

Records of the Society of Town Clerks

**Reference:
STC**

Records of the Society of Town Clerks

STC

Records of the Society of Town Clerks

1948-1999

Records of the Society of Town Clerks comprising Executive Council minutes, 1964-1969; addresses, reports and other papers relating to annual meetings and conferences, 1962-1965; constitution and rules, 1949-1962; journal 1948-1958 (incomplete); correspondence and other papers relating to the winding up of the society, 1973-1974; card index of membership; and papers of the Society of Town Clerks Education and Research Trust comprising minutes, accounts, trust deeds and other material, 1975-1999

Administrative history: The Society of Town Clerks was set up to confer on all matters affecting municipal administration where the status, duties, responsibilities and interests of Town Clerks and Deputy Town Clerks were concerned. It was also concerned, for example, to promote its members' professional knowledge and training, to improve the conditions of its members, and to protect their interests with their employing authorities.

During the consultation period prior to local government reorganisation in 1974, there were some discussions about the amalgamation of clerks' societies between representatives of this society and the Society of County Clerks. However, after local government reorganisation in 1974, the Society of Town Clerks ceased to exist and a new society, the Society of Local Authority Chief Executives and Senior Managers (SOLACE) was created. This was established as the representative body for chief executives and senior managers of all UK local authorities and related organizations.

A trust fund was set up in 1974 with the remaining assets of the now defunct Society of Town Clerks and registered as a charitable trust under the name Society

Records of the Society of Town Clerks

of Town Clerks Education and Research Trust. The objects of the trust were "the advancement of public education, the conducting of research in local government including travel scholarships and grants for research, the publications of that research and lectures and literature for that purpose, and the award of scholarships, grants or maintenance allowances to recent graduates in law from any University in Great Britain to enable them to travel abroad to pursue their education". This charity was wound up and the balance of its assets were transferred to the Trustees of the SOLACE Foundation (a similar, ongoing charity).

Reference: Records of the Society; and web site of the Society of Local Authority Chief Executives and Senior Managers (SOLACE) (www.SOLACE.org.uk), accessed July 2002

2 boxes

Access: Open

Access conditions: The membership records at STC/3 - containing personal information about members - are closed for 100 years until 2075. Other records are available to registered researchers.

Copyright: Permission to make any published use of any material from the collection must be sought in advance in writing from the Director of Special Collections. Identification of copyright holders of unpublished material is often difficult. Special Collections will assist where possible with identifying copyright owners, but responsibility for ensuring copyright clearance rests with the user of the material.

Language: English

Custodial history: The records were formerly in the possession of A. L. Norton for his research purposes; in accordance

Records of the Society of Town Clerks

with an agreement with the Society of Town Clerks, the records were transferred to the Special Collections Department by his executor.

Acquisition: The main deposit records were deposited in September 1998 for the Society of Clerks; an additional deposit was made by the Honorary Secretary for The Society of Town Clerks Education and Research Trust in March 2000 following the winding up of the Education and Research Trust.

Related material: University of Birmingham Information Services, Special Collections Department also holds records of other representative bodies of local authority employees: Society of Clerks of the Peace of the Counties and of Clerks of County Councils (GB 0150 SCP) and the Society of Clerks of Urban Districts (GB 0150 SCUD).

Publication notes: A. L. Norton used the records his publication 'The Town Clerk : the history and nature of the office and its contribution to British local government' (London: LGC Communications, 1997)

STC/1	Minutes and meeting papers	1962-1974
	<p>The surviving minutes of the Society of Town Clerks are very incomplete. However, minutes of Annual Meetings and Conferences, extracts of minutes of the Executive Council, of the branches, and (from 1949) of the Associate section can be found in the Journal of the Society of Town Clerks. For copies of this journal, 1948-53 and 1956-58, see STC/5</p> <p>2 files and 13 items</p> <p>Access: Open</p>	
STC/1/1	Executive Council	1963-1974
	<p>Signed copies of the minutes of the Executive Council, 1963-1966 and 1969-1974, together with working papers and</p>	

Records of the Society of Town Clerks

unsigned minutes of supporting committees.

For extracts of minutes of the Executive Council, 1948-53 and 1956-58, see copies of Journal of the Society of Town Clerks, STC/5

2 files

Access: Open

STC/1/1/1

Minutes

1963-1966

Signed minutes of the Executive Council, 13 December 1963-11 February 1966 with supporting papers

The supporting papers include:

copy minutes of other committees and sub-committees of the Society:

Recruitment Sub-Committee, 12 September and 14 November 1963 and 13 February 1964;

Special Sub-Committee about the functions of town clerks 13 December 1963, 14 February and 15 April 1964;

Special Committee, 11 December 1964 and 12 February 1965;

Financial Sub-Committee, 17 April 1964

annual accounts of the Society and draft annual reports of the Council to the Annual Meeting

reports, memoranda, programmes, circulars and other material of the Society relating to its constitution and future, local government re-organisation, superannuation, the role of town clerks, the training of articulated clerks etc

items relating to other organisations including presidential address by E. S. White of the Association of Town Clerks of the British Commonwealth [1965]; and report of the International City Managers'

