

Annual report and statement of accounts : 1947 / Waltham Abbey War Memorial Cottage Hospital.

Contributors

Waltham Abbey War Memorial Cottage Hospital.

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Waltham Abbey
War Memorial
Hospital

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TWENTY-SIXTH
ANNUAL REPORT
and
STATEMENT OF ACCOUNTS
for the year ending December, 1947

Printed at the "Weekly Telegraph" Office, Highbridge Street, Waltham Abbey

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WALTHAM ABBEY WAR MEMORIAL HOSPITAL

Sunnydene,
74, Honey Lane,
Waltham Abbey.

3rd April, 1948.

The Twenty-sixth ANNUAL GENERAL MEETING will be held at The Waltham Abbey War Memorial Hospital, on TUESDAY, APRIL 13th, 1948, at 6.30 p.m.

The Revd. A. V. G. Cleall, R. D. (Chairman of the Board), will preside.

You are cordially invited to attend.

AGENDA.

1. Minutes of the last Annual Meeting.
2. To receive the Annual Report for 1947.
3. To receive Balance Sheet for 1947.
4. To elect President and Vice-Presidents.
5. To elect Hon. Treasurer and Hon. Secretary.
6. To elect four Members of the Board.
7. To appoint Hon. Auditors.
8. Any other business.

W. H. GAYLER,
Hon. Secretary.

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W. H. GAYLER,
Hon. Secretary.

Waltham Abbey War Memorial Hospital

Telephone: Waltham Cross 2339

President:

THE LADY GWENDOLINE COLVIN, C.B.E.

Vice-Presidents:

LADY BUXTON. MRS. M. BRENTON. MR. G. GRAY. MR. G. TUCK.

Trustees:

LT.-COL. GUY EDWARDS, D.S.O., M.C.

MR. W. EDMONDSON. MR. G. GRAY.

Hospital Board:

Rev. A. V. G. CLEALL, R.D. (Chair-	Miss M. BOLTON.
Mr. W. EDMONDSON. [man).	Mrs. BRENTON.
Mr. G. GRAY.	Mrs. COURTNEY (Vice-Chairman).
Mr. A. KNOWLER.	Mrs. E. W. DAVIES.
Mr. H. L. PEDERSEN.	Mrs. G. TUCK.
Mr. G. P. WALKER.	Mrs. WALSHAM.
MEDICAL OFFICERS, HON. TREASURER, and HON. SECRETARY.	

House Committee:

Miss M. BOLTON.	Mr. G. GRAY.
Mrs. COURTNEY (Chairman).	Mr. A. KNOWLER.
Mrs. G. TUCK.	OFFICERS (<i>Ex-officio</i> Members).
Mrs. WALSHAM.	MEDICAL OFFICERS.

Finance Committee:

Mrs. BRENTON.	Mr. W. EDMONDSON.
MRS. COURTNEY.	Mr. G. GRAY (Chairman).
Mrs. E. W. DAVIES.	Mr. H. L. PEDERSEN.
Mr. G. P. WALKER.	OFFICERS (<i>Ex-officio</i> Members).

Medical Staff:

Dr. J. W. GREEN, Dr. EDITH SIDDALL and Dr. R. P. PARKINSON.

Honorary Chaplain: REV. A. V. G. CLEALL, R.D.

Hon. Consulting Surgeons and Physicians:

Mr. W. E. TANNER, M.B., M.S., F.R.C.S. Eng.
Mr. W. IBBOTSON, F.R.C.S., M.R.C.S., L.R.C.P.
Mr. ALEXANDER GALLETTY, F.R.C.S.
Dr. LEWIS R. YEALLAND, M.D. Canada, M.R.C.P. Lond.
Dr. BERTRAM H. JONES.
Mr. GUY BLACKBURN, M.Chir. Dr. J. LITTLEJOHN

Hon. Anæsthetist: Dr. H. WOODFIELD DAVIES.

Hon. Dental Surgeons:

Mr. G. H. DOUGLAS. Mr. D. J. GRAY, L.D.S., R.C.S. Eng.

Matron: Miss D. LOCKWOOD, S.R.N., S.C.M.

Sister: Miss E. N. HELYER, S.R.N.

Nurses: Miss E. M. COOK, Miss L. SHAYLER, Miss C. COLEMAN.

Hon. Auditors:

Mr. E. J. CARTER, F.C.I.S., and Mr. F. H. DAVIES.

