mackintosh which is not what was ordered.

If you will refer to my letter you will see
I asked for a sample Reefer Coat, as if
satisfactory I wanted to purchase a number
for our auxiliary fire brigade.

Yours faithfully,

Messrs. Willson Bros.,
(Dept N).,
82, East Street,
Epsom, Surrey.

11/11/11

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Manchester, 10

625,



LIQUIDATION STOCK THOUSANDS
OF WONDERFUL BARGAINS
OFFERED ON EASY TERMS
SEND FOR OUR ILLUSTRATED
LIST POST FREE OF
PLATINUM SET DIAMOND
& GEM RINGS - WATCH
BRACELETS - GENTS POCKET
& WRISTLET WATCHES

ILLUSTRATED LIST
POST FREE

SOLID GOLD English
Hall - Marked Keyless
WRIST WATCH, with
Expanding Bracelet

Attached. Tested Movement. Timed to a minute
a month. Fully warranted 10 years. Send 2/6
Deposit only for free approval. If satisfactory,
balance payable 5/- monthly until 59/6 is paid.
Cash with order, or within 7 days, 55/- only.

Write for Illustrated List. Jewellery, Rings, etc.

DAVIS & CO.

(Dept. N.C.13), 94-104, DENMARK HILL, S.E.5

GENUINE LONDON BUS DRIVERS' REEFER COATS 10/6 Post 1/-

Genuine London Bus-
men's Reefer Coats. Full
double warmth. Wool
lined. Ideal for land-
workers, lorry drivers,
motor cyclists and all
outdoor workers. Double
breasted, leather cuffs &
leather-bound pockets.
Very slightly worn, these
garments are cleaned and
pressed and ready to give
much hard service. Sizes
32in. to 42in. chest—state
chest when ordering. Cash
back if dissatisfied.
Also genuine London bus
drivers' Trousers 8/9,
post 6d.



WILLSON BROS. (Dept. N.),
82, EAST STREET, EPSOM, SURREY
Government Contractors

WARWOOL'S

Air Force, Navy, Army, 3½d. oz. Quic-
knitting 3½d. oz. Fashion Knitting 5½d.
Super Fashion 6½d. oz. Silky 4½d. oz.
Send postcard for 1,000 samples, all
qualities, to Dept. C.4.

Turkish Rug 1/6, Thrums 1/6, Anglo
Persian 2/5. Send 2d. stamps for 500
samples, all qualities, and free Rug
book, to

New Bridge St.,
Gosport-on-Tyne.

WILL



STAY IN SURE! SHE USE LORELOX

the amazing curling lotion
that compels hair to curl
and stay curled.

**Immediate Results or
Money Back**

1/10½ per bottle tax paid:
2 months' supply. Supplies

of Lorelox are limited, but at present it is obtain-
able from most chemists. If unable to obtain
send for a bottle to

MAUREEN BAUN LTD., (Dept. NG.15),
TOTTINGTON ROAD, BURY, LANCs.

Send P.O. for 2/4. This includes postage, and
purchase tax.

A reliable remedy, prescribed for common
Winter coughs, colds and chest troubles in
adults when asthma and bronchitis are
absent.

Gives quick relief and comfort, promotes
restful nights; good for aged patients. Ask
for the World's Best Chest and Lung Tonic,
Shadforth Prescription No. 555.

Prices including Tax, 1/1½ (trial size), 2/0½,
and 3/11, from your nearest Chemist, or packed
privately, by post 1/6, 2/8 and 4/8 from
Shadforth's.

FREE TRIAL OFFER (by Post only)

For a limited period only we will send readers of
this paper who have not tried this remedy
TWO Trial size Bottles for 1/6. If after trying
one you are not completely satisfied, return the
other unopened and your money will be refunded
in full. Send 1/6 to-day with this Coupon asking
for "Shadforth" Lung Tonic (No. 555) to
SHADFORTH PRESCRIPTION SERVICE, LTD.
(N.C.465), 63, Grove Road, Bow, E.3.

SAVE PETROL

A Warm Engine Uses Less.



RADIATOR MUFFS

and SHIELDS
to suit practically any car
or lorry. Call and secure
while stock lasts.

Carr. 6d. 8/6 each

GLYCERINE ANTI-FREEZE,
1 pint 3/- 1 quart 5/6

ETHYLENE GLYCOL ANTI-FREEZE.

1 pint 4/- 1½ pints 5/9 2 pints 7/6
Carr. on above 9d. (Cash with order)

JAMES GROSE LTD
GREAT PORTLAND ST.

of the alleged treatment of the Dunera is becoming a scandal of Australia. It will become a scandal of greater proportions—and will not be confined to Australia—if the case is hushed-up or dealt with in a half-hearted way by the Imperial Government.

We would point out to Captain Margesson, however, that the mere return of the Dunera will not provide him with all the evidence that the promised inquiry will demand. Some of those whose names have been mentioned are still in Australia and likely to remain there: the victims are there also.

We are fighting this war because we cannot live side by side with a way of life that employs cruelty and common theft as instruments of State. Unless that is true, this war is not worth a drop of human blood. If cruelty or common theft are ever practised, no matter how rarely, by paid servants of the British Crown, we have no right to rest for a moment until justice has been done and punishment handed out to the offenders with all the severity of which the law is capable.

There is only one thing for the Government to do, compatible with our national honour: to spare neither trouble nor expense to probe this nasty business to the bottom, with no reservations in mind.

If that is done the whole world will know that the British people do not tolerate ill-treatment of prisoners, and are determined to punish severely any found guilty of such practice. And that will be the finest propaganda for Britain and against the Nazis that this country could possibly make.

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NEW PRI

Women's Voluntary Services for Civil Defence

TELEPHONE

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CITY INFORMATION BUREAU,
PUBLIC LIBRARY,
YORK.

19th March, 1941.

Mr. Burgess,
The Retreat,
Heslington Road,
York.

Dear Mr. Burgess,

It is very good indeed of you to hold for us all the equipment and stores for the 'Static' Mobiles.

It has been thought that coal and wood should be provided so that there will be no call on your house-hold stores. Unless I hear from you to the contrary before Friday, March 21st, I will make arrangements for this to be delivered to you.

Should it be necessary to use any of the equipment in an emergency I will let you know.

Yours faithfully,

p.p. Helen Swift

Canteen Officer.

W. H. R. V. 1911
for Civil Defense

CITY INFORMATION BUREAU
NEW YORK

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TELEPHONE YORK 3167

City of York



JAMES W. BARNES.
Public Assistance Officer
and
Superintendent Registrar.

York City Council.

PUBLIC ASSISTANCE DEPARTMENT,

1, MUSEUM STREET,

YORK.

WHEN REPLYING
PLEASE QUOTE B/S

19th March, 1941.

Dear Mr. Burgess,

Margarine.

Referring to my conversation with you on the 17th instant, I am arranging for a supply of margarine to be sent to you, which might ultimately be used in the event of a heavy blitzkrieg on York, at the various emergency feeding and rest centres which have been set up.

This stock could be turned over and used by you, replacing by a similar quantity when your stocks arrive, thus providing for a fresh supply to always be on hand for the purpose which I have already stated.

It is proposed that this stock will be drawn upon by the organisers of the centres situate around your Institution, and I hope that you will arrange to release this stock on authority.

I should like to say how very much I appreciate your co-operation.

Messrs. Johnson, Dodds & Co. North Street, York, will deliver the margarine as soon as possible.

Yours sincerely,

Public Assistance Officer.

A. F. Burgess, Esq.,
Secretary,
The Retreat, York.

THE NEW YORK
PUBLIC ASSOCIATION OF
NEW YORK
1901

THE NEW YORK
PUBLIC ASSOCIATION OF
NEW YORK
1901

THE NEW YORK
PUBLIC ASSOCIATION OF
NEW YORK
1901

19th March, 1941.

Dear Billy Sessions,

At the Committee meeting yesterday the question of lending the Retreat car to either the F.W.V.R.C. or the F.A.U. was considered and your two letters read. The position arrived at was that the Committee would be willing to lend the car to either organisation if a real urgent need arose for its use, but otherwise they felt it should remain at York for possible local need.

With kind regards,

Yours sincerely,

William K. Sessions,
Friends' War Victims Relief Committee,
Friends' House,
Euston Road, N.W.1.

ABERMILL

BOND

MADE IN GREAT BRITAIN

200

FRIENDS WAR VICTIMS RELIEF COMMITTEE

Committee

Acting Chairman:
J. CUTHBERT WIGHAM
Secretary:
ROGER C. WILSON
Hon. Treasurers:
EUSTACE S. GILLET
STANLEY J. FORWARD

FRIENDS HOUSE
EUSTON ROAD
LONDON, N.W.1

Telephone: EUSTON 3606

WKS/JB.

3rd March 1941.

25 HP weekly

A. Fred Burgess,
The Retreat,
York.

Dear Mr. Burgess,

Retreat Car.

June 1957

Thank you for your telegram, and I have subsequently heard further from my father. Taking everything into consideration, I feel he and you have probably agreed wisely in deciding to await a Committee decision on the 18th March, though of course it is a pity from the War Vics point of view.

As I said, we are in urgent need of some sort of transport for our two schemes in the Newmarket district, and we think we will be able to get fixed up in some sort of way during the coming week. All our schemes seem to be very fluid at the moment, and so I can't at this stage give you any particular alternative proposals for the use of the car. However, I will make a note to write to you again in time for your Committee on the 18th March.

Yours sincerely,

Bill Sessions.

FRIENDS WAR VICTIMS RELIEF COMMITTEE

Acting Chairman:
J. CUTHBERT WIGHAM
Secretary:
ROGER C. WILSON
Hon. Treasurers:
EUSTACE S. GILLET
STANLEY J. FORWARD



FRIENDS HOUSE
EUSTON ROAD
LONDON, N.W.1

Telephone: EUSTON 3606

WKS/JB.

26th Feb. 1941.

A. Fred Burgess,
The Retreat,
York.

Dear Mr. Burgess,

Further to our 'phone talk this morning, I have had a word both with Ivan Sharman, the Transport Officer of the F.A.U., and also with Roger Wilson, and they would be glad to have the Wolseley for the use of the two evacuee hostels in the Newmarket district, but firstly they would need it very quickly for this use, and secondly they need a car that is in really good condition.

I feel quite satisfied about this last proviso, and it would be a help if I could have further details about the age and condition of the car; and I hope that you will be able to let us have the car within a few days. The two hostels are already occupied. They are being run jointly by the F.A.U. and War Vics. War Vics have supplied the wardens - Alan and Mary Pickard of Leeds whom you will know, and Philip and Violet Edmunds of University Settlement, Glasgow. The two places are The Vicarage, Wood Ditton, Nr. Newmarket, where the Pickards are in charge, and The Rectory, Cheveley. Nr. Newmarket. The scheme is a very interesting one:

The people are a crowd of habituee shelter dwellers who for the most part already know each other in the community life of the shelter. The majority of them are people who evacuated in the early September rush and who returned to London for one reason or another. They have been carefully selected by the F.A.U. from shelters in which the F.A.U. help and all the people have been given full details of the sort of life they will be living. The Ministry of Health is particularly interested in this scheme because of its special experimental nature, and in every way it deserves all the help that one can give to it.

P.T.O.

If, therefore, you and father could possibly give us the immediate offer of the car and send us the registration book, then Ivan Sharman would get the licence and send one of his mechanics up to York to take the car straight to Newmarket, under trade plates.

Yours sincerely,

Bill Sessions.

P.S. I am sending a copy of this letter to my father.

*I confirm that Tessa
will be seeing Mary shortly, and
that you suggest doing nothing further until
then.*

FRIENDS WAR VICTIMS RELIEF COMMITTEE

Acting Chairman:
J. CUTHBERT WIGHAM
Secretary:
ROGER C. WILSON
Hon. Treasurers:
EUSTACE S. GILLET
STANLEY J. FORWARD



FRIENDS HOUSE
EUSTON ROAD
LONDON, N.W.1

Telephone: EUSTON 3606

WKS/MK

17th March, 1941.

A. Fred Burgess,
The Retreat,
YORK.

Dear Mr. Burgess,

I have been making inquiries from the FAU people as to whether we are able to use the 24 H.P. Wolseley that you provisionally loaned and which you are putting before the Retreat Committee tomorrow.

For our present War Vics purposes in rest centre and in evacuation work we cannot at this particular moment find any adequate use for the Retreat car. Our main needs are for small cars and for vans. The actual evacuation of people from the big cities to our country hostels is not in itself a problem at all because the authorities always see to the transport of these people and make their own arrangements in the matter whether for train or for coach.

The FAU also have no definite plans for the use of the car at the moment. They say they could very probably find a good use for it in connection with one of their emergency medical service hospitals at which they are helping. It would be understood that the car would remain FAU property and that it would be handed back to the lenders in good condition subject to due wear and tear and of course to enemy action.

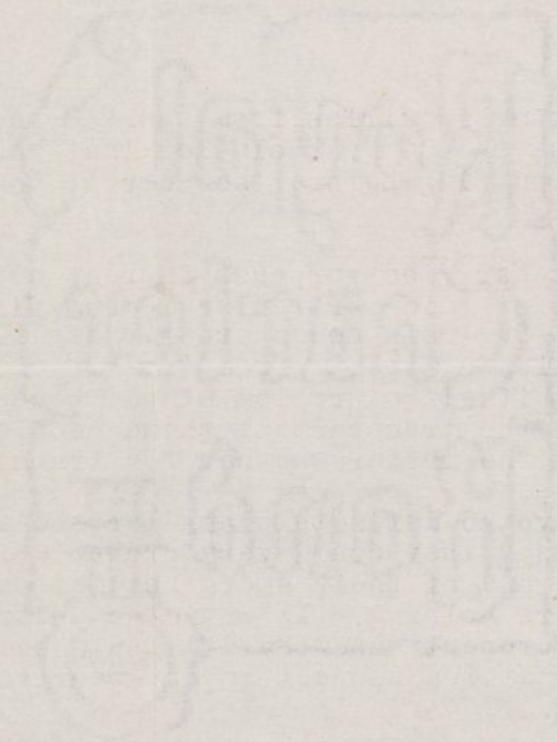
It is rather unfortunate that we cannot take advantage straight away of the kind offer but you will agree that it is a car for a rather specialised purpose and I wonder if your Committee would wish to agree to the loan of the car in principle and War Vics and FAU would remember it and put forward definite proposals as soon as they saw their way clear.

Yours sincerely,

Bill Sessions.

WINDS WAR VICTIMS' RELIEF COMMITTEE

WINDS WAR
VICTIMS' RELIEF
COMMITTEE



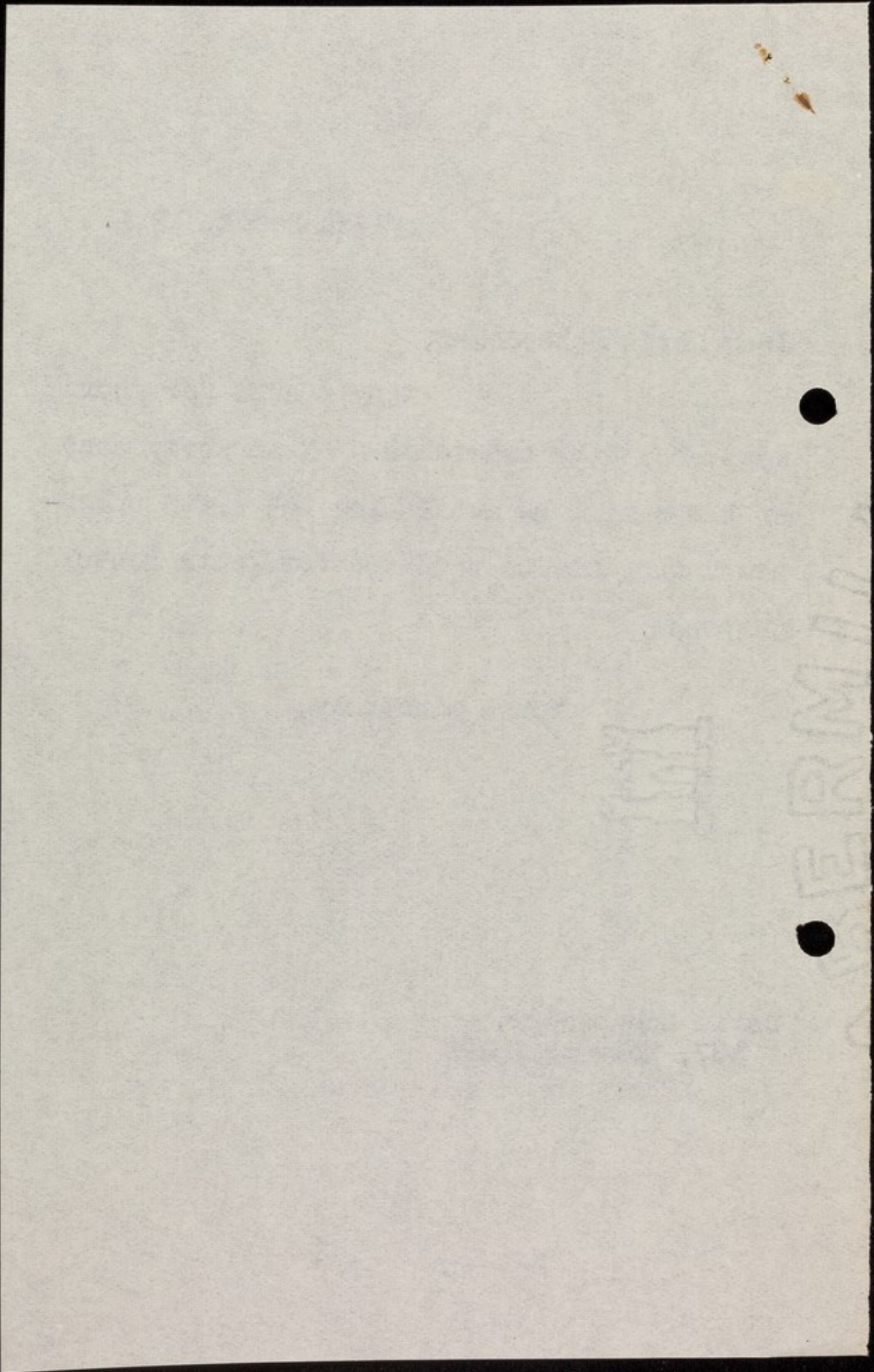
17th March, 1941.

Dear Doris Schabacker,

Many thanks for your note about the bedsteads. I am sorry none of these will be available, but quite understand they may be required for Youth Hostel purposes.

Yours sincerely,

Doris Schabacker,
187, Holgate Road,
York.



16 MAR. 1941

TRENFIELD
167, HOLGATE RD.
YORK.

Dear Mr. Burgess,

I have just received a message from Harold Shaw, the Regional Secretary of the Y.H.A., to say that the committee cannot release any of the beds we have on hand. The committee has had news that the Ampleforth Youth Hostel is to be free from military occupation in four to six weeks time and will then be re-opened as a Youth Hostel and the surplus equipment sent from here. I had no idea of this when I gave the message to Amy Johnson and I am sorry if this has caused you any inconvenience.

Yours sincerely,
Doris Schabacker.

All communications to be addressed
to the A.R.P. Officer.

TEL NO. 4791

City of York



AC/JE.

ALBERT COOKE

ASSOCIATE FELLOW, AIR RAID PROTECTION INST.
AIR RAID PRECAUTIONS OFFICER.

A. R. P. DEPARTMENT.

GUILDHALL,

YORK.

25th February, 1941.

4639

A. F. Burgess Esq.,
The Retreat,
YORK.

Dear Sir,

Air Raid Messages.

With reference to your request for Preliminary Air Raid Messages to be sent by telephone to your Hospital, I very much regret that the Regional Officer of the Ministry of Home Security is not able to approve of these Messages being sent.

The Regional Officer pointed out that it has frequently happened in the past and will no doubt happen in the future, that a series of Preliminary Messages are received during one day and if these Messages were transmitted to Hospitals and action taken on them it would be possible ^{that} the dislocation would not warrant the possible advantages that the arrangement might give. Further by transmitting such Messages a precedent would be created and other Institutions would probably demand the same facilities.

In view of this, it is, therefore, regretted that this Department cannot put your request into effect.

Yours faithfully,

A.R.P. Officer.

A. R. P. DEPARTMENT
GENERAL
NEW YORK

RECEIVED
JAN 10 1934



RECEIVED
JAN 10 1934

The following information was received from the
New York City Department of Health, Bureau of
Vital Statistics, on January 10, 1934:
The number of live births registered in the
City of New York during the month of January,
1934, was 1,234. The number of stillbirths
registered during the same month was 12. The
total number of births registered during the
month of January, 1934, was 1,246. The
number of live births registered during the
month of January, 1934, was 1,234. The
number of stillbirths registered during the
month of January, 1934, was 12. The
total number of births registered during the
month of January, 1934, was 1,246.

IMPERIAL CHEMICAL INDUSTRIES LIMITED.

TELEGRAMS:
IMPKEMIX, YORK.TELEPHONE:
YORK 4814.5 ST. LEONARD'S PLACE.
YORK.

18th February, 1941.

Committed

Mr. A.F. Burgess,
Secretary to
"THE RETREAT" (Mental Hospital),
Heslington Road,
YORK.

Dear Sir or Madam,

"Pioneer" Fire-Resistant Finish for Protection against
Incendiary Bombs and Fire.

You will be fully aware of the grave risks which are now present when extensive enemy air-raids are carried out with incendiary bombs. It has consequently become increasingly important to protect buildings from the effects of fire, and we therefore take this opportunity of bringing to your notice "Pioneer" Fire-Resistant Finish for the treatment of roof timbers.