Hon. Treasurer:

Mr. C. PORTER,
Bank House,
Highbridge Street,
Waltham Abbey.

Hon. Secretary:

Mr. W. H. GAYLER,
"Sunnydene," 74, Honey Lane,
Waltham Abbey.
'Phone: Waltham Cross 3006.

ANNUAL REPORT

The Hospital Board has pleasure in presenting the Twenty-sixth Annual Report and Statement of Accounts for the year ending 31st December, 1947. As will be seen in detail, under the statistical tables, the work carried out during the year reveals the service the Hospital has rendered to the public.

The number of patients admitted was 231 (of these 66 were men, 90 women, and 75 children). Out-patients were 1,037, entailing 4,037 attendances, a considerable increase on the previous year. Of the cases treated, 102 were medical, 106 surgical, and 15 accidents. Operations carried out by the Honorary Visiting Surgeons were 96. The number of patients X-rayed were 213.

The Board desires to pay tribute to the Honorary Consulting, Medical, and Dental Staff, for their loyal service and co-operation rendered during the year.

To the Matron, Nursing and Domestic Staff it is desired to express sincere appreciation and gratitude for their devoted and efficient service under most difficult conditions. The shortage of Nursing Staff, in common with other Hospitals, has proved a difficult problem, and entailed much self-sacrifice by the staff in the interest of the patients. The valued assistance rendered by the Essex 16 B.R.C.S. Women's Detachment, particularly Mrs. Puddephatt and Mrs. Embleton, and Essex 7 Men's Detachment, is much appreciated.

The Board wish to record their gratitude to all subscribers and donors, and all those who have assisted in any way in maintaining the work of the Hospital. To those who have given gifts in kind, which have been most acceptable, warm thanks are accorded.

The Organiser and Voluntary Collectors for the Hospital Contributory Scheme have again given invaluable service, and are warmly thanked for their efforts.

The Linen Guild, organised by Miss Bolton and Mrs. Wignall, are thanked for their efforts, which are much appreciated.

A most successful Garden Fête, opened by the Hon. Richard Lyttelton, was held in the grounds of Joyce House, by the kindness of Mr. and Mrs. G. Gray, and the Board's warmest thanks are accorded to them and to Mrs. Trudgett, the Hon. Secretary, and Mrs. Courtney, the Chairman of the Committee of willing helpers, who assisted in making the Fête such a great success in raising £380 for the Extension Fund.

The sum of £91 16s. 9d. was gratefully received as the result of the Hospital Ball, and all concerned are thanked for their support, particularly Nurse Cook and Mr. W. H. Gayler, the organisers.

Grants of £10 were received from the Alexandra Rose Day Collection and the League of Mercy.

The Services held in the Wards each Sunday morning by the local Clergy and Ministers have been greatly appreciated by the patients.

The official annual visit of inspection of the Hospital by the representatives appointed by the King Edward's Hospital Fund for London was made by Dr. G. E. S. Ward, M.D., F.R.C.P., and the Hon. R. Vivian Smith, and they expressed their satisfaction after having made a thorough inspection.

The Board is most grateful to the Distribution Committee of the Fund for their grant of £75 towards the Maintenance Fund of the Hospital.

The Executors of the late Mr. H. J. Bolton are sincerely thanked for the sum of £540 from the residue of the estate, and this donation was allocated to the Extension Fund.

The accounts for the year have been audited by Mr. E. J. Carter and Mr. F. H. Davies, to whom it is desired to express grateful thanks for their honorary services.

The retiring members of the Board are Miss Bolton, Mrs. Walsham, Mr. H. L. Pedersen, and Mr. G. P. Walker, who are eligible for re-election.

The Board is pleased to state that the extension of the Hospital has been completed. The official opening ceremony was performed by Colonel R. B. R. Colvin, D.S.O., Deputy Lieutenant for Essex, on January 10th, 1948. The additional accommodation comprises one ward to take eight to ten beds. The private ward is provided with bathroom, washbasin, telephone, etc. Six extra rooms are provided for the staff, with washbasins fitted in each bedroom, and bathroom attached. The cost of the building work totalled £5,719, including the £500 contributed to the Ministry of Health towards the cost of the First-aid Post, erected during the war and now converted into a ward.

The Hospital now has four wards, and these have been named after ancient personalities connected with the town of Waltham Holy Cross—King Harold, Queen Eleanor, Queen Elizabeth, and Hereward the Wake.