"Pioneer" Fire-Resistant Finish is a powder, which on being mixed in the proportion of approximately three volumes to one volume of lukewarm water, produces a smooth thick cream which may be easily applied to timbers by either brush or spray. In order to obtain protection from the effects of fire it should be applied to a thickness of a minimum 1/16", the covering capacity per ton on this basis being approximately 600 square yards.

The present prices for this material are as follows:-

"PIONEER" FIRE-RESISTANT FINISH - A.R.P. GRADE.

Cost of material delivered to site:

		Packed in 1-cwt. bags Per ton.	Packed in 56-lb. bags. Per ton.
10-tons and over	£8. 0. 0d.	£8.10. 0d.
4-tons & under 10-tons	£8.10. 0d.	£9. 0. 0d.
1-ton and under 4-tons	£9.10. 0d.	£10. 0. 0d.
10-cwts. and under 1-ton	£10. 5. 0d.	£10.15. 0d.
5-cwts. and under 10-cwts.	£11. 0. 0d.	£11.10. 0d.
1-cwt. and under 5-cwts.	£11.10. 0d.	£12. 0. 0d.
56-lb. lots	-	£12. 0. 0d.

TERMS: For settlement on or before the last day of the month following that of despatch from Sellers' Works - subject to 2½% discount.

UNLESS OTHERWISE STATED ALL QUOTATIONS ARE SUBJECT TO ALTERATION WITHOUT NOTICE.

P. T. O.

This quotation is made without engagement, and orders resulting therefrom are only accepted on the understanding that the price to be charged will be that ruling on the day of despatch.

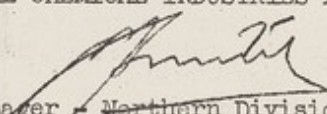
From the foregoing you will readily see that the application of this product forms an easy and economical method of protecting roof timbers. We may say that owners of large institutions, hospitals and blocks of buildings are taking an increasing interest in its use, and the roof timbers of a considerable number have already been treated. "Pioneer" Fire-Resistant Finish has been used in a number of L.C.C. Hospitals, and was instrumental in assisting to prevent the outbreak of fires resulting from the action of incendiary bombs.

As you will appreciate, at the present time our staff has been very seriously depleted, but if upon further consideration you would like to discuss its application in relation to your own particular problem, we shall be very pleased to endeavour to arrange for our representative to call upon you at an early date.

We feel confident that the use of this product will appeal to you in the present emergency, and look forward to being able to assist you in solving this urgent problem.

Yours faithfully,

For IMPERIAL CHEMICAL INDUSTRIES LTD.


Sales Manager - Northern Division.
BUILDING MATERIALS SECTION.

All communications to be addressed
to the A.R.P. Officer

TEL. No:- 4791.

City of York



AC/JE.

ALBERT COOKE.

ASSOCIATE FELLOW: AIR RAID PROTECTION INST.

AIR RAID PRECAUTIONS OFFICER.

A. R. P. DEPARTMENT,

GUILDHALL,

YORK.

15th February, 1941.

A. F. Burgess Esq.,
The Retreat,
YORK.

Dear Mr. Burgess,

I would like to thank you for the very interesting visit of your A. R. P. arrangements that I made yesterday afternoon. You certainly have covered the ground very well and your arrangements for Fire Fighting appear to be particularly well organised.

As you know the main efforts of the enemy have recently been directed by the Beacons which have been set up after Incendiary Bombs have done their work and by rapidly extinguishing these bombs the value of the fires as Beacons is denied to the enemy.

As far as High Explosives are concerned your shelters are certainly in a very strong part of the building and the equipment that you have provided for First Aid and Rescue Work will be of great value in an Emergency. The scale appears to me to be quite adequate.

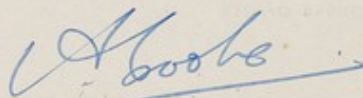
Might I suggest that you distribute some of the sand in sandbags which have been found to be very useful owing to their ready availability. A sandbag can be used to protect the head and face when approaching Incendiary Bombs and is simply dropped on the Bomb complete, i.e. the contents are not emptied out of the bag.

I thought you might like to consider the arrangements that might reasonably be made for Gas. A good supply of Bleach Powder would prove useful and also a Brush and buckets. You might also obtain a small quantity of petrol or paraffin which is useful for decontaminating smaller articles. The work of decontamination is of course a skilled job but if you had some of this equipment it may be possible to train a proportion of your staff in this work. I will give you whatever help I can in this matter.

P.T.O.

I hope that I will have the opportunity of seeing
you again in the near future so that we may have further discussions
on the arrangements that have been made.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'A. R. P. Officer', with a horizontal line drawn through it.

A.R.P. Officer.

15th February, 1941.

Dear Mr. Cooke,

May I first of all thank you for your courtesy in paying us a visit and for the suggestions you made.

As promised I enclose a set of plans of the Basement, Ground and Upper Floors of the Retreat.

There are actually seven entrances and exits to the basement.

If you can send 120 sand bags for distributing round the outside of the building I shall be much obliged. We have only a few sandbags on the roof and perhaps a dozen or so on our trolley.

With kind regards,

Yours sincerely,

A. Cooke, Esq.,
Air Raid Precautions Officer,
Guildhall,
York.

W. E. R. M. I. L. L.
BOND

MADE IN BRITAIN

All communications to be addressed
to the A.R.P. Officer

TEL. NO. 4791.

City of York



AC/JE.

ALBERT COOKE

ASSOCIATE FELLOW: AIR RAID PROTECTION INST.
AIR RAID PRECAUTIONS OFFICER.

A. R. P. DEPARTMENT,
GUILDHALL,
YORK.

4th February, 1941.

A. F. Burgess Esq.,
The Retreat,
YORK.

Dear Sir,

In reply to your letter of the 3rd instant, I regret
that it is not possible for me to transmit Air Raid Messages and
Warnings to you.

Recipients of such messages are selected by the
Ministry of Home Security and the Local Authority only act on the
Ministry's instructions in this matter.

Yours faithfully,

A.R.P. Officer.

*Special Instructions
Food Officer*

Dear Friends

39.5
11.11
27.14
7
34.13
83 yrs
11 yrs

Our kind remembrance

to the people of
Boston and the
Massachusetts

not likely to be

A. R. B. DEPARTMENT
GURDCHALL
YORK

3rd March, 1941.

Dear Sirs,

I duly received particulars of
your Vent-Axis Stale-Air Extractors.

These are being considered and I
will write you again if and when any decision
is made.

Yours faithfully,

Vent-Axis Ltd.,
9, Victoria Street,
London, S.W.1.

WIDE WORLD

VENT-AXIA LTD

9, VICTORIA STREET, LONDON, S.W.1

WORKS: 34, PALFREY PLACE, SOUTH LAMBETH, LONDON, S.W.8.

DIRECTORS
J. C. AKESTER
R. GORDON WILLIS
M. S. TWEEDIE
C. M. COURAGE

RM/WK.



TELEPHONE: ABBEY 5168-9
TELEGRAMS: VENTAXIA
S O W E S T L O N D O N
CODES: BENTLEYS, A.B.C. 6M

14th February, 1941.

The Secretary,
The Retreat,
York.

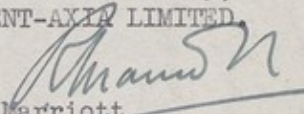
Dear Sir,

On the 3rd February we had the pleasure of sending you full particulars of Vent-Axia Stale-air Extractors and Fresh-air Intake units, in accordance with your request. We regret to note that we have not heard from you regarding this matter, and trust that if we can be of assistance in any way you will not hesitate to let us know.

We enclose full range of leaflets for your convenience, and look forward to receiving your valued instructions which shall have our prompt and careful attention.

With compliments.

Yours faithfully,
VENT-AXIA LIMITED


R. Marriott,
Distribution Manager.

NOTE

All goods **MUST** be
sent to our works address
34 PALFREY PLACE
South Lambeth, S.W.8



12th February, 1941.

Dear Mr. Herman,

Not having heard from either the Minister of Health or the Board of Control as to which authority we were to submit our Scheme, I wrote to the Board the other day asking for its direction. I have now heard that this hospital should submit its Scheme to the Borough Council and I am therefore enclosing a memorandum saying what our arrangements are at the Retreat.

I know that you will be more than busy at the moment dealing with various Schemes submitted, but if there are any further suggestions you would like to make with regard to our arrangements I shall be glad to have them at your convenience.

Yours faithfully,

Harry H. Herman, Esq.,
Chief Constable,
Law Courts,
York.



RECEIVED
BOND
MADE IN BRITAIN

HCB/AH.

All communications should be addressed
to—

THE SECRETARY.

Communications relating to different
subjects should be made in separate
letters.

Telegrams:

"Avicenna, St. Annes, Lancs."

In reply please quote No.

THE BOARD OF CONTROL,

Clifton Hotel,

South Promenade,

St. Annes-on-Sea,

Lancs.

60300/1/55.

11th February, 1941.

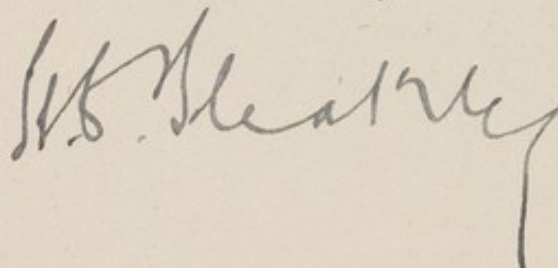
Sir,

I am directed by the Board of Control to acknowledge the receipt of your letter of the 8th instant and in confirmation of their telephone message of this morning to say that they are advised that The Fire Prevention (Business Premises) Order applies to Registered Hospitals.

The Board understand that the appropriate authority to be notified of the arrangements which have been made is the county borough or county district council. In the case of The Retreat, York, it would appear that the notification should be sent to the Town Clerk of York.

I am, Sir,

Your obedient Servant,



The Secretary,
The Retreat,
York.

THE BOARD OF CONTROL

CHINA, 1911

20th November

21 November

1911

The Board of Control has received from the
Colonial Office a copy of the report of the
Committee of Enquiry into the Chinese
at Shanghai, dated 1911. The Committee
has found that the Chinese at Shanghai
are in a state of poverty and
that they are being treated as
second-class citizens.

The Board of Control has decided to
send a delegation to Shanghai to
investigate the conditions of the
Chinese and to report to the
Colonial Office. The delegation
will consist of the following members:

Mr. [Name] (Chairman)

Mr. [Name]

Mr. [Name]

Mr. [Name]

Mr. [Name]

8th February, 1941.

Statutory Rules and Orders: 68, 69 & 70
EMERGENCY POWERS (DEFENCE)
General Regulations, Fire Precautions and Civil Defence.

Sir,

As no communication with regard to the above has been received from the Board up to the present date, we have been wondering whether Registered Mental Hospitals come within the meaning of the Regulations, and if so, to whom the "scheme" should be submitted.

The Board will be aware that schemes must be submitted within fourteen days of the Area Commissioner's Order. With regard to York, this came into force on the 30th January, 1941.

Yours faithfully,

The Secretary,
The Board of Control.

ABERNETHY
BOND
MADE IN GREAT BRITAIN

Statutory Rules and Orders: 68, 69 and 70

EMERGENCY POWERS (DEFENCE)

General Regulations, Fire Precautions and Civil Defence

Sir,

As no communication with regard to the above has been received from the Board up to the present date, ^{we} have been wondering whether Registered Mental Hospitals come within the meaning of the Regulations, and if so, to whom the "scheme" should be submitted.

The Board will be aware that schemes must be submitted within fourteen days of the Area Commissioner's Order. With regard to York, this came into force on the 30th January.

I am, Sir, &c. &c.

MADE IN GREAT BRITAIN

Very



STANDARD PAPER CO. LTD.

MANUFACTURED IN ENGLAND

MADE IN BRITAIN



STANDARD PAPER CO. LTD.

MADE IN BRITAIN

MADE IN BRITAIN

Sub-District Office,

c/o Northern Motor Utilities Ltd.,

Walmgate Bar,

YORK.

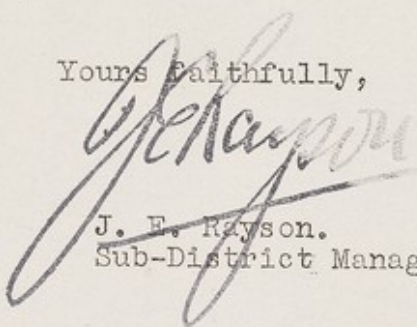
7th February, 1941.

Dear Sir(s),

In connection with recent instructions in which you were asked to report to the Ministry of Transport Office for use by the Local Authorities after a heavy raid, we would advise you to take up with your Insurance Company to satisfy them and yourselves that your present policy adequately covers your joint interests when your vehicles are being used on this class of work.

Should you have any difficulty with your Insurance Company, please let me know when everything will be done to assist.

Yours faithfully,



J. E. Rayson.
Sub-District Manager.

19/11

1m 6 1/2



WOMEN'S VOLUNTARY SERVICES for CIVIL DEFENCE

CITY INFORMATION BUREAU,
PUBLIC LIBRARY,
YORK.

4th February 1941

Dear Sir,

We are very grateful indeed to you for offering to take 84 lbs of fresh margarine in order that we may at all times have a reserved stock.

This will be arriving in the course of a week if convenient to you, and I am informing our store-keeper to this effect.

Yours truly,

Canteen Officer.

A. Fred Burgess, Esq.,
Secretary,
The Retreat,
York.

WOMEN'S VOLUNTARY SERVICES
FOR CIVIL DEFENCE

FOR INFORMATION BUREAU
PUBLIC LIBRARY
YORK



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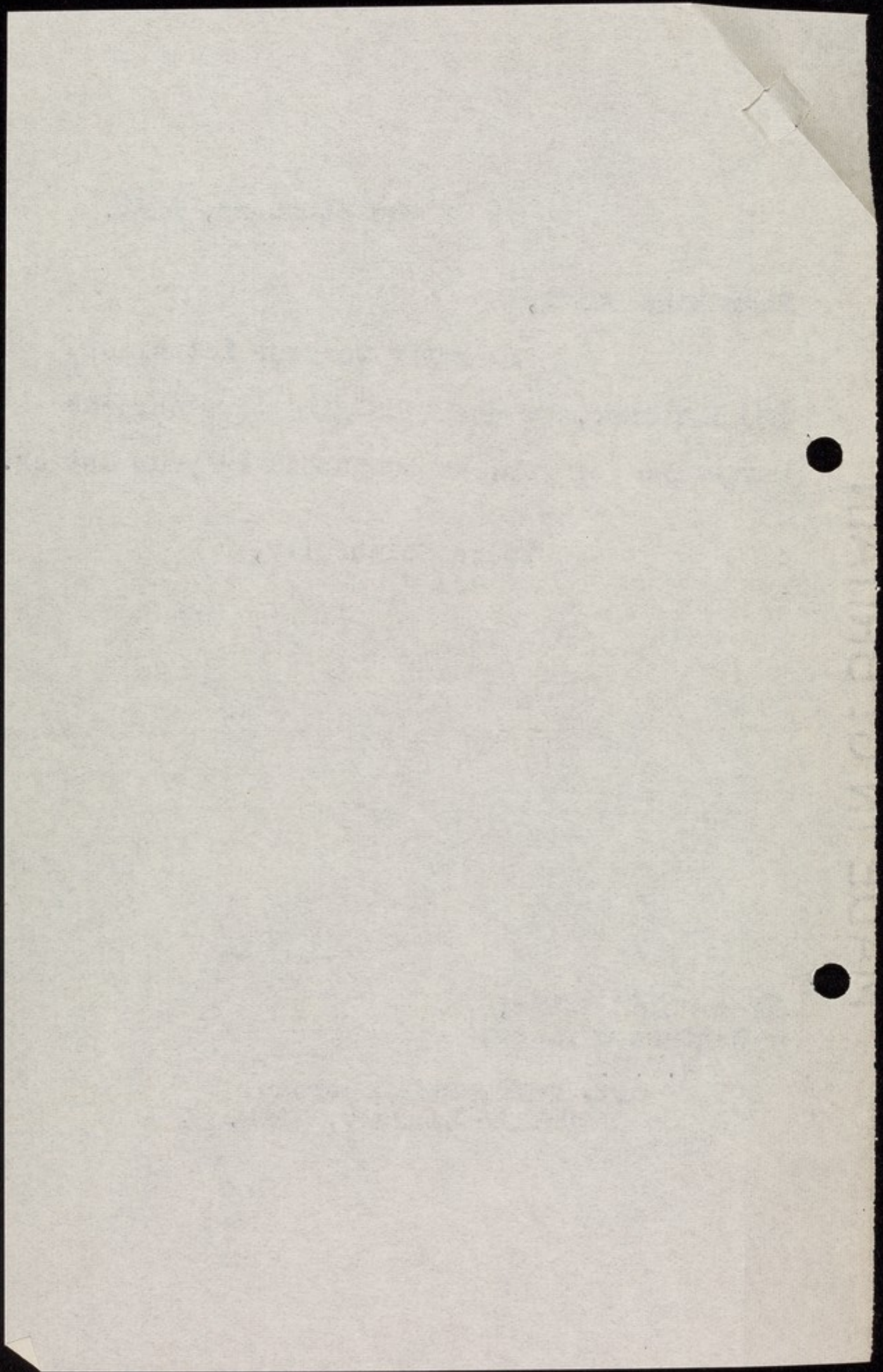
3rd February, 1941.

Dear Miss Swift,

In reply to your letter of
the 1st inst. We shall be glad to stock the
margarine for you, as suggested in your letter.

Yours faithfully,

Miss Helen Swift,
Canteen Officer,
W.V.S.
City Information Bureau,
Public Library, York.





WOMEN'S VOLUNTARY SERVICES for CIVIL DEFENCE

CITY INFORMATION BUREAU,
PUBLIC LIBRARY,
YORK.

1st February 1941.

Dear Sir,

I have been instructed by Mr. Cooke, the A.R.P. Officer of York, to make arrangements for Emergency Feeding for Mobiles.

We have now purchased 3 cwt of Margarine, which we are anxious to distribute amongst four institutions in the City. The amount per institution would be 84 lbs.

We should be very grateful if you could make arrangements to receive this quantity from us, and then use it weekly and replace with fresh, in order that we may always have 84 lbs (fresh) available.

Perhaps you would let me know fairly soon as we are anxious to complete our arrangements, and, if possible, to send the first 84 lbs early this week. *We should be very glad of your help & this*

Yours truly,

Helen Swift

Canteen Officer.

The Secretary,
The Retreat,
Heslington Rd.
York.

WOMEN'S VOLUNTARY SERVICES
FOR CIVIL DEFENCE



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

OFFICE OF THE DISTRICT MANAGER
SALT LAKE CITY, UTAH
JANUARY 1942

TO THE DISTRICT MANAGER
FROM THE DISTRICT MANAGER
SUBJECT: [Illegible]

RE: [Illegible]

1. [Illegible]

2. [Illegible]

3rd February, 1941.

Dear Sir,

We have recently been reorganising and enlarging our permanent Fire Brigade and it would be a great help to us if you would be good enough to give instructions for us at this hospital to receive the usual Air Raid Signals as they are issued, i.e. in colours yellow, purple and red. We have hitherto relied in an unofficial manner on obtaining information from your Depot at Heslington Road.

I shall be glad, therefore, if from Thursday morning next, the 6th inst., you could give us the signals and the "All clears" at whatever time they may be received by you. There will be someone on telephone duty here the whole 24 hours.

Our telephone number is York 3612.

Yours faithfully,

A. Cooke, Esq.,
Chief A.R.P. Officer,
The Guildhall,
York.

RECEIVED
JAN 10 1964
FBI - BOSTON

MASSACHUSETTS
JAN 10 1964

FRIENDS WAR VICTIMS RELIEF COMMITTEE

Acting Chairman:
J. CUTHBERT WIGHAM

Secretary:
ROGER C. WILSON

Hon. Treasurers:
EUSTACE S. GILLET
STANLEY J. FORWARD

*ack'd
3/2/41*



FRIENDS HOUSE
EUSTON ROAD
LONDON, N.W.1

Telephone: EUSTON 3606

A. Fred Burgess,
The Retreat,
York.

31st
January
1941.

Dear Mr. Burgess,

With regard to your very kind offer of warehouse space at The Retreat, I seem to have been communicating through my father, but I do not see why I should continue to do this indefinitely, as you are clearly the man on the spot.

Father will have been in touch with you asking if you could house at the Retreat 100 blankets which are coming from Messrs. Thorpe of Huddersfield district. We have now heard from Messrs. Thorpe saying that they would like to make a gift to us of 500 blankets, which would include the 100 that we had ordered. This is, of course, an extremely generous offer and has come partly because there is a Thorpe now working with the F.A.U.

I am told that a bale of 50 blankets takes up 4' x 4' x 4', in which case the space of 15' x 12' x 7½' kindly offered us will be ample, and we should be very grateful indeed if you would kindly agree to store the whole 500 on your premises. It is of course understood that you are in no way responsible in respect of loss by fire or enemy action. That must be entirely our own responsibility.

I am enclosing a letter to Messrs. Thorpe, and if everything is in order, I shall be very grateful if you will send this on to them.

We feel very grateful to you for your co-operation in this way.

I am coming up to York to meet the local War Vics group on Friday the 7th February, and will be staying at my parents' home over the week-end. I fully intend to come over and see you some time during the week-end, and will ring you up when I get to York.