The equipment and furnishing of the wards, for which the Waltham Amateur Theatrical Society has contributed the initial cost, has yet to be completed, as considerable delay in deliveries of outstanding equipment makes it impossible to use the wards to their full capacity, and also, until the necessary additional nursing staff is obtained, a number of beds must of necessity be closed. When fully staffed, the complement of beds will be increased to 24 or 26.

As will be seen from the Financial Statement, the expenditure of the General Fund has exceeded income by a substantial amount, and there is a Bank overdraft of £689 11s. 5d. at the end of the year on the Building and Equipment Fund, and when the further expenses of equipment are met the deficit will be considerably increased, but it is hoped that a grant from the Ministry of Health will be forthcoming to help meet the overdraft at the Bank. All available securities which were invested have been realised, and, therefore, it is necessary to appeal for further financial support, and any donations will be most gratefully received.

In conclusion, the Board earnestly appeals for continued support to enable it, as far as possible, to bring the Hospital up to a high degree of efficiency whilst it remains a voluntary Hospital, so that, when the "appointed day" arrives for transferring the Hospital to the State control it will be fully equipped and efficient in every respect, and a worthy memorial to those brave men in whose memory the Hospital was originally erected as the Town's War Memorial.

STATISTICS FOR THE YEAR TO 31st DECEMBER, 1947,
Compared with those of the previous year.

I. IN-PATIENTS.

A. NUMBER OF BEDS AND IN-PATIENTS.

	1947	1946
1. BEDS.		
(a) Complement at 31st December	16	16
(b) Average daily complement during the year ..	16	16
(c) Average daily number closed during the year owing to:—		
(1) Rebuilding or extension schemes ..	3	1.4
(2) Repairs, redecorations, cleaning, or infection ..	Nil	Nil
Other causes (war-damage repairs) ..	Nil	2.6
(d) Average daily number open during the year ..	13	12
(e) Average daily number occupied during the year	8.46	8.4
2. Number of In-patients in the Hospital at the beginning of the year	8	8
3. Number of In-patients admitted during the year ..	223	228
4. Number of In-patients in the Hospital at the end of the year	9	8
5. Average number days each Patient was resident (yearly total of daily counts, 3,089 days) ..	13.9	13.5
6. Number of Patients admitted and discharged during the year who were resident for:—		
(1) Only one day	6	6
(2) Two and three days	8	7

Three beds were closed for the year owing to extension work.

B. ANNUAL EXPENDITURE ON IN-PATIENTS, APART FROM THAT ON OUT-PATIENTS; AVERAGE COST OF EACH IN-PATIENT PER WEEK; AND AVERAGE COST OF EACH IN-PATIENT.

	1947			Previous Year		
	Expenditure on In-patients (Pounds only)	Average cost of each In-patient per week	Average total cost of each In-patient	Average cost of each In-patient per week	Average total cost of each In-patient	
	£	£ s. d.	£ s. d.	£ s. d.	£ s. d.	
1. Provisions	496	1 2 6½	2 4 9½	1 1 7	2 1 2	
2. Surgery and Dispensary	306	13 10½	1 7 7	9 9	18 5	
3. Domestic	616	1 8 0	2 15 3½	15 0	1 8 7	
4. Salaries and Wages	2,231	5 1 5½	10 1 0	3 10 1	6 13 5	
5. Miscellaneous ..	85	3 10	7 8½	4 3	8 2	
6. Administration ..	114	5 2½	10 3½	4 3	8 2	
Statistical Cost	£3,848	£8 14 10½	£17 6 7½	£6 4 11	£11 17 11	
7. Renewals and Repairs	4	2½	4½	5	10	
8. Finance	19	10½	1 9	1 2	2 3	
Total Cost	£3,871	£8 15 11½	£17 8 9	£6 6 6	£12 1 0	

STATISTICS FOR THE YEAR TO 31st DECEMBER, 1947,

Compared with those of the previous year.