Yours sincerely,

Bill Sessions

WKS/DC

RELATIONS WITH VICTIMS RELIEF COMMITTEE

ALBANY HOUSE
100 WEST 100th
ALBANY, N.Y.
12208-1000



ALBANY HOUSE
100 WEST 100th
ALBANY, N.Y.
12208-1000

Dear Sirs:
January 1981.

Dear Sirs:
January 1981.

I am sorry to hear that you are having trouble with your car. I do not mean to say that you should not have bought it, but I do mean to say that you should have bought a different car. I am sure that you will find a way to solve your problem.

I am sure that you will find a way to solve your problem. I am sure that you will find a way to solve your problem. I am sure that you will find a way to solve your problem. I am sure that you will find a way to solve your problem. I am sure that you will find a way to solve your problem.

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Yours sincerely,

W. J. ...

TELEGRAMS: SESSIONS 3326 YORK.
TELEPHONE: YORK 3326.
STATION: EARSWICK.

WATER MEADOWS,
HUNTINGTON ROAD,
YORK.

30th January 1941

Dear Mr Burgess

The parcel about which I 'phoned you this morning is coming from Messrs. T W Thorpe Ltd., Heath House Mill, Golcar, Nr. Huddersfield. It should come addressed "War Victims Relief Committee, The Retreat, York, for the attention of Mr. Fred Burgess."

I have told them that you are storing but of course they will do whatever is necessary as regards fire insurance and enemy action insurance.

Yours sincerely

Wm Sessions

WATER MEADOWS
HUNTINGTON ROAD
YORK

20th July 1947

Dear Mr Burgess

The parcel about which I phoned you this

morning is coming from Messrs. J. & Thomas Lee, Beach

House Hill, Colar, Mr. Huddersfield. It should come

addressed War Victims Relief Committee, The Rectory,

York, for the attention of Mr. Fred Burgess.

I have told them that you are expecting it.

course they will do whatever is necessary as regards

the insurance and every other insurance.

Yours sincerely

FRANCIS THOMAS

YORK COUNTY HOSPITAL.

Telephone :
No. 3014 (2 lines).

31. 1. 41

Dear Mr. Burgess,

I enclose copy of the circular re Fire Watching. I asked the Corporation to whom we should send our return. They did not know, but thought Hospitals should report to the Ministry of Health; if this was not the right quarter, we should be told.

Yours sincerely,

J. H. MacKull

YORK COLLEGE HOSPITAL

1917-18
No. 101-102

1917-18

1. The patient is a male, aged 35 years, who has been suffering from a chronic cough and expectoration of sputum for many years. The cough is worse in the morning and after meals. The sputum is thick and yellowish. There is no hemoptysis. The patient is otherwise healthy and has no other symptoms.

2. The patient is a male, aged 35 years, who has been suffering from a chronic cough and expectoration of sputum for many years. The cough is worse in the morning and after meals. The sputum is thick and yellowish. There is no hemoptysis. The patient is otherwise healthy and has no other symptoms.

3. The patient is a male, aged 35 years, who has been suffering from a chronic cough and expectoration of sputum for many years. The cough is worse in the morning and after meals. The sputum is thick and yellowish. There is no hemoptysis. The patient is otherwise healthy and has no other symptoms.

4. The patient is a male, aged 35 years, who has been suffering from a chronic cough and expectoration of sputum for many years. The cough is worse in the morning and after meals. The sputum is thick and yellowish. There is no hemoptysis. The patient is otherwise healthy and has no other symptoms.

5. The patient is a male, aged 35 years, who has been suffering from a chronic cough and expectoration of sputum for many years. The cough is worse in the morning and after meals. The sputum is thick and yellowish. There is no hemoptysis. The patient is otherwise healthy and has no other symptoms.

Ministry of Health,
Whitehall,
London S.W. 1.

29th January, 1941.

To All Voluntary Hospitals included
in the Scheme.

FIRE PREVENTION.

Sir,

I am directed by the Minister of Health to say that, as you will be aware, further powers for combating incendiary bomb attacks have recently been conferred on the Ministry of Home Security by Defence Regulations.

One of these Regulations authorises the issue of an Order requiring occupiers of "business premises" in the areas to which the Order is applied, to make and carry out adequate arrangements for securing that fires occurring on the premises as a result of hostile attack will be immediately detected and combated. The Minister of Health is advised that by the Definition in the Regulation "business premises" include a hospital.

An Order has now been made under this Regulation (The Fire Prevention (Business Premises) Order) providing that adequate fire prevention arrangement must be made by the occupiers of business premises in areas to be determined by Regional Commissioners under powers delegated to them by the Minister of Home Security. The effect so far as hospitals are concerned is that, as soon as a Regional Commissioner has determined that the Order shall be applied in a certain area, it will be the duty of the authorities of all hospitals in that area after consultation with the persons working in the hospital or their representatives (see Article 2 (2) of Order) to make proper and adequate arrangements for the purpose of securing that fire occurring at the hospital as a result of hostile attack will be immediately detected and combated. It is provided by the Order that the arrangements made shall in particular secure -

- (a) that an adequate number of persons for the purpose of discharging fire prevention duties are at all times present at the premises;
- (b) that there shall be allotted to those persons specified fire prevention duties; and
- (c) that adequate equipment to enable those duties to be discharged shall at all times be available at the premises.

It is further provided that, in order to secure that these arrangements are carried out, it is to be the duty of all male persons working at the premises to which the Order applies (being British subjects not younger than 18 or older than 60½ to take turns of duty on the premises and to perform such fire prevention duties (not exceeding 48 hours a month outside working hours) as are allotted to them; and no such person is to be entitled to any remuneration for the performance of these duties outside his working hours. Persons who have already undertaken to perform civil defence duties for not less than forty-eight hours in each month or are Home Guards or Constables, are to be exempt, and exemptions may also be obtained from the appropriate County Borough, County District or Metropolitan Borough Council for persons who are engaged on vital work for exceptionally long hours.

If an occupier of premises prefers not to use the compulsory powers but to make other arrangements such as e.g. calling for volunteers for fire duty, this is permitted, but such arrangements must be to the satisfaction of the appropriate local authority.

Finally, it is provided in the Order that occupiers of premises affected must notify the appropriate authority (i.e. in the case of hospitals the County Borough, County District or Metropolitan Borough Council) within fourteen days from the date on which the order is applied (i.e. the date on which the Regional Commissioner determines that the Order applies to the particular area) the arrangements which have been made which are subject to approval or disapproval by the authority; or else must report in writing to the authority that arrangements cannot be made, with an explanation. The Minister expects that all but the smallest hospitals will be able to make their own arrangements, and as regards the smallest, it is provided in the Order that the occupiers of adjoining premises may make joint arrangements under the Order for all their premises. Accordingly, even these hospitals should be able by joint arrangements to provide for themselves.

The Order was applied by the Regional Commissioner to the whole of the London Region on the 22nd day of this month and will, accordingly, come into operation in the whole of their Region on the 5th day of February. It is, therefore, necessary that all hospitals in this Region shall have made arrangements for fire prevention at their hospitals ~~in the Region~~ before that date either singly, or jointly with neighbouring occupiers, or, alternatively, shall have notified the appropriate authority that they are unable to do so.

As regards other Regions, hospitals will see in the Press when the Order is being applied to particular areas, but I am to say that in the Minister's view arrangements for fire prevention as contemplated by the Order should be made at all hospitals without waiting for application of the Order.

I am, Sir,
Your obedient Servant,

A. W. NEVILL.

January, 1941.

The Scheme in operation at The Retreat, York,
for Fire Watching and Fire Fighting

Equipment, etc. The Retreat premises are surrounded with a fire main with hydrants at frequent intervals. At various points on the building are boxes containing turn-keys, hoses and nozzles. This main is fed from the City water supply and the ordinary pressure can be augmented by a steam pump. If the City supply should be insufficient, or should fail, water from storage tanks can be immediately pumped into the main; there are three main tanks underground containing approximately 100,000 gallons. In addition there is a swimming bath of 25,000 gallons and various smaller tanks and wells available.

There is also on the premises a Coventry Climax Petrol Fire Pump and a fire escape capable of reaching to the roof.

At intervals round the building are heaps of sand, and there is also a hand trolley kept loaded with sand which can be easily moved to any part of the grounds.

Two dry water mains are fixed on the outer walls at either end of the building and lengths of hose are kept in the roof for rapid attachment.

On the roof are easily handled receptacles containing sand. Within the building are Redhill sand containers, water buckets, small

MADE IN GREAT BRITAIN

ABERNETHY & BOND

The Retreat, York

January, 1941

portable tanks, Stirrup pumps and chemical extinguishers.

Many of the ceilings in the Retreat are either brick or concrete.

At the Nurses' Home which is adjacent to the Retreat, and which is of newer construction, there are internal rising mains with hoses attached, in addition to the usual mobile equipment.

Easy access to roofs has been obtained by the placing of external ladders, and also one or two ladders from the top floor through apertures cut in the ceilings.

PERSONNEL. The Fire Brigade staff consists of 10 fully-trained men with a number of trained auxiliaries who are available when required. The premises are patrolled from dusk till daylight by two men, one of whom is a trained fireman and the other an auxiliary.

On the "alert" being sounded all men turn out to their appointed positions. An observation hut has been fixed above the roof of the hospital and ^{where it is at intervals} normally when either a "purple" is exhibited or engines are heard, a fireman takes his position in the hut and remains there until danger is passed. He is in telephonic communication with the ground-floor and if incendiaries are observed to fall (when no official alert has been sounded) he will from the hut ring the alarm bell in each of the firemen's quarters. They will immediately take up their stations and auxiliaries will also stand by. ^{the fireman take up their position when an alert is in progress.}

On the Retreat premises there is also an A.F.S. "action station".

** this is marked when either the observation Bell signal is given or an alert has been sounded*

© the siren has fire warning.

The Retreat, York

29th January, 1941

MEMORANDUM

This day called on Mr. H. H. Herman, the Chief Fire Brigade Officer for the City of York, and discussed with him the position of the Retreat Fire Brigade in the case of a fire occurring in the immediate vicinity of this hospital. This question has arisen following the garage fire which occurred on premises adjoining our Market Garden, on the night of the 2nd January last, when a number of incendiary agents were dropped in the district.

Mr. Herman stated that it would be improper for the Retreat Fire Brigade to use its resources in dealing with a fire outside of the Retreat boundary. If a fire occurred in the vicinity which the City authorities by their main brigades or any of their auxiliary services could not deal with normally, and the Retreat was in no immediate danger, it is possible that help might be asked of our men and equipment: but this help should not be given until asked for.

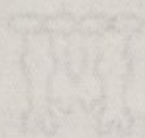
In answer to my enquiry as to what would happen if a large number of fires occurred simultaneously in the City, Mr. Herman informed me that arrangements had been made for not less than 500 engines and pumps to be available if necessary. Within an hour more than 100 units would be at work.

I enquired of the Chief what would happen in the case of the water mains being damaged by bombs and no "City" water being available for fire-fighting. He said that the Brigade's resources included 12 miles of hose/

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VEBWIGT



hose and if water could not be obtained from the City mains, either at all or in sufficient quantities, for any outbreak at the Retreat or in this neighbourhood, a supply would be pumped from Tang Hall lake. If the Retreat's storage tanks are diminished or exhausted in fire fighting the City authorities will replenish our supply from the same source.

In the opinion of Mr. Herman the Retreat comes within the scope of the Morrison Fire Watching and Fire Fighting Act, and he thought we should be expected to submit a Scheme within 14 days of the 30th inst. but was not clear to whom the Scheme should be submitted.

MADE IN GERMANY

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THE
OFFICE
OF THE
SECRETARY
OF THE
NAVY
WASHINGTON
D. C.
1918

MADE IN GREAT BRITAIN

BOND

ABERNATHY



29th January, 1941.

Dear Sir,

In connection with the Fire Services at this Hospital I shall be glad if you will be good enough to expedite the installation of a telephone at the house of Mr. T. Bolton, of 135 Thief Lane, York. Mr. Bolton is a member of our trained Fire staff but is too far distant to be on our ordinary fire alarm system.

Yours faithfully,

The Manager,
Post Office Telephones,
The White House,
York.

W. B. BERNETT
BOND

MADE IN GREAT BRITAIN

The Retreat, York

29th January, 1941

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10-10-10

10-10-10

The first of the series of lectures on the history of the United States was given by Mr. J. M. Smith, of the University of California, at Berkeley, on the 10th of October, 1910. The lecture was given in the lecture hall of the University of California, at Berkeley, and was attended by a large number of students and faculty members. The lecture was given in the lecture hall of the University of California, at Berkeley, and was attended by a large number of students and faculty members.

MADE IN U.S.A.
BOND
BEWITT

The second of the series of lectures on the history of the United States was given by Mr. J. M. Smith, of the University of California, at Berkeley, on the 17th of October, 1910. The lecture was given in the lecture hall of the University of California, at Berkeley, and was attended by a large number of students and faculty members. The lecture was given in the lecture hall of the University of California, at Berkeley, and was attended by a large number of students and faculty members.

29th January, 1941

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MB.

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ABERNETHY
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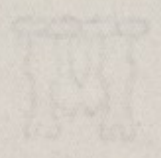


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WASE IN CI BULLAM

BOND

VEBWMIT



Also
27/1/41

Am a of Burgess.

F17 Sutton Dwellings
Plough Way. S.E.8
27/1/41

Dear Sir,

I regret having to return
cheque for 33/-, which please find
same enclosed herewith. I
am not at the moment in a
position to use a cheque.
I should be very glad, however,
to send Service Mask & Steel Helmet
to you C.O.D., post paid &
C.O.D. charges paid at this end, if you
could meet me in this, would you
please state size of Helmet required.
I have spare inner crown structures
& can fit 6 3/4 - 7 & large 7 or 7 1/8 - 1/4.
Mask & Helmet is in perfect condition
& exactly as supplied to fighting forces.
I could supply 2 Masks & 2 Helmets
if required. I have, however,
many enquiries to advert, &

should, therefore, appreciate
an early reply. I am
very sorry I am not in
a position to use the cheque.

Yours faithfully -

L. H. Barker

28th January, 1941.

Dear Madam,

Heslington Road Fire Watching

Thank you for your letter of the 27th. with regard to No. 74, Heslington Road,

It is quite true that I asked our staff not to make other arrangements for duties until I had been consulted, as you will quite readily understand that a hospital staff's first duty is to the hospital. Under the present circumstances, however, there is no reason why the residents at 74, Heslington Road should not take their share in fire watching, and I am sure if you see Miss McGurk who is in charge of the house, she will make suitable arrangements with you.

Yours very truly,

Miss M. Bernstein,
36, Heslington Road,
York.



ABERNETHY
BOND

MADE IN GREAT BRITAIN

36 Heslington Road,
Y O R K.

27th January, 1941.

Mr. Burgess,
The Retreat,
Heslington Road,
YORK.

Dear Sir,

HESLINGTON ROAD FIRE WATCHING

I have been requested by the Committee of the Heslington Road Fire Watchers to approach you in connection with some of your staff resident at No. 74 Heslington Road. We have devised a scheme whereby every householder in Heslington Road has been approached in regard to volunteers for duty, which duty at the present time amounts to four hours once every ten days.

One of our Committee members has called on the occupants of No. 74, who, whilst they are quite willing to take their turn along with the rest, state that they cannot volunteer for any duty without your permission. We shall be glad if you will kindly give them permission to take up this duty on the road where they reside, as advocated by the Government.

I shall be glad to have an early reply, as we are commencing our watching tonight, and we would like to include your staff in our roster.

Yours faithfully,

(Miss) M. Bernstein.

Secretary,
Heslington Road
Fire Watchers.

1. The first part of the report...

2. The second part of the report...

3. The third part of the report...

4. The fourth part of the report...

5. The fifth part of the report...

CONFIDENTIAL

1. The first part of the report...

2. The second part of the report...

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20. The twentieth part of the report...

21. The twenty-first part of the report...

22. The twenty-second part of the report...

23. The twenty-third part of the report...

24. The twenty-fourth part of the report...

25. The twenty-fifth part of the report...

THE RETREAT, YORK

THE FOLLOWING INSTRUCTIONS APPLY WHEN YORK WATER SUPPLY HAS FAILED.

Turn off Valves Nos. 1 and 2 in the Slope Passage in Basement.

"	"	3 and 4 in	Incinerator Passage.
"	"	5 and 6	Opposite Calorifier Room in Basement.
"	"	7	Steam to Garrow Hill opposite sink East End of Basement.

TANK

Turn off Valves Nos. 8, 9 and 10 under Tank. ~~Valves~~

Valve No. 11 to be left open.

PUMP

Open West Villa Valve and Pump into Rising Main with Fire Circuit Closed.

Valve No. 12 in Water Softener Room to West Villa to be closed.

ABERDEEN
BOND

MADE IN GREAT BRITAIN

ON ADMIRALTY, WAR OFFICE AND AIR MINISTRY LISTS

ALL COMMUNICATIONS TO BE ADDRESSED TO THE COMPANY



COVENTRY CLIMAX ENGINES LTD

DIESEL AND PETROL ENGINES AND PUMP MAKERS



GODIVA WORKS
WIDDRINGTON ROAD
COVENTRY



DIRECTORS
H. P. LEE M.I.Mech.E
LEONARD P. LEE

PLEASE
REPLY TO

THE GRANGE, NEWBOLD-
ON-STOUR, STRATFORD-ON-AVON.



TEL: ALDERMINSTER 251. TELEGRAMS:
"CLIMAX, PHONE: NEWBOLD-ON-STOUR."

FLG:BS

25th January, 1941.

Messrs. Frederick Burges,
The Secretary,
The Retreat,
York.

Dear Sirs,

We are enclosing herewith our Credit note
No. 2015 for the 31st December, 1940. in respect
of an allowance on the water tank supplied by us
under our Invoice No. 14829.

Yours faithfully,
FOR THE COVENTRY CLIMAX ENGINES LTD.,

Frederick Burges
.....
Accounts Department.



ENGINE SPECIALISTS SINCE 1903 - ORIGINATED AS LEE, STROYER & CO.

ON ADMIRALTY, WAR OFFICE AND AIR MINISTRY LISTS

AND COMMUNICATIONS TO BE ADDRESSED TO THE COMPANY

COVENTRY CLIMAX ENGINES LTD

ENGINEERS AND AERO-ENGINEERS AND PUMP MAKERS

OVERSEAS
TELEGRAMS
AND CABLES

COVENTRY
CLIMAX ENGINES LTD
BIRMINGHAM ROAD



THE CHANGE, NEWBOLD, ST. ALBANS, HERTS. (TELEGRAMS)
CLIMAX ENGINES LTD, NEWBOLD, ST. ALBANS, HERTS.



COVENTRY, ENGLAND

TELEGRAMS

CLIMAX ENGINES LTD
BIRMINGHAM ROAD
COVENTRY, ENGLAND

CLIMAX ENGINES LTD
BIRMINGHAM ROAD
COVENTRY, ENGLAND

CLIMAX ENGINES LTD
BIRMINGHAM ROAD
COVENTRY, ENGLAND



Telephone : Coventry 5051

Telegrams : Climax, Phone, Coventry

Credited by **COVENTRY CLIMAX ENGINES Ltd.**

MESSRS. FREDERICK BURGESS,
THE SECRETARY,
THE RETREAT,
YORK.



Credit Note No. 2015

COVENTRY

CREDIT NOTE

Date 31ST.DEC.1940.

Receiving Note No.

Our Order

Your Order

Terms : Strictly Nett

Quantity	Part Number		Unit Price	Amount		
		BY ALLOWANCE ON 1 WATER TANK CHARGED ON OUR INVOICE NO.14829 DATED 31.7.40.		£3.	-.	-.

COVENTRY

16th January, 1941.

Dear Sirs,

In the absence of Mr. Burgess who is at present away from the office for a few days, I return your statement of account for £6. 14. 3d. and would refer you to your letter (WD/JEO) to us of the 27th November and our reply with cheque for £3. 14. 3. of the 30th November last.

Yours faithfully,

Asst. Secretary.

Coventry Climax Engines, Ltd.,
The Grange,
Newbold-on-Stour,
Stratford-on-Avon.

MADE IN GREAT BRITAIN

30th November, 1940.

Dear Sirs,

I am much obliged for your letter of the 27th. addressed to The House Steward, and have pleasure in enclosing cheque for £3. 14. 3d. in settlement of the account.

Yours faithfully,

Coventry Climax Engines, Ltd.,
Friars' Road,
Coventry.

BOND

NEW

III

ON ADMIRALTY, WAR OFFICE AND AIR MINISTRY LISTS.

ALL COMMUNICATIONS TO BE ADDRESSED TO THE COMPANY



COVENTRY CLIMAX ENGINES LTD

INTERNAL COMBUSTION ENGINE MANUFACTURERS

TELEGRAMS
"CLIMAX"
COVENTRY

TELEPHONE 5051

WD/JEC.

FRIARS' ROAD
COVENTRY

DIRECTORS:
H. P. LEE, M.I.MECH.E.
LEONARD P. LEE.



27th November 1940.

The House Steward,
The Retreat,
YORK.

Dear Sir,

We are in receipt of your letter of the
19th instant regarding our Invoice No. 14829.

In the circumstances we are prepared to
assist you by crediting you with the amount
of £3. (three pounds) and we are advising our
Accounts Department accordingly.

Therefore we shall be pleased to receive
your cheque for £3. 14. 3. in due course.

Yours faithfully,

COVENTRY CLIMAX ENGINES LTD.

W. Dano

FIRE PUMP SERVICE MANAGER.



THE OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-6000



COVENTRY CLIMAX ENGINES LTD

INTERNATIONAL CONSULTING ENGINEERS LTD

PLANNING ROAD
COVENTRY

CV4 7JH

DOMINION

1980

THE OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, D.C. 20301-6000

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THE OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, D.C. 20301-6000

Telephone: Coventry 5051

Telegrams: Climax, Phone, Coventry

Bought of **COVENTRY CLIMAX ENGINES Ltd.**

MESSRS. FREDERICK BURGESS
SECRETARY
RETREAT
YORK

Invoice No. **14829**



FRIARS ROAD
COVENTRY

To: Above

Date Despatched:

14.6.40. 31st July 1940.

Per Red Arrow

Carriage

Pd.

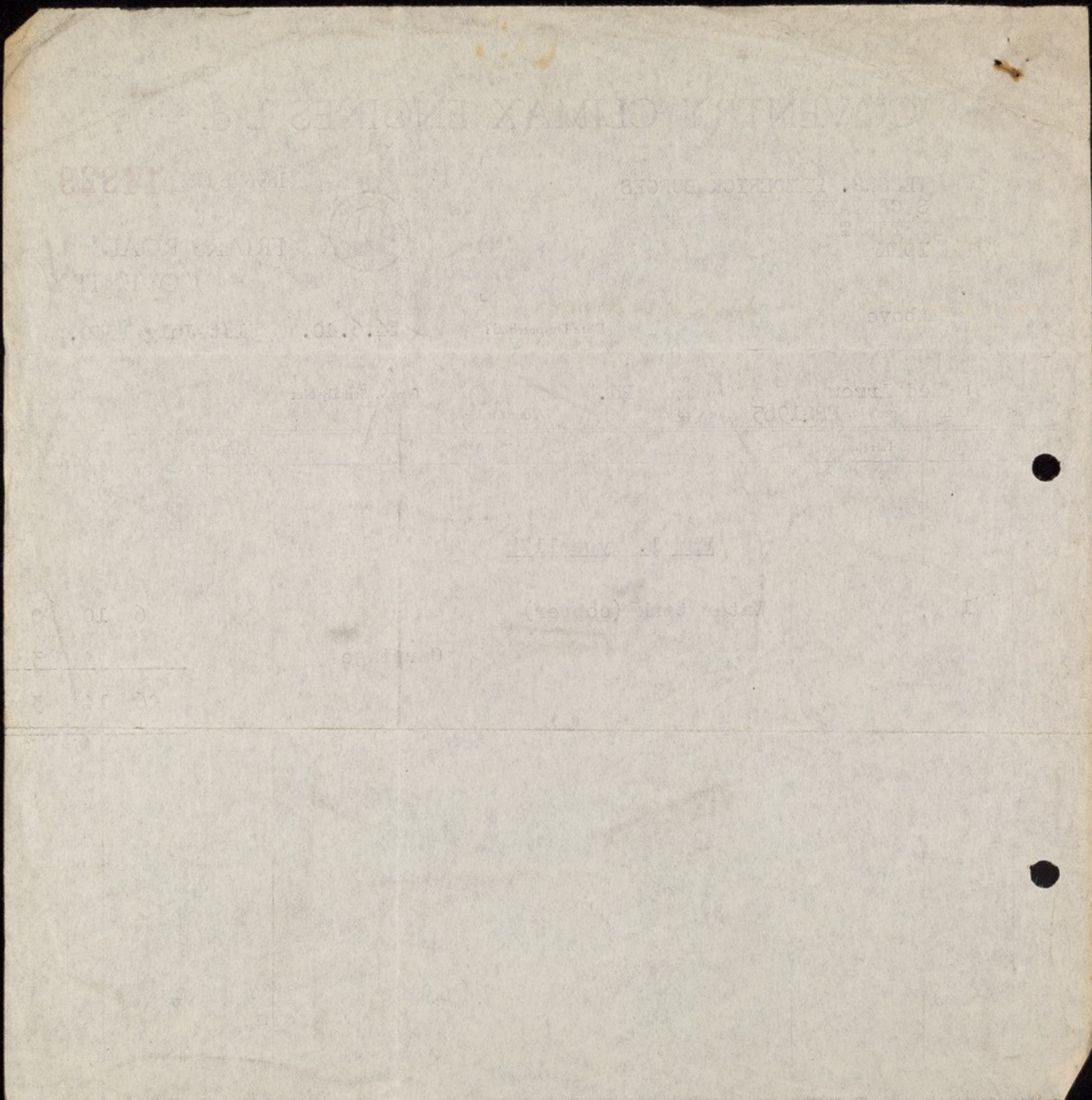
Terms: Strictly Net

Delivery Note No. FPS1985

Our Order

Your Order

Quantity	Part Number		Unit Price	Amount		
1		<u>FSM 1. Type 1177</u>				
		Water tank (copper)		6	10	0
		Carriage		6	4	3
				£6	14	3



TELEGRAPHIC ADDRESS,
"FOREWARN, LEEDS."

TELEPHONE NO 21689.

FORD & WARREN,
SOLICITORS.

G.L.FORD.
J.N.LAURENCE.
D.KABERRY.
J.R.NAISH.

61, ALBION STREET,

LEEDS. 1.

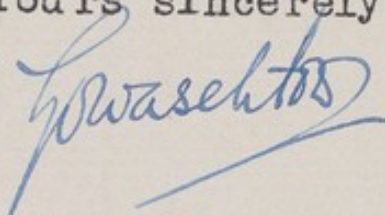
8th Jan. 1941

Dear Fred Burgess,

In reply to your letter concerning War Damage, I do not know of any amendments at the present time, but it is expected that that portion which is voluntary for furniture in private houses will become compulsory.

The premiums are to be collected by the Inland Revenue in the same way as income tax. Therefore your claim for exemption as a charity will I think have to be put through to the Inspector of Taxes.

Yours sincerely,



The Secretary
The Retreat

YORK

13, ALISON STREET

10, 4 WARREN

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7th January, 1941.

Dear Gervase Ford,

Many thanks for your note sending me the War
Damage Bill. Are there any amendments which concern us?

I do not know through what channels the Insurance
is going to be effected, but I am going to assume that Charities
which are accepted as such for Income Tax purposes will be Charities
within the meaning of this Act. I think that is the right line on
which to argue.

Yours sincerely,

Gervase L. Ford,
Messrs. Ford & Warren,
Leeds.

MADE IN GIBSON

BOND A
VEBWIFT

THE
M

TELEGRAPHIC ADDRESS,
"FOREWARN, LEEDS"

TELEPHONE NO 21689.

FORD & WARREN,
SOLICITORS.

G.L.FORD.
J.N.LAURENCE.
D.KABERRY.
J.R.NAISH.

61, ALBION STREET,

LEEDS. 1.



3rd Jan. 1941

Dear Fred Burgess,

I am enclosing you a copy of the
War Damage Bill which you requested.

Yours sincerely,

The Secretary
The Retreat
YORK

ST. ALBANS STREET

1000 & 1000

1000 & 1000

1000 & 1000

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO
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Water Consumption Test Jan. 13th 1940.

Yorke Waterworks mains were turned off at 8 a.m.
and Retread main, Nurse Home & East Villa.
Drinking water only in main kitchen from old
Nurse Home Tank. Capacity 3,300 gals.
Approx. ⁸²⁵ ~~825~~ gals were used from 8 a.m. to 8 p.m.

The Retread domestic water was supplied from
West Villa Tank. - Capacity 30,000 gals.
Approx 24,200 Gals were used from 8 a.m. to 8 p.m.

Nurse Home - Cold domestic water was
supplied by siphon from swimming pool
to bath on ground floor.
The amount used here was so small it made
no appreciable difference in level.

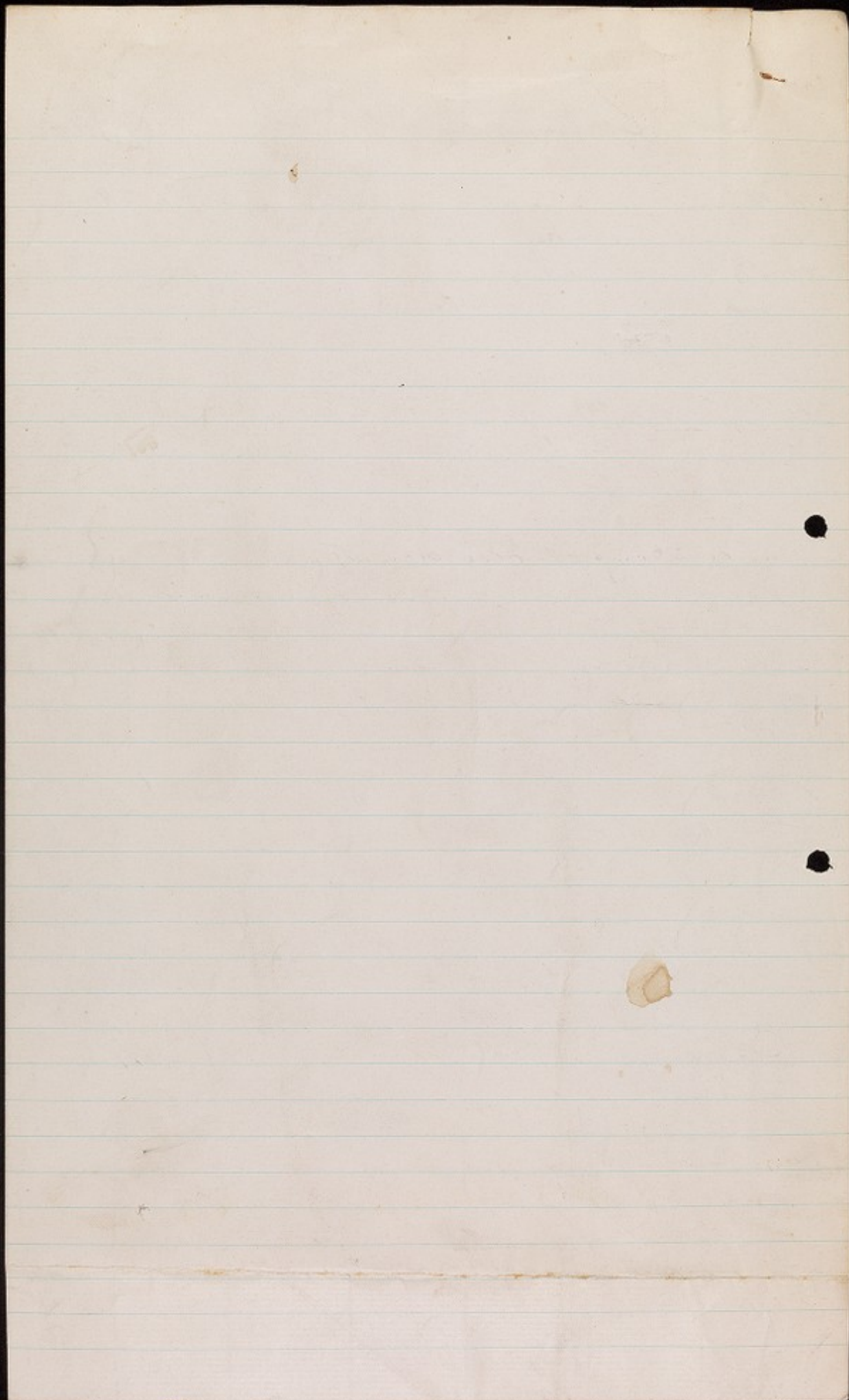
Samuel Beecher - Their own Tank supply
was sufficient for the 12 hour test.

The Boiler House was for all 12 hours from
the 4th Gal. Tank. & maintained full
working pressure 70 lbs. ^{psi.}

7 Caponiz
the Tanks
was it kept
going from
the Villa Tank
by the pump

The Laundry worked as usual & would no doubt
be responsible for the biggest consumption
of water.

West Villa Tank was refilled with
town water by 6 a.m. the 14th Jan. 1940.



FRIENDS WAR VICTIMS RELIEF COMMITTEE

Acting Chairman:
J. CUTHBERT WIGHAM
Secretary:
ROGER C. WILSON
Hon. Treasurers:
EUSTACE S. GILLET
STANLEY J. FORWARD



FRIENDS HOUSE
EUSTON ROAD
LONDON, N.W.1

Telephone: EUSTON 3606

4-1-41

A Fred Burgess
The Retreat
York

Dear Mr Burgess,

It is very nice to be able to write and thank you for the very generous donation from The Retreat. There is unfortunately only too much work that we could do. Our limiting factor at the present is that of finance, and we can put to very good use every penny that can be collected.

The very fine work that the F.A.U. is doing in rest centres and shelters is now under the auspices of our committee. All told, we now have about 250 young men and women at work in shelters, rest-centres and evacuation centres in London, provincial towns and countryside; and local and government authorities are already asking us to do difficult jobs that their machinery cannot tackle.

Yours gratefully,

Bill Sessions

Both Margot and I are now here on the staff, and are finding the work extremely interesting. We are living with Margot's people, which means all the joys of home comforts!

WOMEN'S WAR FIELD RELIEF COMMITTEE

100 N. 5th St.
St. Paul, Minn.
April 1, 1918

4-1-18

A. Fred Sargent
The Post
New York

Dear Mr. Sargent,

It is very nice to be able to write and thank
you for the very generous donation from The Post. There is

unfortunately only too much work that we could do. Our
limiting factor at the present is that of finance, and we
can not do very much more every penny that can be collected.
The very fine work that the P. W. F. is doing

in race centers and shelters is now the object of
our committee. All told, we now have about 100 young men
and women at work in shelters, race-centers and evacuation
centers in London, provincial towns and country side; and local
and government authorities are already asking us to do still
more and their numbers are constantly

Yours faithfully,

W. L. R.

W. L. R.
The Women's War Field Relief Committee
100 N. 5th St.
St. Paul, Minn.

COPY.

The Secretary, Retreat.

Burgess, Arthur Fred

The Retreat, York.

British

Registered Mental Hospital.

Capacity of Storage Tanks. 100 gallons

In stock 10 "

Normally with our cars we used
approximately 1,500 gallons per year.

Signed A. Fred Burgess.

13/12/40.

State purpose for which Motor spirit is required: if an engine or a vehicle, also give description.

For mobile Fire Brigade Pump(Coventry Climax)

For Emergency Lighting Set.

For Engineers & Plumbers blow lamps.

No previous application has been made as our Stocks at the beginning of the War were sufficient for a year's use. This stock is now reduced to about 10 gallons and our half-weekly practices with Plumbers and Engineer's use necessitate approximately 3 to 4 gallons per week. We are now anxious, as our reserve would probably be used up with any large fire at this Hospital

The number of residents is 380.

A.F.Burgess.

Official instructions for use of Ear Plugs

1. The plug should be slightly moistened before being inserted in the ear.
 2. It should be held lightly between the finger and thumb and inserted into the ear canal in a slightly upward direction with a gentle screwing movement.
 3. When the plug is correctly placed the ear should feel muffled.
 4. When the ear canal is short, the plug may require to be shortened. This should be done by cutting off one or more slices at the narrow end, each the thickness of a sixpence, with scissors or a razor blade, and testing the length after each slice.
 5. When not in use the plugs should be kept as clean as possible, e.g. wrapped in a piece of tissue paper or clean rag.
 6. Each recipient should immediately tie a piece of string round the rim of each plug to prevent loss (thin string or strong thread is best). The two plugs can be joined by one piece of string 18 inches to 24 inches long, and may be conveniently carried in the respirator carrier.
-



BERNARD
BOND

MADE IN GREAT BRITAIN

SUPPLIES ARE LIMITED. DON'T ASK FOR OR RECEIVE MORE THAN

YOUR SHARE OTHERWISE SOMEONE ELSE MAY GO WITHOUT.

HELP your WARDENS (mostly volunteers) by somebody being

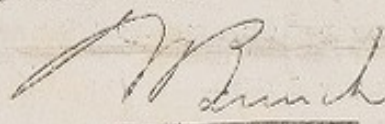
AT HOME if possible during the period of distribution.

Official Instructions for use: *of Ear Plugs.*

1. The plug should be slightly moistened before being inserted in the ear.
2. It should be held lightly between the finger and thumb and inserted into the ear canal in a slightly upward direction with a gentle screwing movement.
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CUT OUT THESE INSTRUCTIONS AND KEEP FOR REFERENCE.

If you have read the instructions and understand them, tell the Warden who calls at your house, and much time will be saved.



Chief Warden.

32 Parliament Street,
York.
28th November 1940.

CITY OF YORK

EAR PLUGS - FREE ISSUE TO THE PUBLIC.

The Free issue of ear plugs will commence on SATURDAY, 30th NOVEMBER and FINISH on SUNDAY, 8th DECEMBER 1940. The issue will be during the hours of DAYLIGHT.

The plugs consist of a hollow tapered rubber plug with a rim at one end to which a piece of string can be fastened. When worn they do not seriously interfere with the hearing of ordinary speech, but they reduce the crash and concussion of explosion. Their object is principally to prevent the shattering effect of noise on the nerves.

One pair of ear plugs will be issued free to each member of the public. The GENERAL METHOD OF ISSUE will be by AIR RAID WARDENS calling "HOUSE TO HOUSE".

They will be issued to all persons, including babies, who normally reside (i.e. sleep on the premises) at the house, flat, shop, office, institution &c.

Issue will not be made at the place of employment unless such place is the normal residence of the person, such as caretaker &c. Employees will, therefore, receive the ear plugs at their homes.

Evacuees and refugees will be treated as normal residents, and will receive their issue.

Institutions, boarding schools &c. will receive direct from 32 Parliament Street sufficient to supply all inmates, students and staff who normally reside there.

Hospitals (including maternity) and nursing homes, will similarly be supplied direct with sufficient for all patients (including babies) and staff. The term patient means those not likely to be discharged before the 8th December 1940.

The above Institutions, Boarding Schools, Hospitals, Nursing Homes &c. will please communicate their requirements to me and supplies will be promptly sent.

Members of H.M. Forces are not included; they will receive their issue from the units to which they belong. School children will not be supplied at School - they will receive their issue at home.

SUB-DISTRICT OFFICE,

c/o Northern Motor Utilities Ltd.,

Walmgate Bar,

YORK.

27th December, 1940.

To All Operators, York Sub-District.

Dear Sir,

As no doubt many of you have guessed, the question of transport after a heavy raid, or what is now known as a "Blitz", has been receiving the attention of the authorities and so far as York is concerned I, together with permanent officials of the Ministry of Transport have recently met the Municipal Authorities, as a result of which it has been agreed that some automatic action will be necessary after a raid to ensure provision of transport. I am, therefore, taking the opportunity of writing you appealing for your immediate help and assistance after a raid of this description and would ask you to report by telephone to the Ministry of Transport Office, Telephone No. York 4972, one hour after the "All Clear", or if the telephone is unfortunately out of action will you report personally to the Office for instructions. In the event of you being a large operator, will you arrange for a representative to call for instructions. In order that we are fully prepared for such action, I do ask you to ensure that your vehicles are kept prepared and ready for immediate use, particularly in regard to full tanks. It is little use a vehicle turning out if it is inadequately fuelled as this would be more of a hindrance than a help to the Local Authorities after a severe raid.

In turn, I should like you to ask your drivers to be prepared to turn out and work along with you for the Local Authorities in an endeavour to get the commercial life of the City operating on a normal basis as soon as possible the day after the raid. You will appreciate that after a raid such as has been experienced by Sheffield, Coventry, Birmingham and other large towns, commercial life is more or less paralysed into inactivity and as soon as a normal state of affairs is reached the better it is likely to be for all concerned, including such businesses as those operated by you.

It is especially important for you to note that your services will not be expected to be given on a voluntary basis; these will be paid for and I do hope that all operators will not endeavour to resume their normal activities after a raid until they have been in touch with this Office in order to find out whether their services are required by the Local Authorities through me. The Ministry of Transport Office will be opened immediately after the "All Clear", but I must leave it to your imagination to judge the difference between a light raid, after which your services will not be required, and a heavy raid, when undoubtedly all the transport available in the City will be required to assist in demolition clearance, salvaging of furniture, etc.

I would draw the special attention of members of the Emergency Groups under reference LEF.1.F., LEF.1.V. and LEF.1.T. to the fact that they will be receiving separate circular instructions advising them after a raid of any intensity to report automatically to the A.R.P. Assembly Park in either Foss Islands Road or Beckfield Lane. In the circular they will be told to which Assembly Park they should report; from that point they will

receive their instructions from the Local Authorities. I do hope they understand that they have been selected for these Emergency Groups in view of the special types of vehicles they are operating.

I am quite sure that your co-operation will be readily forthcoming, although I appreciate in some cases some of you will experience damage and will not be able to go into action, but those of you who are fortunate enough to escape such damage, I hope will not be very long in reporting to this Office as instructed if not members of the special Emergency Groups, or, in the case of the latter, they immediately make contact with the specified Assembly points.

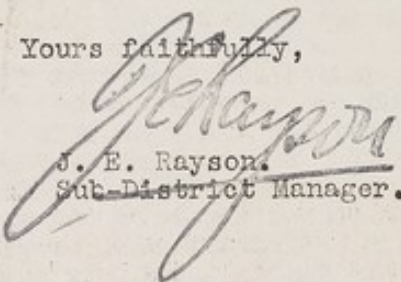
I sincerely hope you will make the position quite clear to your drivers and that there will be no hesitation on their part, and that they will exercise discretion as to whether they should go into action or otherwise. It is preferable that they go into action if they are in any doubt. Of course, you will realise the sooner you find out whether your services are required, or not, the more likely you are to get release to resume your normal commercial activities.