II. OUT-PATIENTS.

A. NUMBERS.

	1947	1946
1. Total number of new Out-patients	1,037	654
2. Total number of Out-patient attendances ..	4,037	2,650
(a) Number of Patients on books at beginning of year	Nil	4
(b) Number of Casualty Patients included in No. 1 above	742	380
(c) Number of Maternity Patients included in No. 1 above	Nil	Nil
(d) Number of attendances on Maternity Patients included in No. 2 above	Nil	Nil

B. ANNUAL EXPENDITURE ON OUT-PATIENTS AND AVERAGE COST OF EACH OUT-PATIENT ATTENDANCE AND OF EACH OUT-PATIENT.

	1947			Previous Year	
	Expenditure on Out-patients (Pounds only)	Average cost of each Out-patient Attendance	Average total cost of each Out-patient	Average cost of each Out-patient Attendance	Average total cost of each Out-patient
	£	Pence	Pence	Pence	Pence
1. Provisions	17	1.01	3.93	1	4
2. Surgery and Dispensary	166	9.87	38.42	12½	49½
3. Domestic	145	8.62	33.55	11½	48
4. Salaries	173	10.28	40.04	9½	38½
5. Miscellaneous ..	18	1.07	4.16	1½	5½
6. Administration ..	19	1.13	4.39	1½	5½
Statistical Cost	£538	31.98	124.49	37½	150½
7. Renewals and Repairs	—	—	—	¼	1
8. Finance	—	—	—	—	—
Total Cost	£538	31.98	124.49	37½	151½

ENDOWMENT FUND.

List of Gifts to December, 1947.

					£	s.	d.
British Red Cross Society	179	14	7
Children's Cot Fund	100	0	0
Mr. and Mrs. A. J. Edwards	50	0	0
Mr. and Mrs. A. J. Edwards	50	0	0
Mr. and Mrs. A. J. Edwards	50	0	0
Mr. and Mrs. A. J. Edwards	100	0	0
Mr. and Mrs. A. J. Edwards	50	0	0
Miss M. B. Lee	400	0	0
Mr. Henry Oram	45	0	0
Sir Richard Colvin Memorial	435	9	0
Mr. James Henry Stephens Bequest	50	0	0
Mrs. A. Carew Bequest	10	0	0
Miss E. R. Chaplin Bequest	100	0	0
Mr. H. J. Bolton Memorial	25	6	0
St. Andrew St. John Winne, Legacy	5	0	0
Mr. H. J. Bolton Bequest	1,234	6	5

Invested in 3½ per cent. War Stock.

BUILDING AND EQUIPMENT FUND,

Receipts and Expenditure for year ending 31st December, 1947.

Income		£ s. d.		Expenditure	£ s. d.	
To Sale of Investments	3,413 1 5	By Bank Overdraft, brought forward	..	410 12 0
" War Damage Claim	945 0 0	" Walker and Sons	..	4,693 0 11
" Garden Fête	380 0 0	" Architect's Fees	..	294 0 0
" Hospital Ball	91 16 0	" Electrical Work and Fittings	..	231 18 11
" Donations	3 5 0	" Furnishing and Equipment	..	388 2 0
" Exors., H. J. Bolton	540 0 0	" Architect's Fees, War Damage Claim	..	45 0 0
" Bank Overdraft	689 11 5			
			<hr/>			<hr/>
			£6,062 13 10			£6,062 13 10

LINEN GUILD

As at 31st December, 1947.

Receipts		£ s. d.		Expenditure	£ s. d.	
To Subscriptions, 1947	22 0 0	By Purchase of Mattress Covers	..	2 10 9
				" Cash in hand	..	19 9 3
			<hr/>			<hr/>
			£22 0 0			£22 0 0

WALTHAM ABBEY WAR MEMORIAL HOSPITAL

For the Year to the

			INCOME.			£ s. d.			£ s. d.			£ s. d.		
ORDINARY.														
I. VOLUNTARY GIFTS:—														
1. Subscriptions, Donations, Etc.—														
Annual Subscriptions	82	8	0									
Donations	243	7	10									
Box Collections	67	6	2									
Other Voluntary Gifts—														
Church Collections	1	9	2									
Alexandra Day	10	0	0									
League of Mercy	20	0	0									
			<hr/>			424	11	2						
2. Central Funds—														
King Edward's Hospital Fund	75	0	0									
			<hr/>			75	0	0						
									499	11	2			
II. RECEIPTS ON ACCOUNT OF SERVICES RENDERED:—														
1. Contributions on Account of Services to Patients—														
(a) From Patients and their Societies—														
Patients	317	11	6									
Contributory Schemes—														
Hospital Saturday Fund	135	16	6									
Hospital Saving Association	547	15	0									
			<hr/>			1,001	3	0						
Hospital Scheme	236	8	9									
Less: Contributions to other Institutions														
			<hr/>			43	10	2						
						192	18	7						
(b) From Public Authorities—														
Essex County Council	12	0	0									
Emergency Hospital Scheme	17	17	0									
			<hr/>			29	17	0						
									1,223	18	7			
III. INVESTED PROPERTY:—														
Interest, Dividends, etc.			180	11	4						
						<hr/>			180			11	4	
Ordinary Income										£1,904	1	1
EXTRAORDINARY.														
Extraordinary Income										<hr/>		
Total Income										£1,904	1	1
Balance, being excess of Total Expenditure over Total Income for the year										2,507	3	7
												£4,411	4	8