Should you have any queries or suggestions to put forward in connection with this matter, will you please put them in writing and address them to this Office.

This instruction is not to be confused with the circular received by the Group Organisers from Major Eastwood, The Regional Commissioner. The prime object of this particular instruction is to get all operators, including Group Organisers, to report to the Ministry of Transport Office in the event of a heavy raid. The Regional Commissioner's circular has had to be modified in order to meet local conditions.

This letter embraces all operators, including Public Hauliers and Ancillary Users.

Yours faithfully,


J. E. Rayson.
Sub-District Manager.

TELEGRAPHIC ADDRESS,
"FOREWARN, LEEDS."

TELEPHONE NO 21689.

FORD & WARREN,
SOLICITORS.

G.L.FORD.
J.N.LAURENCE.
D.KABERRY.
J.R.NAISH.

61, ALBION STREET,

LEEDS. 1.

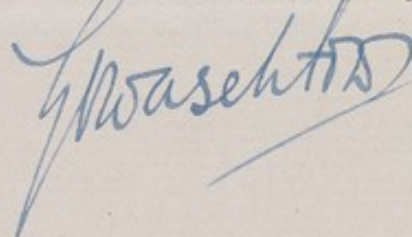
23rd Dec. 1940

Dear Fred Burgess,

Thanks very much for your letter returning the Nurses agreement which I will go through.

With regard to the War Damage Bill, I have only one copy here which I am constantly using, so I am sending up to London to-day to get another copy. It is a very big bill and in it Charities are defined. If you do not come within the exemption of Charities you will have a very big bill to pay because you will not only have the buildings but you will have a compulsory insurance of your furniture and effects as you would not come in under the private individuals which at the present moment is voluntary

Yours sincerely,



The Secretary
The Retreat

YORK

at A. W. H. STREET

1893

FORD & WATKIN

1893

TELEGRAPHIC ADDRESS,
"FOREWARN, LEEDS"

TELEPHONE NO 21689.

FORD & WARREN,
SOLICITORS.

G.L.FORD.
J.N.LAURENCE.
D.KABERRY.
J.R.NAISH.

61, ALBION STREET,

LEEDS. 1.

Ref. RS.

16th December, 1940.

Dear Sir,

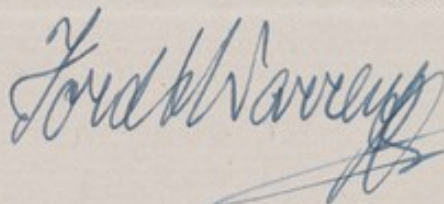
We enclose herewith our cheque for
£106. 6. 3. made up as follows:-

Half year's interest on £9000	
@ $4\frac{1}{2}\%$ due 5th inst. from St.	
Nicholas Flats Ltd.	£202. 10. --

Less tax at 8/6d and 1/-d	
to adjust last half year.	<u>96. 3. 9.</u>
	<u>£106. 6. 3.</u>

We also enclose relative Tax Certificate.
We shall be obliged if you will acknowledge
safe receipt of the cheque in due course.

Yours faithfully,



The Secretary,
The Retreat,
York.

ALISON STREET

1923

JOHN A. KAPLAN

COPY.

on documents

AN AGREEMENT made the 11th December, 1940 Between the Lord Mayor, Aldermen, and Citizens of the City of York(hereinafter called "the Corporation"), by Tom Cecil Benfield, their Town Clerk, of the one part, and The Committee of Management of the Friends' Retreat, York(hereinafter called "The Grantees") by Arthur Fred Burgess, their Secretary, of the other part. Whereas the said Grantees desire to fix a telephone wire across Heslington Road in the City of York, and the Corporation have consented thereto on the terms hereinafter named.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:-

1. The said Grantees may fix and during the continuance of this Agreement maintain the said wire, which shall be fixed at a height of at least 25 feet above road level.
2. The said Grantees..... shall during the continuance of this Agreement, pay to the Corporation in respect of the said privilege the sum of one shilling on the sixth day of April in every year, the first payment to be made on the sixth day of April next.
3. The said Grantees will indemnify the Corporation against any claim whatever arising out of the fixing, maintenance or removal of the said wire and will make no claim against the Corporation in connection therewith.
4. Either party may determine this Agreement by giving to the other party six calendar months' notice in writing, expiring at any time, of their intention so to do, and at the expiration of such notice the said Grantees shall remove the said wire to the satisfaction of the Engineer for the time being of the Corporation.

As witness the hands of the said Tom Cecil Benfield and the said Arthur Fred Burgess.

Witness to the Signature of the said Tom Cecil Benfield

Witness to the Signature of the said Arthur Fred Burgess.

Amy Johnson,
The Retreat, York.
Asst. Secretary

(Signed) A. Fred Burgess.

I have been thinking of you very much lately, and wondering how you are getting on. I hope you are well and happy. I have been very busy lately, but I always find time to think of my friends. I hope you are all the same. I have been very busy lately, but I always find time to think of my friends. I hope you are all the same. I have been very busy lately, but I always find time to think of my friends. I hope you are all the same.

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9th December, 1940.

Dear Sir,

Wire across Heslington Road

I am obliged for your letter of the 6th inst. and return herewith Form of Agreement duly signed, together with cheque for 2/6d. Stamp Duty.

Yours faithfully,

T. C. Benfield, Esq.,
Town Clerk,
Guildhall,
York.

MADE IN GREAT BRITAIN

TELEPHONE

3006.



M.

T. C. BENFIELD,
TOWN CLERK
AND
CLERK OF THE PEACE.

Guildhall.

York.

6th December, 1940.

The Secretary,
The Retreat,
Heslington Road, YORK.

Dear Sir,
Wire across Heslington Road.

I enclose herewith agreement in
this matter for your signature.

Please return the document to me,
duly executed, with 2/6 Stamp duty.

Yours faithfully,

T. C. Benfield

Town Clerk.

M.

6th December, 1940.

The Secretary,
The Retreat,
Healington Road, YORK.

Dear Sir,
Wire across Healington Road.

I enclose herewith agreement in
this matter for your signature.
Please return the document to me,
only executed, with 2/6 stamp duty.

Yours faithfully,

Town Clerk.

TELEPHONES
3006 & 3695.



T. C. BENFIELD,
TOWN CLERK
AND
CLERK OF THE PEACE.

M.

Guildhall.
York.

14th December, 1940.

The Secretary,
The Retreat, Heslington Road,
YORK.

Dear Sir,

Wire across Heslington Road.

Referring to your letter of the
9th inst., I enclose herewith Counter-
part of the agreement in this matter,
signed by myself on behalf of the Corpor-
ation.

Yours faithfully,

T.C. Benfield
Town Clerk.

14th December, 1940.

The Secretary,
The Retreat, Hurlingham Road,
York.

Dear Sir,
With regard to Hurlingham Road.

Referring to your letter of the
9th inst., I enclose herewith Counter-
part of the agreement in this matter,
signed by myself on behalf of the Corpora-
tion.

Yours faithfully,

John Clerk.

An Agreement made the Tenth day of December

One Thousand Nine Hundred and forty— Between THE
LORD MAYOR, ALDERMEN, AND CITIZENS OF THE CITY OF YORK
(hereinafter called "the Corporation"), by TOM CECIL BENFIELD their Town Clerk, of the one
part, and The Committee of Management of the Friends'
Retreat, York (hereinafter called "The Grantees") by
ARTHUR FRED BURGESS, their Secretary—
of the other part. Whereas the said Grantees—
— desires to fix a telephone wire across Hes-
lington Road in the City of York as shown on the plan here-
unto annexed

in the said City of York, and the Corporation have consented thereto on the terms
hereinafter named.

Now it is hereby Agreed by and between the parties hereto as follows :—

1.—The said Grantees—
may fix and during the continuance of this Agreement maintain the said wire, which
shall be fixed at a height of at least 25 feet above road level.

2.—The said Grantees—
shall, during the continuance of this Agreement, pay to the Corporation in respect of the said
privilege the sum of one shilling on the sixth day of
April— in every year, the first payment to be made on
the sixth day of April next.

3. The said Grantees will indemnify the Corporation against any claim
whatever arising out of the fixing, maintenance or removal of the said
wire—
and will make no claim against the Corporation in connection therewith.

4.—Either party may determine this Agreement by giving to the other party six calendar
months' notice in writing, expiring at any time, of their intention so to do, and at the expiration of
such notice the said Grantees— shall remove
the said wire— and restore the— to
its former condition to the satisfaction of the Engineer for the time being of the Corporation.

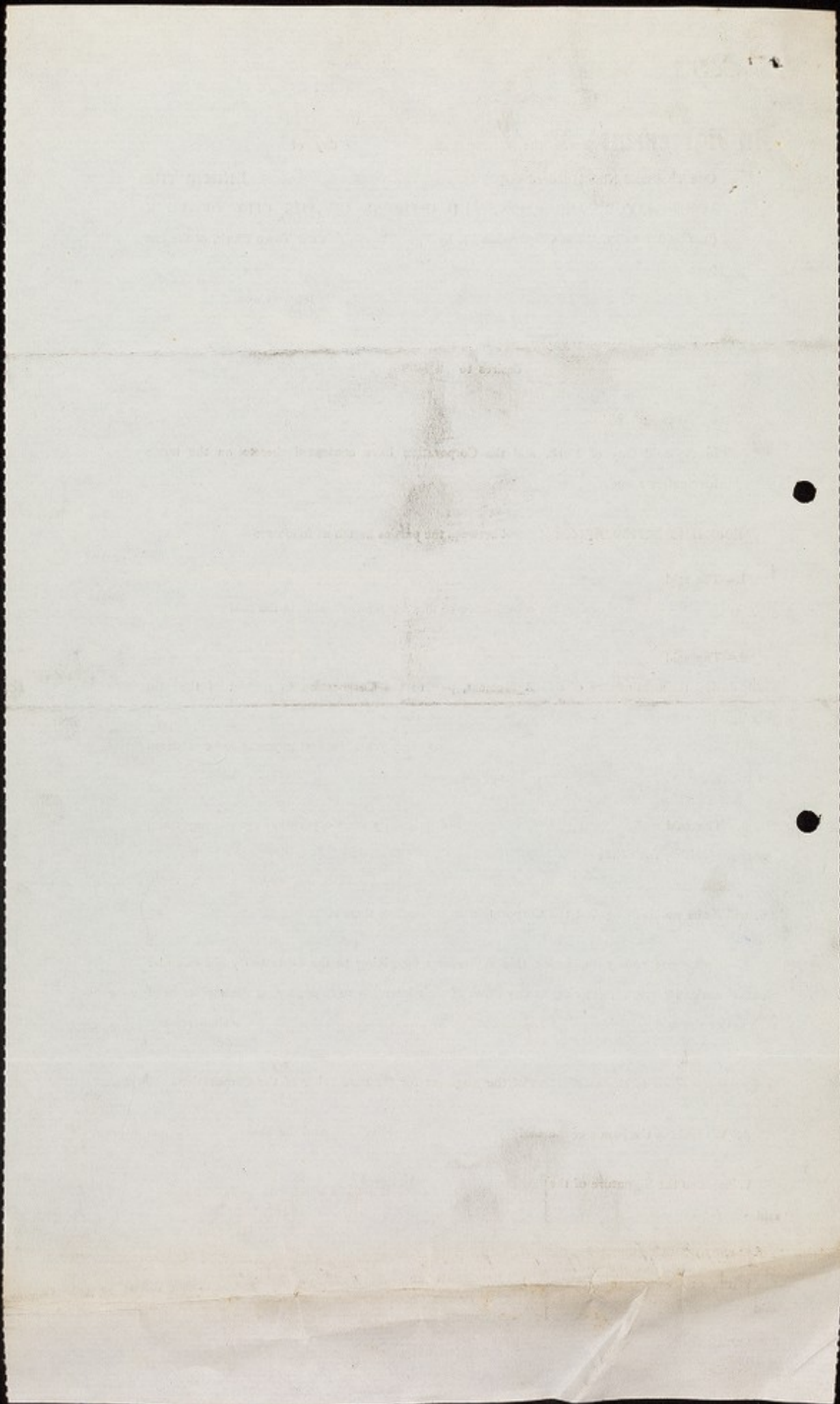
AS WITNESS the hands of the said Tom Cecil Benfield and the said Arthur
Fred Burgess

Witness to the Signature of the
said Tom Cecil Benfield }

J. H. Hall
Clerk to the Town Clerk,
York.

Witness to the Signature of the
said Arthur Fred Burgess }

T.C. Benfield





Guildhall.
York.

CHAS. J. MINTER, M.I.M & CY. E..

A.M.T.P.I., A.M.I. MECH.E.

CITY ENGINEER & SURVEYOR.

5th December, 1940.

The Secretary
(A. F. Burgess, Esq),
The Retreat, YORK.

Dear Sir,

Overhead Wires.

Further to your letter of
9th November, and my reply of 11th
November.

I beg to inform you that the
Streets & Buildings Committee's recommend-
ation to agree to your proposal was
approved by the City Council on Monday
last, 2nd December.

The Town Clerk is preparing an
agreement in this matter, and will com-
municate with you in the course of a day
or two.

Yours faithfully,

Chas. J. Minter
City Engineer.

1

30th November, 1940.

Dear Sir,

Ear Plugs - Free issue to the Public.

In reply to your letter received this morning I have to state that the number of residents at the Retreat is 360. If we include members of the staff who live in the grounds but who are actually not within the hospital, a further 33 should be added. If it will help matters I shall be glad to receive from you and issue these 33 on your behalf.

Yours faithfully,

W. Bunch, Esq.,
Chief Air Raid Warden,
32, Parliament Street,
York.



ABERNETHY
BOND

MADE IN GREAT BRITAIN

32 Parliament Street,
YORK.

27th November, 1940.

The Secretary,
The Retreat,
Heslington Road,
York.

Dear Sir,

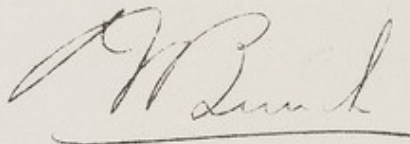
Ear Plugs - Free issue to the Public.

I enclose herewith copy of an announcement which will appear in the local Press, and which fully explains the method of issue.

Please let me know your requirements per return and I will send your supply.

A sample pair, with string attached is sent for your guidance.

Yours faithfully,



Chief Warden.

100

100

100

100

100

100

100

100

100

100

100

100

100

City of York



CE/FP.

Guildhall.

York.

CHAS. J. MINTER, M.I.M & CY. E..

A.M.T.P.I., A.M.I. MECH.E.

CITY ENGINEER & SURVEYOR.

11th November, 1940.

The Secretary,
(A. F. Burgess, Esq),
The Retreat, YORK.

Dear Sir,

Overhead Wires.

I have to acknowledge the receipt of your letter of 9th November, enclosing plan of proposal to fix overhead wire from The Retreat to your Firemen's houses on the other side of Heslington Road.

This matter will be considered by the Streets & Buildings Committee at their next meeting.

Yours faithfully,

Chas. J. Minter

City Engineer.

Wm. M. Smith
John

CHAS. J. WHITE, JR.

CITY ENGINEER & SURVEYOR
CITY OF NEW YORK

THE CITY ENGINEER & SURVEYOR
CITY OF NEW YORK
100 N. 1ST ST.
NEW YORK, N. Y.

I have the honor to acknowledge the receipt of your letter of the 10th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

This matter will be considered at the next meeting of the Board of Public Works.

Very respectfully,
John Smith

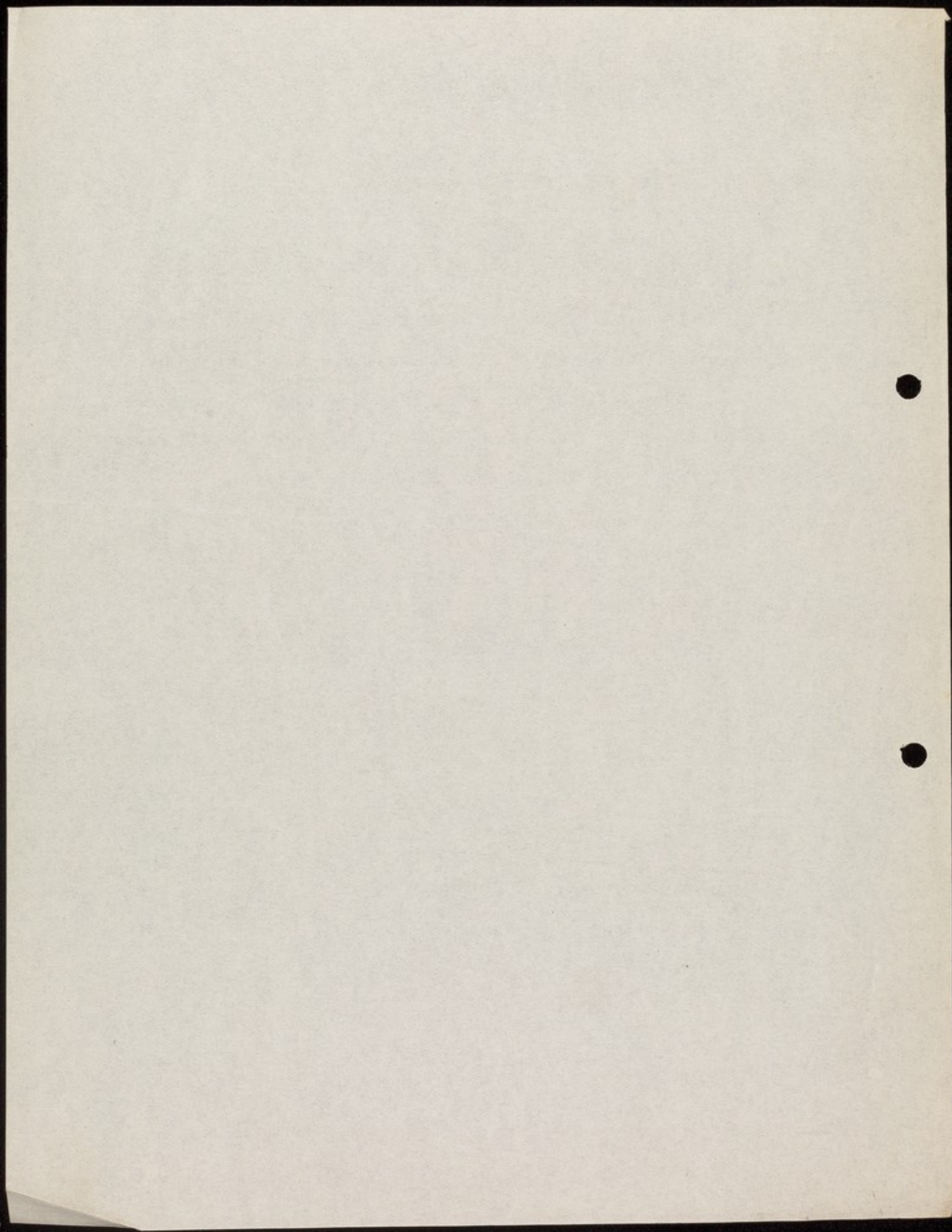
9th November, 1940.

Dear Mr. Minter,

I enclose sketch showing proposed run of bell wire from The Retreat to the houses of two of our firemen on the other side of Heslington Road. The wire will not be less than 25 feet above road level, and I shall be much obliged if your Committee will grant us permission to lay this line for the duration of the war.

Yours faithfully,

Charles J. Minter, Esq.,
City Engineer,
The Guildhall,
York.



The Retreat

Conference

14th Oct 1940

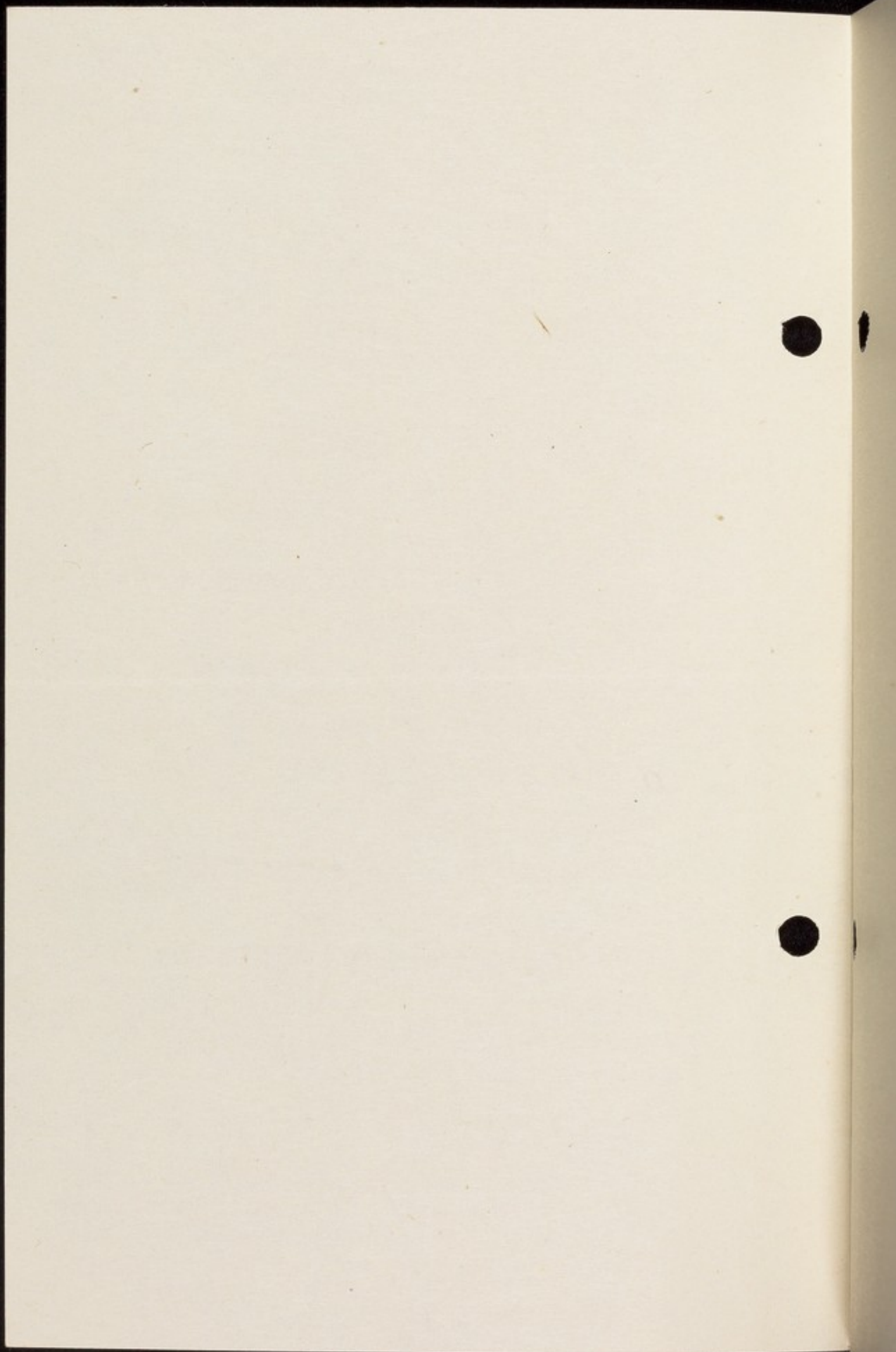
Dear Mr. Burgess

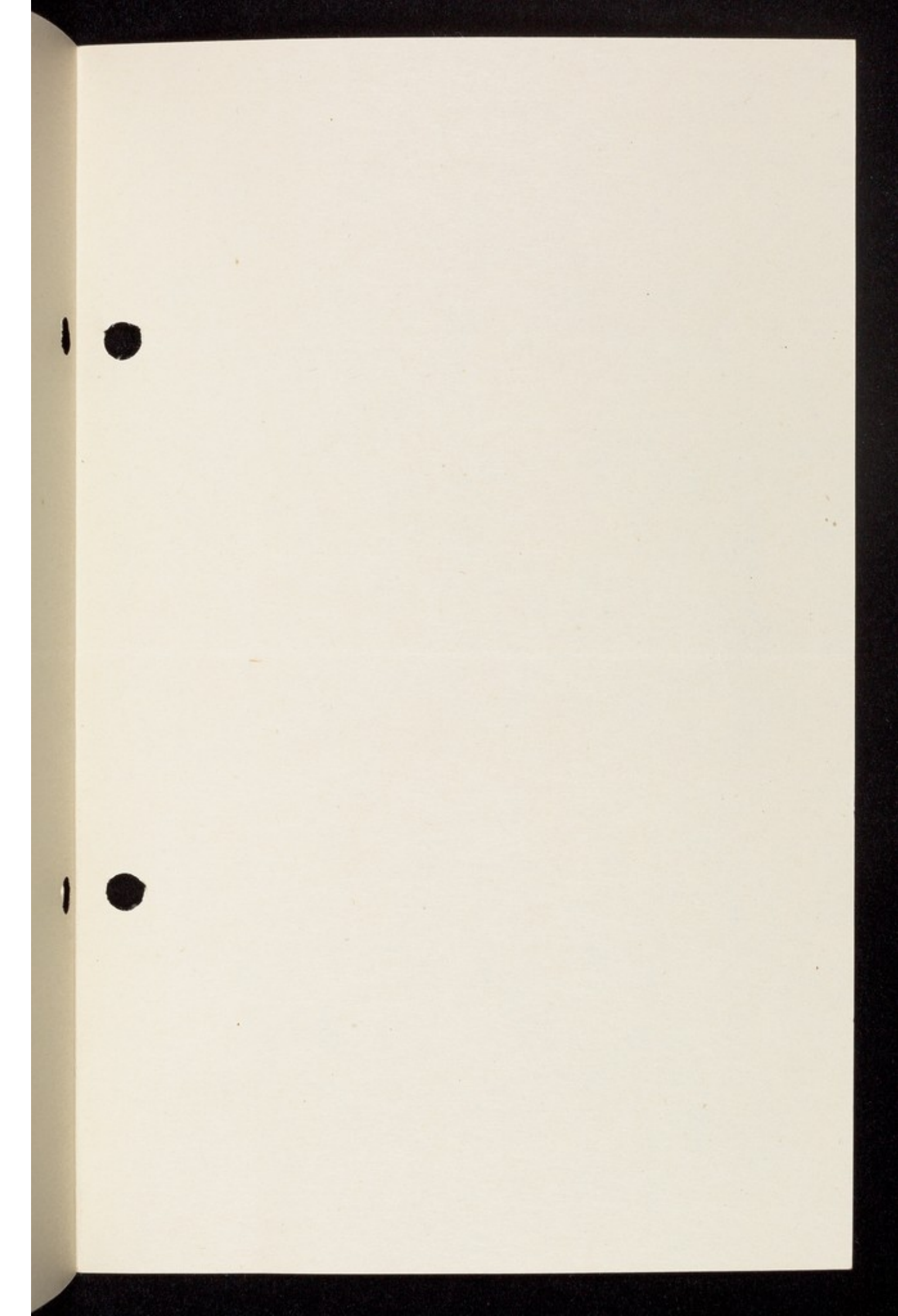
I have read your letter
to every department, and they
have all turned it down.

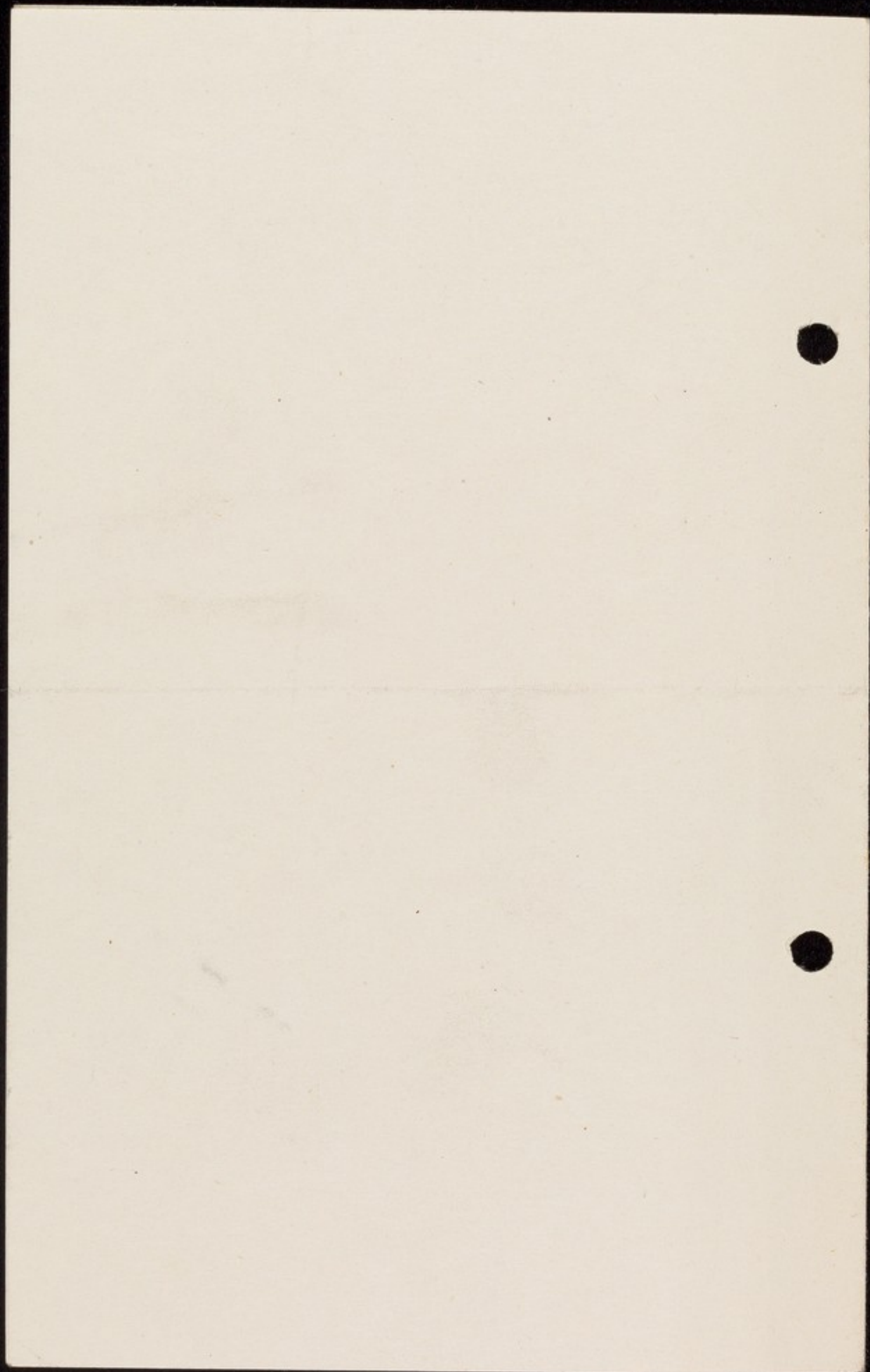
As each person is responsible
for their own light inside, and men
on duty outside, they feel there
is no need for Monitors

Yours faithfully

Hilda Chapman







Will nurses who are willing to undertake the above
duties - please sign their names below.

A. M. Laté

A. Laté.

M. Stowell

A. Mercer

M. Unwell

F. M. Beach.

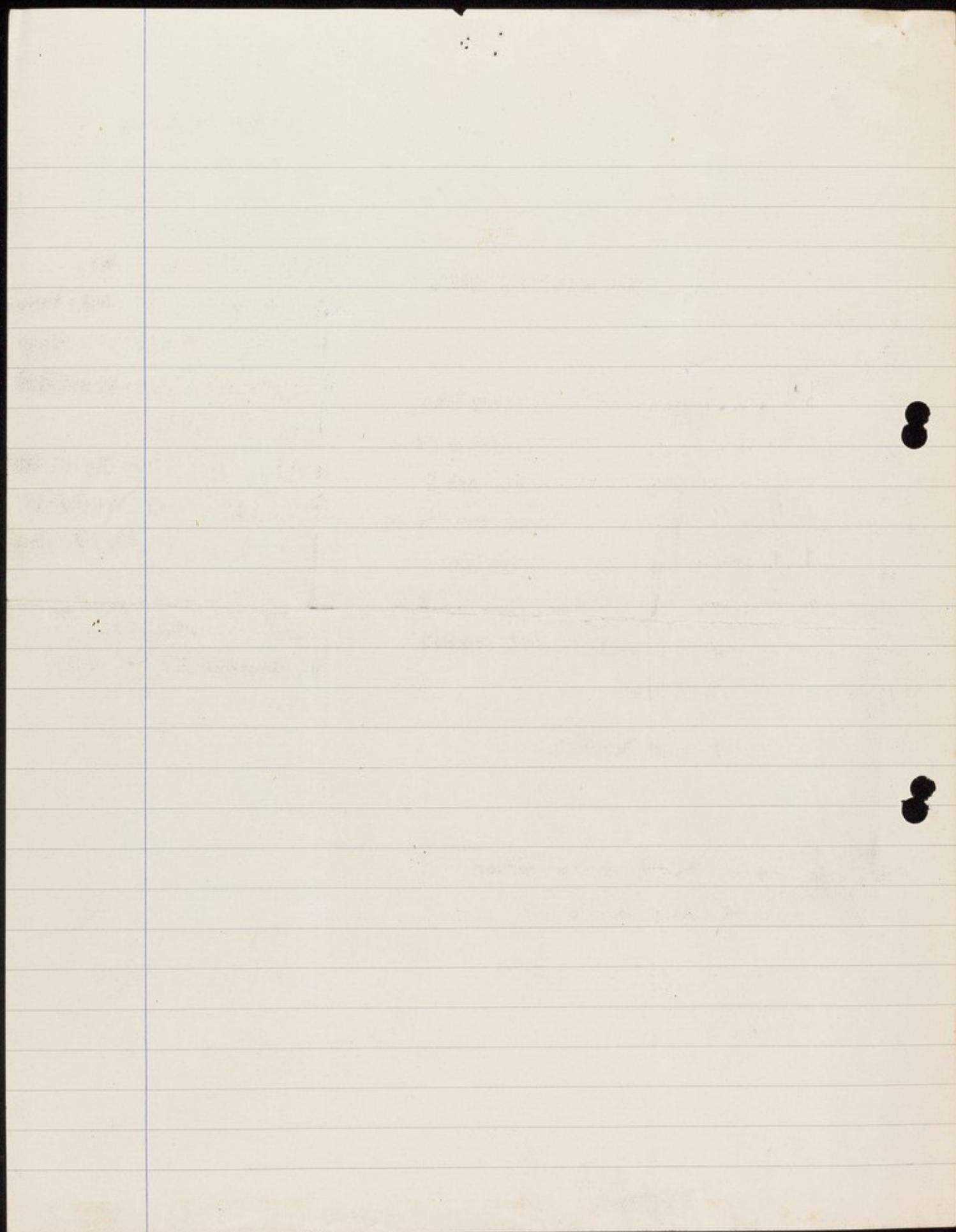
T. Massleden.

M. Beamer.

M. Ellison

L. W. Whitfield

M. Gallagher.



22nd October, 1940.

Dear Sirs,

We have just received from the Ministry of Health a memorandum with regard to Identity of Hospital Personnel, and I shall be glad if you will be good enough to send me 250 cards, as mentioned in the Circular No.2059. I believe you supplied this type of card to Bootham Park Mental Hospital of this city.

Yours faithfully,

Messrs. Charles Knight & Co., Ltd.,
Printers,
Suffolk Lane, E.C.4.

COMO

17/10/1944

1944

7th October, 1940.

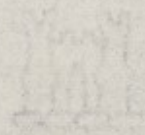
Dear Nurse Tate,

I think all members of the staff will have seen the Notice which has been recently issued with regard to the black-out. At the Officials' Conference to-day it was felt that it would be very helpful if each Staff Group called together its members and appointed a number who would act as Monitors. These Monitors would, in rotation, undertake black-out duty for the section for which he or she is appointed and be responsible for seeing that lights were properly obscured. This does not mean that each Monitor will actually do the work, but will rather see that it is done.

The Retreat with its annexes is so large that it is felt that it is only right to split up the responsibility among those who live here.

Yours sincerely,

Nurse Tate,
The Retreat,
York.



ABERNETHY
BOND W.

MADE IN GREAT BRITAIN

7th October, 1940.

Dear Sidney Hutchinson,

I think all members of the staff will have seen the Notice which has been recently issued with regard to the Black-out. At the Officials' Conference to-day it was felt that it would be very helpful if each Staff Group called together its members and appointed a member who would act as Monitors. These Monitors would in rotation undertake black-out duty for the section for which he or she is appointed and be responsible for seeing that lights were properly obscured. This does not mean that each Monitor will actually do the work, but will rather see that it is done.

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Yours sincerely,

Sidney T. Hutchinson,
The Retreat,
York.



ABERMILL

BOND

MADE IN GREAT BRITAIN

7th October, 1940.

Dear Hilda,

I think all members of the staff will have seen the Notice which has been recently issued with regard to the Black-out. At the Officials' Conference to-day it was felt that it would be very helpful if each Staff Group called together its members and appointed a number who would act as Monitors. These Monitors would in rotation undertake black-out duty for the section for which he or she is appointed and be responsible for seeing that lights were properly obscured. This does not mean that each Monitor will actually do the work, but will rather see that it is done.

The Retreat with its annexes is so large that it is felt that it is only right to split up the responsibility among those who live here.

Yours sincerely,

Hilda Chapman,
The Retreat,
York.

THE SECRETARY

1947

1947

I have the honor to acknowledge the receipt of your letter of the 14th inst.

concerning the proposed amendment to the Constitution of the United States.

I am sorry that I am unable to give you a more definite answer at this time.

However, I am sure that you will understand the necessity for further study.

I am, Sir, very respectfully,
Yours truly,
The Secretary

MADE IN U.S.A.

MADE IN U.S.A.

I am, Sir, very respectfully,
Yours truly,
The Secretary

I am, Sir, very respectfully,
Yours truly,
The Secretary

I am, Sir, very respectfully,
Yours truly,
The Secretary

I am, Sir, very respectfully,
Yours truly,
The Secretary

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Yours truly,
The Secretary

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The Secretary

I am, Sir, very respectfully,
Yours truly,
The Secretary

BLACK OUT

Now that the period of darkness is extending every day and air-raids are much more likely to occur it is the express duty of everyone to see that the room he or she occupies shows no outside light during the blackout hours.

Those in charge of wards or other departments must similarly see that all windows in these places are effectively screened.

EARLY MORNING IS JUST AS IMPORTANT AS NIGHT

Each one must realize that 350 lives can be placed in imminent danger through a careless action.

A. Fred Burgess,
SECRETARY.

Arthur Pool.
PHYSICIAN SUPT.

The Retreat,
Oct. 1st. 1940.

BLACK OUT

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Those in charge of wards or other departments must similarly see that all windows in these places are effectively screened.

EARLY MORNING IS JUST AS IMPORTANT AS NIGHT

Each one must realize that 350 lives can be placed in imminent danger through a careless action.

W. Fred Gurnea,
Medical Staff.

W. Fred Gurnea,
Secretary.

The Retreat,

Oct. 1st. 1940.

All communications to be addressed
to the Chief Constable.

TELEPHONE NOS.:

POLICE 2222, 4888 & 4889 YORK.

FIRE BRIGADE. 2212 YORK.



HARRY H. HERMAN, O.B.E.

CHIEF CONSTABLE AND
CHIEF OFFICER FIRE BRIGADE.

CHIEF CONSTABLE'S OFFICE,
LAW COURTS, YORK.

OUR REF.

YOUR REF.

23rd September 1940.

Dear Sir,

Air Raid Warning Sirens.

Further to my letter dated the 6th inst
I beg to inform you instructions have now been received
that the period of sounding of RAIDERS PASSED on sirens
and hooters is to be reduced to ONE MINUTE forthwith.

Technical adjustments to automatic timing
devices to be carried out at the earliest opportunity.

Yours faithfully,

Harry H. Herman.

CHIEF CONSTABLE.

The A.R.P. Officer
The Retreat
York

CHIEF COMPTROLLER'S OFFICE
LAW COURTS, YORK

23rd September 1940.

Dear Sir,

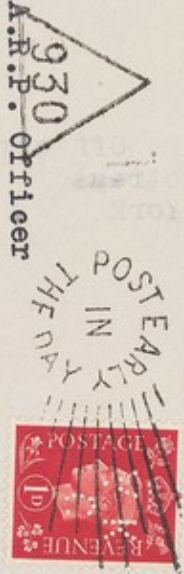
Mr. David William Wilson

Further to my letter dated the 2nd inst.
I beg to inform you that the following have now been received
that the period of recording of RAILWAY SIGNALS on signals
and the period of recording of RAILWAY SIGNALS on signals
Technical assistance in automatic signals
devices to be carried out at the earliest opportunity.

Yours faithfully,

CHIEF COMPTROLLER.

The A.R.P. Officer
The Retreat
York



TELEPHONE NOS.

4630 AND 4639.

City of York



32, PARLIAMENT STREET,

YORK.

10/22/BP

1st July 1940.

COUNC. W. BUNCH.

CHIEF AIR RAID WARDEN

The Secretary,
A.F. Burgess Esq.
The Retreat,
York.

Dear Sir,

I thank you for your letter
of the 29th ultimo and list of Contex
Fittings for the patients and staff at
the Retreat.

I am pleased to agree to your
suggestion that the 19 Contex still on
hand shall be retained for the fitting
of respirators of new patients.

Yours faithfully,

Chief Warden.