INCOME AND EXPENDITURE ACCOUNT

31st December, 1947.

EXPENDITURE.		£	s.	d.	£	s.	d.
ORDINARY.							
I. PROVISIONS	513	16	5
II. SURGERY AND DISPENSARY							
1. Drugs, Chemicals, Disinfectants, etc.	286	17	3½
2. Dressings, Bandages, etc.	130	13	10
3. Instruments and Appliances	53	4	3
6. Sundries	1	0	0
					—	—	—
					471	15	4½
III. DOMESTIC.							
1. Renewals and Repair of Furniture, Bedding, Crockery, etc.	73	13	1
2. Laundry	186	10	8
3. Cleaning and Chandlery	16	16	2
4. Water	9	4	5
5. Fuel and Lighting	440	6	11
6. Uniforms	34	11	6
					—	—	—
					761	2	9
IV. SALARIES AND WAGES (MAINTENANCE).							
1. Medical	511	14	6
2. Nursing	1,056	14	0
3. Other Officers and Employees	835	9	10
					—	—	—
					2,403	18	4
V. MISCELLANEOUS.							
1. Printing, Stationery, Postages, Telephones, etc.	52	3	7½
2. Advertisements	26	12	6
3. Insurance of Buildings, Equipment, Stores, etc.	17	7	3
5. Sundries	7	5	7
					—	—	—
					103	8	11½
VI. ADMINISTRATION.							
1. Salaries	104	0	0
3. Printing, Stationery, Postages, Telephones, etc.	19	2	10
7. Sundries	9	17	10
					—	—	—
					133	0	8
VII. ESTABLISHMENT.							
Renewals and Repairs to Buildings and Plant					4	9	10
VIII. FINANCE.							
1. Interest	14	0	
4. Rates and Taxes	18	18	4
					—	—	—
					19	12	4
Ordinary Expenditure			£4,411	4	8
EXTRAORDINARY.							
Extraordinary Expenditure	..				—	—	—
Total Expenditure			£4,411	4	8
					—	—	—
					£4,411	4	8

WALTHAM ABBEY WAR MEMORIAL HOSPITAL BALANCE SHEET, **As at 31st December, 1947.**

LIABILITIES.		£	s.	d.	£	s.	d.
2. LOANS TO HOSPITAL:—							
Building and Equipment Fund (Bank Overdraft)		689	11	5	689	11	5
3. CAPITAL ACCOUNTS:—							
(a) Hospital Endowments		2,829	16	8	2,829	16	8
(b) Special Funds		—	—	—			
(c) Buildings and Equipment Funds:—							
Balance as per last Account (adjusted)		15,050	6	3			
Add: Profit on Sale of Investments		123	1	5			
Receipts during the year		1,015	1	0			
		£16,188	8	8			
Less: War Damage Claim not recovered		33	3	3			
		—	—	—	16,155	5	5
(d) General Fund:—							
Balance as per last Account		2,487	4	0			
Add: Profit on Sale of Investments		38	12	4			
		£2,525	16	4			
Less: Excess of Expenditure over Income		2,507	3	7			
		—	—	—	18	12	9
4. UNEXPENDED INCOME BALANCES OF SPECIAL FUNDS:—							
Linen Guild		19	9	3	19	9	3
		—	—	—	£19,712	15	6
					£19,712	15	6

ASSETS.		£	s.	d.	£	s.	d.
1. CASH AT BANK AND IN HAND ON ACCOUNT OF:—							
(a) Endowments		—	—	—			
(b) Special Fund: Linen Guild		19	9	3			
(c) Buildings and Equipment Funds		—	—	—			
(d) General Fund		18	12	9			
(e) Suspense Funds		—	—	—			
		—	—	—	38	2	0
5. INVESTMENTS:—							
(a) Hospital Endowments		2,829	16	8			
(b) Special Funds		—	—	—			
(c) Buildings and Equipment Funds		—	—	—			
(d) General Fund		—	—	—			
(e) Suspense Funds		—	—	—			
		—	—	—	2,829	16	8
6. LAND, BUILDINGS, AND EQUIPMENT OF THE HOSPITAL:—							
Expenditure to 31st December, 1946		11,192	15	0			
Expenditure during the year to 31st December, 1947		5,652	1	10			
		—	—	—	16,844	16	10
					£19,712	15	6
					£19,712	15	6

AUDITORS' CERTIFICATE.