NOTED AND RECD.
JAN 2 1900

25 PARLIAMENT STREET.

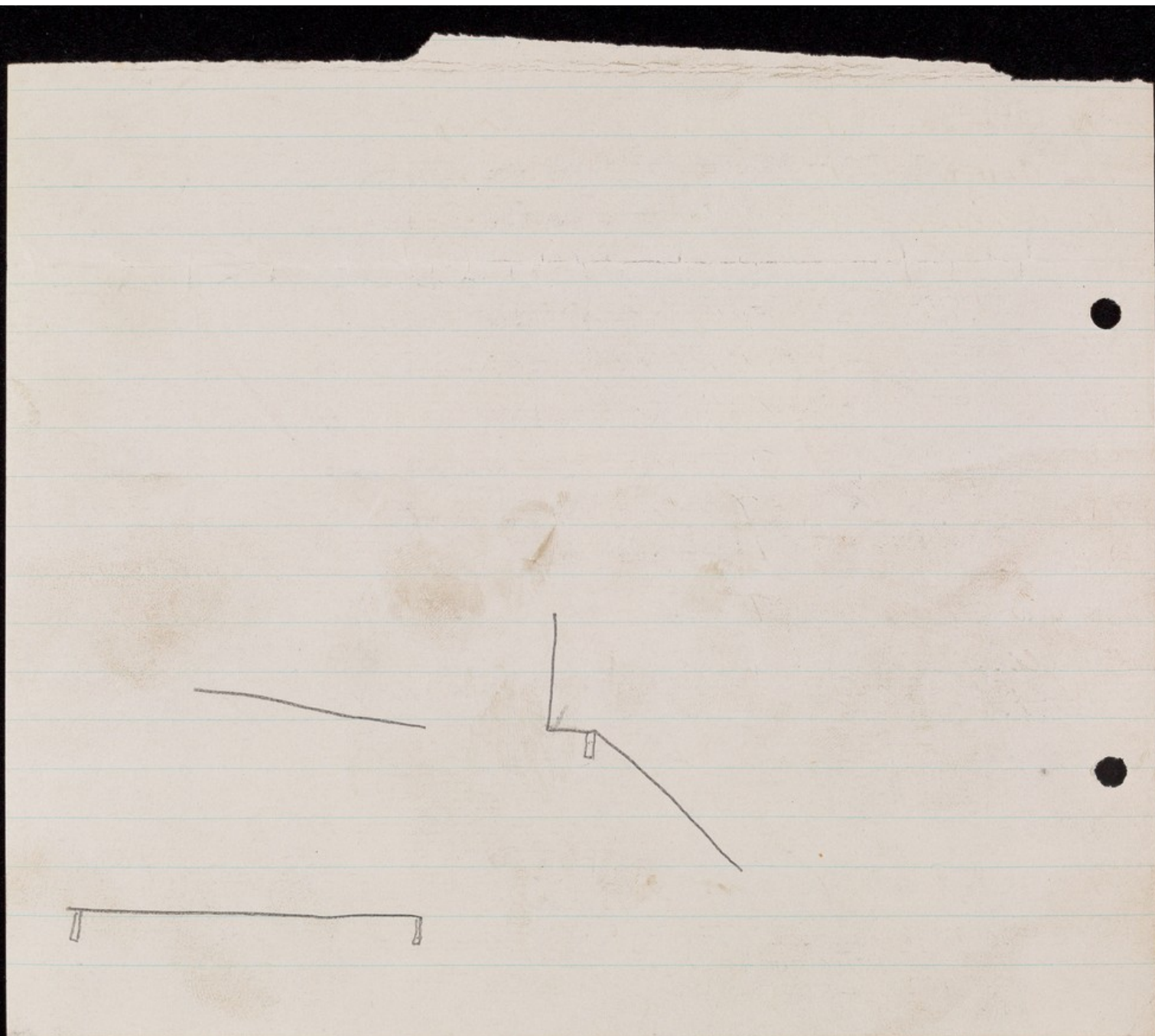
YORK.

COLLING W. B. CH.
CHURCH AND HALLS

1/19/00

N. BOYAR.	-	F	MAID.	MED.
J. CLIFT.	-	F	"	"
H. BRADNEY.	-	F	"	"

	Size of Helmet required	
● Jifford.	$7\frac{1}{4}$	✓
McKaye	$7\frac{1}{4}$	✓
Stephens	$6\frac{3}{4}$	✓
Dutchinson.	7	✓
Bottom.	7	✓
Drame	$6\frac{1}{2}$	✓
Shaw.	7	✓
Walls.	$6\frac{3}{4}$	✓
L.P.	7	✓
● AMB	7	✓
	7	✓
	7	✓



June 29th 1940.

Dear Sir,

In reply to your letter of the 25th instant addressed to the Matron I now enclose completed sheets showing the number of "Contex" filters fitted on to respirators belonging to patients and staff. The number used on these records total 331. You will remember we received 350 filters and we have 19 still on hand. If agreeable to you I should like to keep these for fitting to the respirators of new patients or staff who may arrive with incomplete respirators. I will, of course, keep a record of those which were used.

Yours faithfully,

Counc. W. Bunohy
Chief Air Raid Warden,
32, Parliament Street,
York.

1944

It is hereby certified that the following is a true and correct copy of the original as the same appears in the records of the Department of the Interior.

MADE IN CHINA

1944

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RECORD OF "CONTEX" FITTING TO RESPIRATORS.

①

CENTRE OR SCHOOL.

Surname.	Initials.	Sex M or F	Age.	Address.	Respirators. L. M. S. SC or BH	Date
SILVERMAN	E.	F.		LADIES HOSPITAL	L.	11-6-40.
WALKER		F.		"	M.	"
SAUNDERS		F.		"	M.	"
WRIGHT		F.		"	M.	"
EVIDGE	S.	M.		WEST END	L.	"
FISHER	D.	F.		KITCHEN	M.	"
POTTAGE	O.	F.		"	M.	"
JONES	A.M.	F.		"	L.	"
Nº NAME X	-	F.		"	M.	"
LANCE	C.	F.		"	M.	"
REECE	L.	F.		"	M.	"
SULLIVAN	E.	F.		"	L.	"
WALTON	B.	F.		"	M.	"
MORE	E.	F.		"	M.	"
WATKINS	M.	F.		"	M.	"
MANNING	J.E.	F.		"	S.	"
STALEY	M.	F.		"	M.	"
SMURTHWAITE	L.	F.		"	M.	"
SMITH	E.	F.		"	M.	"
MCCURRIE	M.	F.		LAUNDRY	L.	"
PEART	M.	F.		"	M.	"
JOHNSON	J.	F.		"	M.	"
HANSON	F.	F.		"	M.	"
LAWSON	I.	F.		"	M.	"
GALLAN	T.	F.		"	M.	"
TURVEY	I.	F.		"	L.	"
BROWN	P.	F.		"	M.	"
PARKER	W.	F.		"	M.	"
HART	B.	F.		"	S.	"
HOPPER	D.	F.		"	M.	"
BROWN	H.	F.		"	M.	"
CARLISLE	NE	F.		EAST CENTRE	M.	"
HAWORTH	H.	F.		"	L.	"
DAYNE	A.	F.		"	M.	"
DAWSON	D.	F.		"	M.	"
CHILDE	M.	F.		"	M.	"
NADIER	J.	F.		"	L.	"
SIBSON	.	F.		"	M.	"
D.B.C. X	.	F.		"	M.	"
FARR	M.	F.		"	S.	"
JONES	M.	F.		"	L.	"
RILEY	A.P.	F.		"	M.	"
LOWRY	V.H.	F.		"	M.	"
CODFREY	N.	F.		"	M.	"
GRAHAM	J.K.	F.		"	L.	"
STARKE	.	F.		"	M.	"
DAVIS	ER	F.		"	M.	"
PEARCE	EM.	F.		"	M.	"
FIELD	R.M.	F.		"	L.	"
BOTNAM	R.A.	F.		"	S.	"

RECORD OF "CONTEX" FITTING TO RESPIRATORS.

CENTRE OR SCHOOL.

Surname.	Initials.	Sex M or F	Age.	Address.	Respirators. L. M. S. SC or BH	Date
EVANS.		F		1st Gallery.	1 M.	11-6-40
BEAL.	L.C.	F		"	2 M.	"
WORFOLK.	N.	F		STAFF	3 S.	"
BOOK.		F		"	4 M.	"
RHODES.	M.	F		SISTER	5 M.	"
BROWN	N.	F		STAFF	6 M.	"
ELWELL.		F		"	7 M.	"
BEDFORD.	D.	F		"	8 L.	"
STOWELL.		F		NURSE.	9 M.	"
DIXON.		F		"	10 M.	"
SMITH.	W.A.	M.		CLIENTS LODGE.	11 L.	"
HALL-STEVENSON.	C.	M.		"	12 L.	"
DAVIDSON.	A.	M.		"	13 L.	"
FEAVER.	R.	M.		"	14 L.	"
MURCHINSON.	R.F.A.	M.		"	15 L.	"
MELLON.		M.		"	16 M.	"
INCLEBY.	R.W.	M.		"	17 M.	"
YARM.		M.		"	18 M.	"
WAITE.	A.D.	M.		"	19 L.	"
HOLDEN	C.E.	M.		"	20 L.	"
WALLACE.		M.		"	21 L.	"
BOSVILLE.		M.		"	22 M.	"
WILCOX.	V.E.	F		LADIES HOSPITAL.	23 L.	"
CORBETT.		F		"	24 M.	"
FELDMANN.	N.	F		"	25 M.	"
NICHOLSON.	P.	F		"	26 M.	"
BATES		F		"	27 M.	"
STORIONE.	L.	F		"	28 M.	"
BREARLEY	L.	F		"	29 M.	"
CARLTON.	J.	F		NURSE.	30 M.	"
WILKINSON. MRS		F		"	31 M.	"
LEACH.		F		"	32 M.	"
HANSON.		F		"	33 M.	"
FISKE.		F		"	34 M.	"
NICHOLSON.	E.	F		"	35 M.	"
BOWEN.	M.	F		"	36 M.	"
BROOK.	M.	F		"	37 M.	"
PARKER.	I.	F		"	38 M.	"
MOLES	J.	F		"	39 M.	"
REYNOLDS.		F		"	40 M.	"
DIXKINGTON.		F		"	41 M.	"
WHARLEY. MRS		F		"	42 M.	"
GRANELLI.		F		"	43 M.	"
CRUISE.	K.M.	F		STAFF	44 L.	"
SUTCLIFFE.		F		"	45 M.	"
BARTON.	D.H.	F		"	46 L.	"
F.WHITFIELD.		F		"	47 M.	"
SUDEN.	D.	F		"	48 M.	"
CIRIFFIN.		F		"	49 M.	"
E. PROCTER.		F		"	50 M.	"

RECORD OF "CONTEX" FITTING TO RESPIRATORS.

CENTRE OR SCHOOL.

Surname.	Initials.	Sex M or F	Age.	Address.	Respirators. L. M. S. SC or BH	Date
CLIMPSON.	H.	F.		MAIDS.	1 L.	11-6-40.
CULLEN.	N.	F.		"	2 M.	"
CHADMAN.	H.	F.		"	3 M.	"
ROTHWELL.	A.	F.		"	4 M.	"
DUFFY.	M.	F.		"	5 L.	"
FAWCETT.	D.	F.		"	6 S.	"
MALCOAM.	E.	F.		"	7 L.	"
STOKES.	J.	F.		STAFF	8 M.	"
LOCKHART.	E.	F.		"	9 M.	"
WYNNE.	W.	F.		Doctor	10 M.	"

RECORD OF "CONTEX" FITTING TO RESPIRATORS.

CENTRE OR SCHOOL.

Surname.	Initials.	Sex M or F	Age.	Address.	Respirators. L. M. S. SC or BH	Date
TATE.	A.M.	F.		Nurses Home.	M.	11-6-40
FOSTER.	M.	F.		"	L.	"
CLARRARD.	E.C.	F.		"	M.	"
GRIFFITH.	J.	F.		"	L.	"
GENT.	E.	F.		"	M.	"
PERLING.	T.	F.		"	M.	"
BEAMER.	M.	F.		"	M.	"
CROZIER.	K.	F.		"	M.	"
HENNING.	E.	F.		"	M.	"
WATSON.	M.	F.		"	M.	"
EVISON.	E.	F.		"	M.	"
PERKINS.		F.		"	M.	"
PEART.	J.	F.		"	M.	"
WARD.	E.	F.		"	M.	"
REVILL.	N.	F.		"	L.	"
POPE.	MISS	F.		"	S.	"
McMANUS.	R.	F.		"	M.	"
DUNNE.	E.	F.		"	S.	"
DONALD.	E.	F.		"	L.	"
CAULFIELD.	N.	F.		"	L.	"
BROWN.	E.	M.		CIENTS EAST.	L.	"
DRANE.		M.		"	L.	"
ROBERTS.		M.		"	L.	"
SMITH.	B.	M.		"	L.	"
JACOB.	E.	M.		"	L.	"
MATHEWS.		M.		"	L.	"
STEPHENS.	E.	M.		"	M.	"
HOLLAND.		M.		"	L.	"
HAIGH.		M.		"	L.	"
McKAY.		M.		"	L.	"
TYLER.	C.	M.		"	L.	"
BATH.	H.	M.		"	L.	"
COLBY.		M.		"	L.	"
LUCAS.	H.	M.		"	L.	"
JESDER.		M.		"	M.	"
HOLMES.	F.	M.		"	L.	"
HUDSON.	E.	M.		ATT.	L.	"
JAKEMAN.	O.	M.		"	L.	"
JACKSON.	T.	M.		"	L.	"
TURNER.	O.	M.		"	L.	"
ERION.	E.	F.		STAFF	M.	"
VOICE.	E.	F.		Nurses Home.	M.	"
METCALFE.	H.	M.		STAFF.	L.	"
METCALFE.	V.I.	F.		"	M.	"
DAWSON.	E.	M.		"	M.	"
HODWOOD.	T.	M.		"	L.	"
HODWOOD.	L.	F.		"	M.	"
BURROUGHS.	M.	F.		"	M.	"
LUND.	E.	F.		"	M.	"
KRAUPL.	F.	M.		" (Refugee)	L.	"

RECORD OF "CONTEX" FITTING TO RESPIRATORS.

(3)

CENTRE OR SCHOOL.

Surname.	Initials.	Sex M or F	Age.	C. Hospital Address.	Respirators. L. M. S. SC or BH	Date
1 FIRTH.	J.R.	M.		CIRATE HOSPITAL.	L.	JUN 11. 1940.
2 ROWNTREE.		M.			L.	-
3 JENNINGS.		M.			L.	-
4 WOOD.	J.R.	M.			L.	-
5 BURN.	H.	M.			M.	-
6 STAMFORD.		M.			M.	-
7 BOTTOMLEY.	S.D.W.	M.			M.	-
8 POWLEY.		M.			M.	-
9 CASWELL.	H.	M.			M.	-
10 TETR.	J.P.	M.		(14)	L.	-
11 FOX.	D.P.	M.			L.	-
12 DORRITT.		M.			L.	-
13 CHAPMAN.	F.R.	M.			M.	-
14 LEW.	S.M.	M.			L.	-
15 GIBSON.	A.M.	M.			L.	-
16 SPARES.				C. Hospital	M.	-
17 SPARES.					L.	-
18 TANGY.		M.		WEST. END.	L.	-
19 SMITH.	A.	M.			L.	-
20 DODGSON.		M.			M.	-
21 GILLET.		M.			L.	-
22 COOMES.	L.	M.			M.	-
23 CERRARD.		M.			L.	-
24 JOHNSTON.		M.			L.	-
25 PYRAH.	R.S.	M.		(14)	L.	-
26 COMSON.		M.			L.	-
27 THOMPSON.	D.	M.			L.	-
28 A.J.J.		M.			L.	-
29 TIENON.		M.			L.	-
30 HARLAND.	H.	M.			L.	-
31 PARKER.	R.	M.			L.	-
32 FULLERTON.		F.		6 th GALLERY.	S.	-
33 HENRY.		F.			M.	-
34 MCCARDIE.	M.	F.			M.	-
35 LINNEY.		F.			M.	-
36 SNEYD.		F.			S.	-
37 HOGGATE.		F.			S.	-
38 WALKER.		F.			M.	-
39 SMITH.	A.	F.			M.	-
40 MORGAN.		F.		(14)	M.	-
41 MOFFETT.	P.	F.			M.	-
42 KELLY.	E.	F.		MAID.	L.	-
43 WILKIE.		F.			M.	-
44 LEICESTER.		F.			M.	-
45 PICKARD.		F.			M.	-
46 BECKETT.		F.			M.	-
47 COATES.		F.			M.	-
48 BURTT.		F.			M.	-
49 HUTCHINSON.		F.			M.	-
50 CRAVEN.		F.			M.	-
51 JERSON.		F.		(51)	L.	-

RECORD OF "CONTEX" FITTING TO RESPIRATORS.

(4)

CENTRE OR SCHOOL.

Surname.	Initials.	Sex M or F	Age.	Address.	Respirators. L. M. S. SC or BH	Date
WARREN	C.	F.		MATRON.	1	
CROSS.				ASS. MATRON.	2	
LAW.		F.		68 GALLERY.	3	
NEEDHAM.		F.		"	4	
THOMPSON.	J.	F.		NURSE.	5	
POWYS		F.		"	6	
CUNNINGTON	T.H.	F.		"	7	
COLBURN.		F.		"	8	
STUBBS		F.		"	9	
HUDSON.	E.B.	F.		"	10	
DODGSHUN.		F.		"	11	
CHAMBERS.		F.		"	12	
KIMMINGS.		F.		"	13	
VEOMANS.		F.		"	14	
LURY.		F.		"	15	
DIXON		F.		"	16	
BATHO.		F.		"	17	
BURDEN.		F.		"	18	
NELSON.		F.		"	19	
BROCKMAN.		F.		48 GALLERY.	20	
BRAITHWAITE		F.		"	21	
AFFLECK.	D.	F.		"	22	
FRY.	R.	F.		"	23	
SMITH.	N.	F.		"	24	
REEVES.	M.	F.		STAFF.	25	
BECK.	E.	F.		"	26	
ROSE.		F.		"	27	
SPENCER.		F.		"	28	
BINNS.		F.		"	29	
SEALY.		F.		"	30	
BENNETT.		F.		"	31	
ELLISON.	N.	F.		"	32	
BLENKINSOPP.		F.		"	33	
SYKES.		F.		"	34	
CUNDELL.		F.		"	35	
STEELE.		F.		"	36	
CROSS. MR.		F.		"	37	
ARROWSMITH.	M.	F.		"	38	
DESATUR.		F.		"	39	
HOULDING.	L.	F.		"	40	
WELLS.		F.		"	41	
HOLMES.		F.		"	42	
PARTRIDGE.		F.		"	43	
MAFIE.	T	F.		"	44	
CLEBDELL.		F.		"	45	
BARRITT.		F.		"	46	
WOOD.		F.		"	47	
X JOHNSON.	A	F.		STAFF.	48	
					49	
					50.	

(48)

RECORD OF "CONTEX" FITTING TO RESPIRATORS.

CENTRE OR SCHOOL.

Surname.	Initials.	Sex M or F	Age.	Address.	Respirators. L. M. S. SC or BH	Date
ROHKORST.		F	F.	EAST. VILLA.	1 M.	11-6-40
MASSHEDER.	J.	F.		"	2 L.	
CALLAGHER.	M.	F.		"	3 L.	
WOOD.		F.		"	4 L.	
BERRY	MRS	F		EAST CENTRE	5 M.	
ANNIS	F.	F.		NURSES HOME	6 L.	12-6-40
DAVIES.	W.E.	M.		MALE NURSE.	7 M.	"
TALLERT.	E.	F.		Refugee.	8 M.	"
CHATTERTON.	J.B.	M.		Male nurse.	9 L.	"
BREWER.		M.		"	10 L.	"
SPILSBURY.		M.		Male Hospital.	11 S.E.	"
ROYLE.	H.	F.		maid.	12 M.	"
GIFT.	J.	F.		"	13 M.	"
PAILEY.	H.	F.		"	14 M.	"
BURGESS	A.F.	M.		SECRETARY	15 L.	"
BURGESS	E.	F.		"	16 M.	"
KEIVER.	A.	F.		Refugee.	17 M.	"
CLIFFORD.	A.M.	F.		STAFF	18 M.	"
POOL.	A.	M.		Doctor.	19 L.	"
POOL	E.	F.		" wife	20 M.	"
WILLIAMS.	M.	F.		" maid.	21 M.	"
SPOFFORTH.	L.	M.		STAFF.	22 L.	13-6-40
HODGSON.	P.	M.		"	23 L.	"
HODGSON.	D.	F.		"	24 L.	"

RECORD OF "CONTEX" FITTING TO RESPIRATORS.

CENTRE OR SCHOOL.

Surname.	Initials.	Sex M or F	Age.	Address.	Respirators. L. M. S. SC or BH	Date
PEDDER.	N	F.		EAST. CENTRE.	M.	11-6-40
HAY.	K.	F.		"	M.	"
COOMBS	O.	F.		"	L.	"
BLACKBURN.	A.M.	F.		"	M.	"
MICHELL.	M	F.		"	M.	"
COOMBS.	C	F.		"	M.	"
N. BARNES	N.E.	F.		WEST. CENTRE.	M.	"
RUDJ.		F.		"	M.	"
CARMON.		F.		"	M.	"
COBHAM.		F.		"	M.	"
NORTH.	L.	F.		"	M.	"
MIDDLEY.	A	F.		"	M.	"
CLARK.	I	F.		"	L.	"
LUMLEY.	M.	F.		"	M.	"
MCINNES.		F.		"	L.	"
WEDGEWOOD.		F.		"	L.	"
MCROSSAN.		F.		"	M.	"
ARMITAGE.		F.		"	L.	"
MALONE.	S.	F.		"	M.	"
FOLLOWS		F.		"	L.	"
SHARP.		F.		"	M.	"
HARMAN.		F.		"	M.	"
SOMERS.	B	F.		"	M.	"
JOPLING.		F.		4th GALLERY.	M.	"
HAY.		F.		E. CENTRE.	M.	"
BRADLEY.		F.		4th Gal.	M.	"
BRADDOCK.		F.		"	M.	"
GODFREY.		F.		"	M.	"
CRIVEN.	H.	F.		"	M.	"
WRIGHT.	T.	M.		HOSTEL.	M.	"
HILLYER.	C.	M.		"	M.	"
SHAW.	S.B.	F.		Nurse Home.	L.	12-6-40
THOMPSON.	M.	F.		"	M.	"
MCNULTY.	B.	F.		"	M.	"
MILWARD.	I.	F.		"	M.	"
UNDERWOOD.	Z.	F.		"	M.	"
ROBINSON.	M.L.	F.		"	M.	"
HARDY.	M.	F.		"	M.	"
CUNDALL.	H.L.	F.		"	M.	"
TADLIN.	N.M.	F.		"	M.	"
BARTIN.	D.	F.		"	M.	"
WOOD.	M.C.	F.		"	M.	"
TEMPLE.	M.N.	F.		"	M.	"
HARRISON.	J.H.	F.		"	M.	"
URSELL.	M.	F.		"	M.	"
WEST.	H.	F.		"	M.	"
BARRETT.	B.S.	F.		"	M.	"
ROULAND.	S.	F.		"	M.	"
IRELAND.	F.	F.		"	M.	"
LEWIS.	Y.	F.		"	M.	"

CENTRE OR SCHOOL.