We have audited the above Balance Sheet, dated 31st December, 1947, together with the Income and Expenditure Account for the year ended 31st December, 1947. We certify that to the best of our knowledge and belief the requirements of the Revised Uniform System of Hospital Accounts have been followed, and that such Balance Sheet is properly drawn up so as to exhibit a true and correct view of the affairs of the Hospital according to the best of our information, and the explanations given to us, and as shown by the books of the Hospital.

24th March, 1947.

Hon. Auditors: E. J. CARTER, F.C.I.S.,
F. H. DAVIES.

RULES

MANAGEMENT.

(1) The Waltham Abbey War Memorial Cottage Hospital shall be managed and controlled by a Hospital Board of 12 persons (6 men and 6 women), in addition to the President, Vice-Presidents, 3 Trustees, Medical Officers, Hon. Treasurer, and Hon. Secretary. A Chairman and Vice-Chairman shall be appointed.

(2) The Hospital Board (5 of which shall form a quorum) shall appoint all Committees, including a House Committee and a Finance Committee (3 to form a quorum). The President, Chairman and Vice-Chairman, Hon. Treasurer, and Hon. Secretary shall be ex-officio members of all Committees.

(3) The Hospital Board shall meet every month to receive reports from the House and Finance Committees.

(4) There shall be an Annual Meeting of Subscribers before the end of April, when the audited accounts of the Hospital shall be submitted. All officers and 4 members of the Board (2 men and 2 women) to retire annually, but shall be eligible for re-election. The new officers and new members of the Board to be elected at the Annual Meeting of subscribers, but vacancies which occur during the year to be filled up by the Hospital Board.

(5) Annual subscriptions to become due on the 1st January in each year.

(6) Persons afflicted with Alcoholism, Mania, Epilepsy, Infectious, Contagious, Tuberculosis, or Incurable Disease shall not be admitted, or, if admitted, shall not be detained, nor any woman in an advanced state of pregnancy.

(7) New rules or alterations to existing rules or nominations, with names of proposer and seconder, can be submitted at the Annual Meeting by giving written notice to the Hon. Secretary at least 14 days before the day of meeting.

SCALE OF FEES.

Scheme A.

Contributors will be eligible for in-patient treatment and maintenance free of charge after payment of at least three months' contributions.

Free X-ray treatment and free conveyance by ambulance for admission to hospital.

The charge for non-contributors is £3 3s. weekly and X-ray £1 1s.

Scheme B.

Contributors under this scheme will be charged £1 1s. weekly.

Free X-ray treatment and free conveyance by ambulance for admission to hospital.

Private Ward.

Subscribers will be charged £4 4s. weekly, non-subscribers £7 7s.

The House Committee shall have power to consider fees for necessitous cases.

HOUSE COMMITTEE.

(1) The House Committee shall consist of 6 members elected from the Hospital Board (3 of which shall form a quorum).

(2) The House Committee shall be responsible under the Hospital Board for the management of the Hospital, and shall perform such duties as the Hospital Board shall from time to time prescribe, and shall report all proceedings to the Board.

(3) The House Committee shall not incur any expenditure without the special authority of the Hospital Board, unless in case of emergency, when a sum not exceeding £5 may be spent.

(4) A case book shall be kept by the Matron, containing the name, age, occupation, nature of complaint, medical attendant, date of admission and discharge of patient.

(5) No food shall be introduced into the Hospital by visitors without the consent of the Matron or Sister in charge.

(6) Relatives and friends may visit children, and patients on the danger list, at the discretion of the Matron. Visiting days to be Wednesdays, 2 p.m. to 3.45 p.m., and Sundays, 2 p.m. to 3.45 p.m.

(7) Alterations may be made from time to time to these Rules by order of the Hospital Board.