[illegible]

16

1

TELEPHONE NOS.

4630 AND 4639.

City of York



10/22/RG. 32, PARLIAMENT STREET,

YORK.

25th June 1940.

COUNC. W. BUNCH.

CHIEF AIR RAID WARDEN

The Matron,
The Retreat,
Heslington Road,
York.

Dear Madam,

"Contex" Filters for respirators.

I do not appear to have received a list of patients and members of your staff who have had "Contex" attachments fitted to their respirators, and I shall be glad therefore if you will kindly let me have same per return in order to complete my records.

Yours faithfully,

Wm. Bunch
Chief Warden. Rgy.

22. PARLIAMENT STREET

YORK

COLLIER W. B. 1897
C. W. B. 1897

17th May, 1940.

Dear Sir,

Testing of Air Raid Warning Sirens.

I am in receipt of your letter of the 16th inst., in which you inform me that until further notice no monthly tests of sirens will be carried out.

Yours faithfully,

H. H. Herman, Esq.,
Chief Constable,
Law Courts,
York.

1918-1919

Page 10

Location of all holes

I am in possession of

the following

which are

shown



These

1918-1919

1918-1919

1918-1919

1918-1919

All communications to be addressed
to the Chief Constable.

TELEPHONE NOS.:

POLICE 2222, 4888 & 4889 YORK.

FIRE BRIGADE. 2212 YORK.



HARRY H. HERMAN, O.B.E.

CHIEF CONSTABLE AND
CHIEF OFFICER FIRE BRIGADE.

June Finance

CHIEF CONSTABLE'S OFFICE,

LAW COURTS, YORK.

OUR REF.

YOUR REF.

16th May 1940.

Dear Sir,

Testing of Air Raid Warning Sirens.

With reference to my letter dated the 26th January last, I beg to inform you it is now considered, in the present circumstances, that the monthly tests of Sirens should be cancelled, and that no further tests should therefore be made until further notice.

Kindly acknowledge receipt of this letter.

Yours faithfully,

Harry H. Herman.

CHIEF CONSTABLE.

The Secretary
The Retreat
York.

CHIEF CLERK'S OFFICE
NEW YORK COUNTY COURT

18th May 1940.

Dear Sir,

Testing of my letter to the 18th

With reference to my letter dated the 18th
January last, I beg to inform you that I have considered, in the
present circumstances, that the testing of my letter should
be cancelled, and that no further action should therefore be
made until further notice.

Kindly acknowledge receipt of this letter.

Yours faithfully,

CHIEF CLERK

MINISTRY OF PENSIONS.

Injuries and Deaths Resulting from Air Raids or other Warlike Operations.

Temporary Cash Allowances and Pensions.

General.—The Government has made provision for grants in respect of physical injury which is the direct result of warlike operations to civilians who are members of recognised civil defence organisations on duty at the time of injury, and to other civilians who normally are substantially dependent for their livelihood on their earnings; or to their immediate dependants if the injury causes death.

Grants in respect of injury will be (1) a temporary injury allowance if the injury causes incapacity for work for a period of not less than seven consecutive days; and (2) at a later stage, a pension (with family allowances) if the injury ultimately results in serious and prolonged disablement. In cases of death pension and children's allowances may be paid to the person's widow, or, if there is no widow or child, pension may in certain circumstances be paid to parents who are in need if they were actually dependent upon the deceased person immediately before his death.

How to apply for Injury Allowance.—This allowance will be administered by the Unemployment Assistance Board as agents of the Minister of Pensions, and, if the physical injury causes incapacity for work, and the injured person desires to claim the temporary injury allowance, application should be made at the nearest office of the *Unemployment Assistance Board* on a form which may be obtained there. The address of this office can be obtained at any post office or Employment Exchange. The application should be accompanied by a special medical certificate of incapacity for work and the fact that it is due to war injury, from the hospital or doctor treating the injured person. A civilian member of a civil defence organisation who is injured while on duty should also furnish a certificate of his membership and a report on the injury from a responsible officer of the organisation.

Injury Pension.—If the injury is found after a reasonable period to cause serious and prolonged disablement the grant of a pension will be considered. Any application on this subject should be made to the nearest office of the *Ministry of Pensions*. • (The address of this office may be obtained from the Unemployment Assistance Board's office or from the local post office.)

How to apply for Widows' or Dependants' Pensions.—If the injury causes death, the widow or other immediate dependant should apply to the nearest office of the *Ministry of Pensions* for a form of claim. If the widow or dependant is in immediate need, application should be made to the nearest office of the Unemployment Assistance Board for assistance under the Government's scheme for the Prevention and Relief of Distress. It should be noted that Contributory Act Pensions are not payable in respect of deaths from War Operations.

Time-Limit for Applications for Allowance or Pension.—Applications on the forms provided for the purpose should be made within three months from the date on which the injury was sustained, or (if the injury necessitated immediate treatment in hospital) within three months from the date of discharge from hospital, or, if the injury caused death, within three months from the date on which the death occurred.

All communications to be addressed
to the Chief Constable.

TELEPHONE NOS.:

POLICE 4888, 4889 & 2222 YORK.

FIRE BRIGADE. 5222 YORK.



HARRY H. HERMAN. O.B.E.

CHIEF CONSTABLE AND
CHIEF OFFICER FIRE BRIGADE.

CHIEF CONSTABLE'S OFFICE.

LAW COURTS, YORK.

OUR REF.

HHH/EF.

YOUR REF.

8th January, 1940.

Dear Sir,

I beg to inform you a Public Air Raid Warning Siren Test will be made in this City at 11am on Thursday, 11th instant. The signals will be "Raiders passed", "Action" warning, and "Raiders passed" each of two minutes duration, with an interval of one minute between signals. If you should have a Warning Siren installed outside you may care to take this opportunity of testing it at this time.

Yours faithfully,

CHIEF CONSTABLE.

The Secretary,
The Retreat,
Heslington Rd,
York.

CHIEF CONSTABLE'S OFFICE
LAW COURTS YORK

5th January, 1960.

HENRY
Your Son

THE HONOURABLE
THE CHIEF JUSTICE

THE HONOURABLE
THE CHIEF JUSTICE



HENRY N. HERMAN O.B.E.
CHIEF CONSTABLE AND
CHIEF OFFICER POLICE BRIGADE

DEAR SIR,

I beg to inform you a Public Air Race Meeting
will be held in this City at 11.00 on Thursday
the 14th Jan. The race will be held on the
"Action" circuit, and "Action" circuit each of two minutes
duration, with an interval of one minute between races.
If you should have a vehicle which is suitable for the
race, please take this opportunity of testing it at this
time.

Yours faithfully,

CHIEF CONSTABLE

The Hon. Mr. Justice
The Hon. Mr. Justice
The Hon. Mr. Justice

TELEPHONE:
NO. 3014 (2 LINES).

PLEASE ADDRESS ALL
COMMUNICATIONS TO
J. R. MACKRILL,
THE SECRETARY.

YORK COUNTY HOSPITAL.

CHAIRMAN: LT.-COLONEL W. L. KIRBY D.S.O., J.P.

JRM/JS

18th November, 1939

Burgess

Dear Mr. Burgess,

At the Committee meeting, held yesterday, I mentioned your kind offer in putting the house belonging to The Retreat at the disposal of the Hospital for the accommodation of patients.

The Committee asked me to express their grateful thanks for this kindness. They regret, however, that they are unable to take advantage of it in view of the additional accommodation which has been obtained for patients in Bootham School.

Yours faithfully,

J. R. Mackrill
Secretary.

A.F. Burgess, Esq.,
The Retreat,
Heslington Road,
York.

YORK COUNTY HOSPITAL

1000 WEST 10TH AVENUE, DENVER, COLORADO

THE HOSPITAL
1000 WEST 10TH AVENUE
DENVER, COLORADO
1911

1911

LIGHTS RESTRICTION ORDER

Complaints are increasing with regard to lights being visible during the official blackout hours. It may not be ^{generally} known that members of the Artizan and Garden Staff have voluntarily formed themselves into a patrol and some are on duty for many hours every night.

From now on each person in accupation of a room and every person responsible for a ward or other department, either in the Hospital, Nurses' Home or Male Nurses' Hostel, must see that all lights are obscured during the official blackout hours. No window should be open when a light is on. When curtains are drawn and lights put on the occupant of the room or person responsible for the department should go outside and see that no light is visible.

This regulation is a most important one and if it is disregarded there will be no alternative but to remove the electric light bulbs.

During a period between 10.30 and 11 p.m. no fewer than 27 lights were showing on a recent occasion.

Members of the staff are reminded that early morning is just as important as late evening.

Secretary

LIGHTS REGULATION ORDER

Complaints are increasing with regard to lights being visible during the official blackout hours. It may not be known that members of the Artist and Gardener Staff have voluntarily formed themselves into a patrol and come on duty for many hours every night.

From now on each person in occupation of a room and every person responsible for a ward or other department, either in the Hospital, Nurses' Home or Kala Hospital, must see that all lights are obscured during the official blackout hours. No window should be open when a light is on. When curtains are drawn and blinds are on the occasion of the room or person responsible for the department should go outside and see that no light is visible.

This regulation is a most important one and if it is disregarded there will be no alternative but to remove the electric light bulbs.

During a period between 10.30 and 11 p.m. no fewer than 25 lights were shown on a recent occasion.

Members of the staff are reminded that early morning is just as important as late evening.

12/4
11
10
9
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AIR RAID PRECAUTIONS

SISTERS

WARD

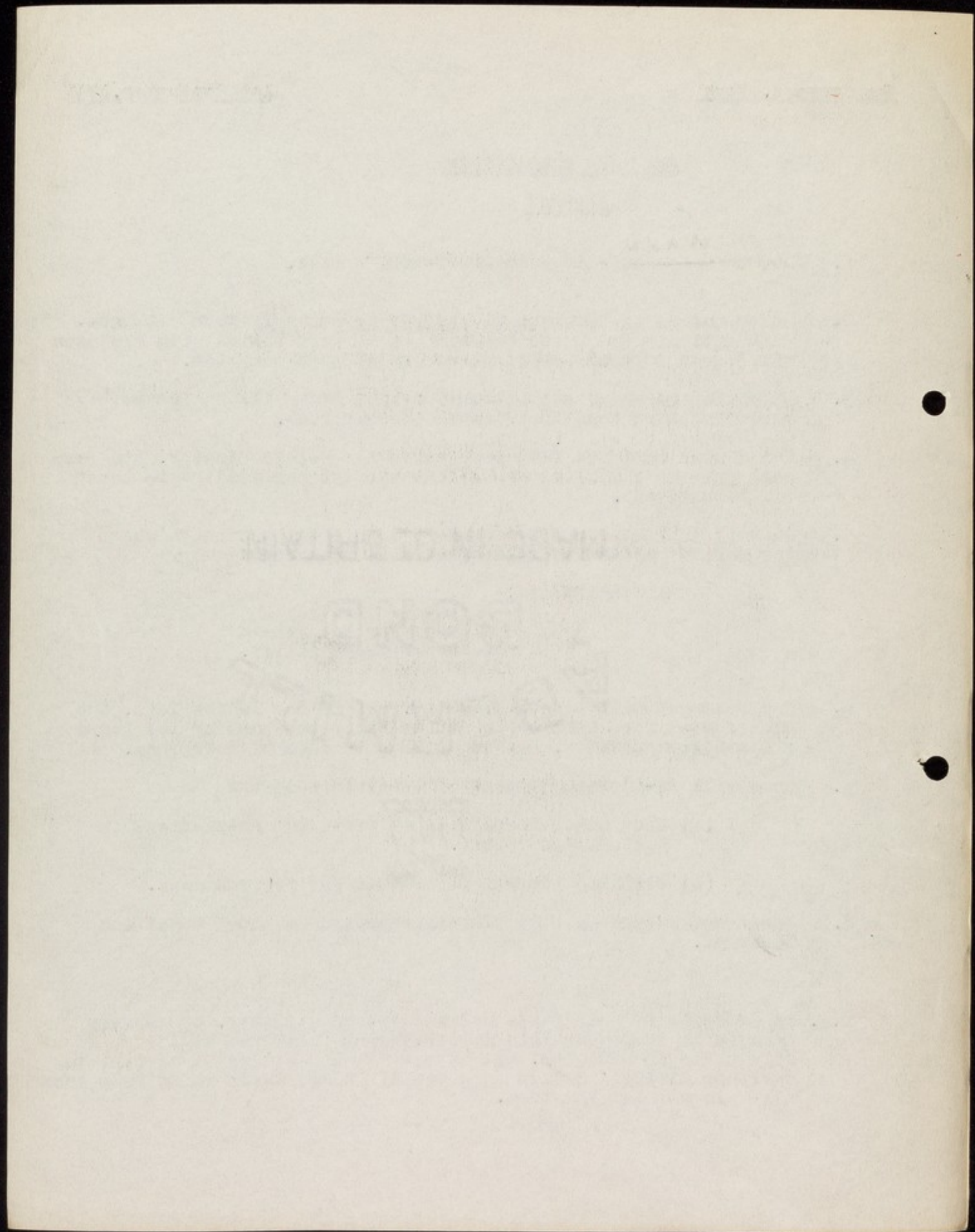
1. Get to ~~basement~~ - if possible before nurses.
2. Order nurses to basement as quickly as possible with patients. Such patients as cannot be moved to be left behind with skeleton staff, who must be different nurses on each occasion.
3. They will be shown the basement accommodation for the respective wards and must lead their flock to that room.
4. The Sister must see that each nurse has her respirator, and for each patient a respirator and one blanket per patient is taken to the basement.
5. Sisters will be conducted round the basement and shown where the various necessary accommodation is placarded:-

There are:-

First-aid Station
Kitchen for hot drinks
Lavatory accommodation.

6. The basement will be well lighted, but if the lights fail, the Sister must have told off a Senior Nurse to stand by the lamps and candles provided, and light them in case of emergency.
7. They will co-operate as much as possible with the
 - (a) Occupation Therapists in providing distractions for patients and staff.
 - (b) With the Kitchen Department for refreshments.
8. Assistant Matron will be patroller around Hospital Wards and basement.

N.B. In the case of Male Wards not possessing a Sister, the Charge Male Nurse is responsible for informing fully the senior resident male nurse in his ward, and as many of the others as he can, to carry on Sisters' duties as above if Charge Nurse is at home when Air-raid warning is given.



AIR RAID PRECAUTIONS

SISTERS

WARD

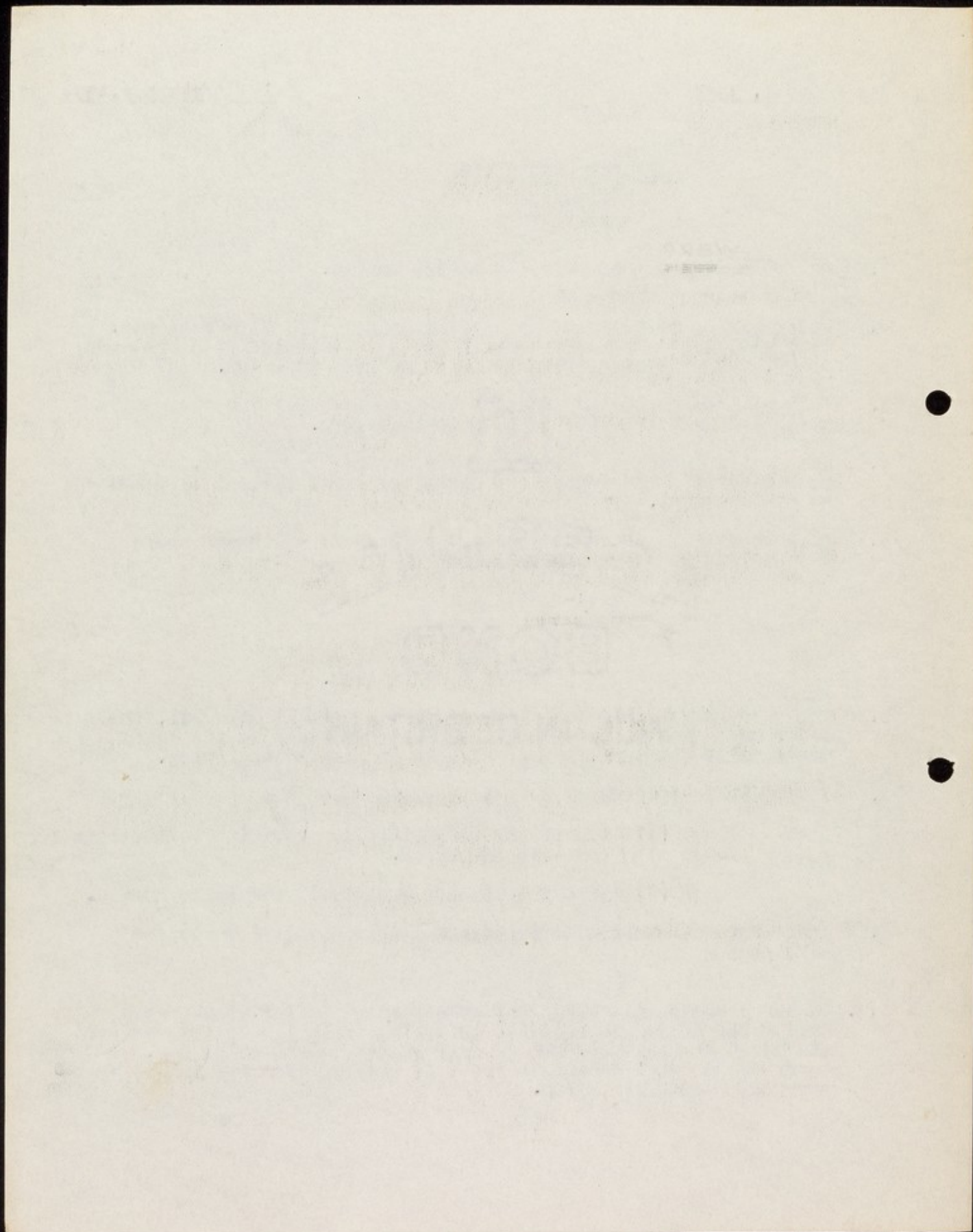
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8. Assistant Matron will be patroller around Hospital Wards and basement

N.B. In the case of Male Wards not possessing a Sister, the Charge Male Nurse is responsible for informing fully the senior resident male nurse in his ward, and as many of the others as he can, to carry on Sisters' duties as above if Charge Nurse is at home when Air-raid warning is given.



AIR RAID PRECAUTIONS

SISTERS

WARD

1. Get to Basement - if possible before nurses.
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1. The first...

2. The second...

3. The third...

4. The fourth...

5. The fifth...

6. The sixth...

7. The seventh...

8. The eighth...

9. The ninth...

10. The tenth...

11. The eleventh...

12. The twelfth...

13. The thirteenth...

14. The fourteenth...

15. The fifteenth...

16. The sixteenth...

17. The seventeenth...

AIR RAID PRECAUTIONS

SISTERS

- WARD
1. Get to ~~Basement~~ - if possible before nurses.
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Kitchen for hot drinks
Lavatory accommodation.

6. The basement will be well lighted, but if the lights fail, the Sister must have told off a Senior Nurse to stand by the lamps and candles provided, and light them in case of emergency.
7. They will co-operate as much as possible with the
 - (a) Occupation Therapists in providing distractions for patients and staff.
 - (b) With the Kitchen Department for refreshments.
8. Assistant Matron will be patroller around Hospital Wards and basement.

N.B. In the case of Male Wards not possessing a Sister, the Charge Male Nurse is responsible for informing fully the senior resident male nurse in his ward, and as many of the others as he can, to carry on Sisters' duties as above if Charge Nurse is at home when Air-raid warning is given.

8 /
A.R.P. NOTICE.

Friday September 1st 1939.

For several months past owing to the critical political situation full A.R.P. plans have been drawn up by the Retreat Authorities. Hitherto it was felt ~~undesirable~~ undesirable to broadcast these plans owing to certain ill-effects and worries they would create in the minds of patients and others.

The situation has now become so serious however that it is necessary for the staff to be told what to do and as these are very simple.

instructions
1) Keep calm - there is no need for rushing about as it will only upset other people and cause panic which invariably causes more damage than the emergency itself.

incident
2) The basement in the Retreat buildings itself has been fully prepared and is exceedingly strong so this will be used as the refuge place in the event of an air-raid warning. On an air raid warning being given therefore all staff immediately will go to the Retreat to the wards in which they normally work. Once there they will be ordered by the Sister to go down to the basement with such patients as are also going. The basement is carefully marked and each ward has been allotted a room down there. The only exception to this is in the case of the Nursing Home maids who will go down to the nursing home basement with Miss Pope and one senior sister who will be notified later.

nurse
3) With regard to lighting it is possible that the blackout decree will operate from today. If so the Retreat is being dealt with by the authorities and the Nurses' Home for ~~tonight only~~ *tonight* will have a temporary blackout by the removal of the light bulbs after ~~a certain time~~ *dark*. Within the next 24 or 36 hours each nurse and maid will be given a length of curtain to make a pair of curtains for her own room.

material