Records of the Society of Town Clerks

	Association, Annual Conference, Montreal, 1965; report of the Institute of Municipal Treasurers and Accountants Computer Conference, April 1964	
	1 file	
	Access: Open	
STC/1/1/2	Minutes	1969-1974
	Signed minutes of the Executive Council, 17 June 1969-21 March 1974	
	1 file	
	Access: Open	
STC/1/2	Annual Meetings and Conferences	1962-1965
	Conference papers, agendas and annual reports of the Executive Council to the Annual Meetings of the society held during the conference	
	For minutes of Annual Meetings and Conferences and conference papers, 1948-53 and 1956-58, see copies of Journal of the Society of Town Clerks, STC/5	
	13 items	
	Access: Open	
STC/1/2/1	Annual Conference, Brighton, 1962	1962
	Annual Meeting and Conference papers as follows:	
	/1 Printed copy of paper presented at the conference: 'Town and gown - the role of the university in relation to local government', by Professor W. J. M. Mackenzie, Manchester University	
	/2 Printed copy of paper presented at the conference: 'The town clerk's responsibilities in the personnel field', by A. J. Nichol, Personnel Director of Joseph Lucas Ltd	

Records of the Society of Town Clerks

2 items

Access: Open

STC/1/2/2

Annual Meeting and Conference,
Scarborough, 1964

1964

Annual Meeting and Conference papers,
10-12 June, as follows:

/1 Circular letter to members about
arrangements for Annual Meeting and
Conference and enclosing the relevant
papers, May

/2 Printed agenda for the Annual Meeting

/3 Printed report of the Executive Council
1963/64 and annual accounts presented
to the Annual Meeting

/4 Printed copy of paper presented at the
conference: 'Education and training for
administrative careers in government
service in the United States - recent
surveys and developments' by Stephen B.
Sweeney, Director of Fels Institute of
Local and State Government and Samuel
S. Fels, Professor of Government
Administration, University of Pennsylvania

/5 Printed copy of paper presented at the
conference: 'Electronic data processing
and the local authority', by J. M. Day,
Town Clerk of West Bromwich

/6 Printed copy of paper presented at the
conference: 'The work of the Civic Trust',
by Leslie Lane, Director of the Civic Trust

6 items

Access: Open

STC/1/2/3

Annual Meeting and Conference,
Folkestone, 1965

1965

Annual Meeting and Conference papers,
2-4 June, as follows:

/1 Printed agenda for the Annual Meeting

Records of the Society of Town Clerks

/2 Copy minutes of Special General Meeting, 17 February 1965

/3 Printed report of the Executive Council 1964/65 and annual accounts presented to the Annual Meeting

/4 Printed copy of paper presented at the conference: 'Regionalism' by R. Ribblesdale Thornton, Town Clerk of Salford

/5 Printed copy of paper presented at the conference: 'Education for Management in Local Government with special reference to the Town Clerk' by Raymond Nottage, Director of the Royal Institute of Public Administration

5 items

Access: Open

STC/2

Constitution and rules

1949-1962

Constitution and rules, rules for the formation of Local Branches and rules for the Associate Section

4 items

Access: Open

STC/2/1

Constitution and rules of the Society of Town Clerks and rules for the formation of local branches

1951-1962

/1 Printed copy of the constitution and rules, adopted at the annual meeting, June 1951. With rules for the formation of branches as appendix B

/2 Printed copy of the constitution and rules, reprinted November 1962, with some subsequent amendments and a loose page of further amendments. With rules for the formation of branches as appendix B

2 items

Records of the Society of Town Clerks

Access: Open

STC/2/2

Rules of the Associate Section

1949

/1 Printed copy of the Associate Section rules adopted by the Annual General Meeting of the Associate Section held on 23 April 1949 and approved by the Council of the Society on 9 June 1949

/2 Additional undated copy, printed by Greenways, London

2 items

Access: Open

STC/3

Membership records

[1948-1974]

Membership records which were compiled and maintained on colour coded cards. Cards compiled according to local government districts in England, Wales and Northern Ireland were completed on white cards and the corresponding cards compiled by personal name of member were completed on pink ones.

These were working records maintained from about 1950 up until the Society ceased to exist in 1974. The information was initially recorded in typescript but the personal information on these cards was regularly updated and amended and many of these amendments were made by hand. As the status or category of membership changed, cards were removed from one sequence to another. Consequently, there are two sequences of white cards arranged alphabetically according to local government districts: one for 'live' membership and the other where there was no current membership of the Society. Similarly, there are sequences of pink cards arranged alphabetically by personal name: a 'dead' sequence for members who had resigned, another for honorary members and a third for 'retained' members.

Cards relating to Commonwealth

Records of the Society of Town Clerks

membership - compiled by cities, boroughs and municipalities in countries within the commonwealth - are also on pink cards.

4 bundles, 3 envelopes

Access: Closed

Closed until: 01/01/2075

Access conditions: The membership records at STC/3 - containing personal information about members - are closed for 100 years until 2075.

STC/3/1

Index to local government districts where officers were members c 1940-1974

Place index on cards to borough councils, county boroughs and metropolitan boroughs in England, Wales and Northern Ireland

These cards record the names of town clerks, deputy town clerks and other officers who were members of the Society; the personal information on these cards has been amended and updated to indicate dates of retirement, promotions, death, transfer of membership etc

The text of the borough name is also colour coded to indicate Borough Councils, Metropolitan Borough and County Boroughs

1 bundle

Access: Closed

Closed until: 01/01/2075

STC/3/2

Index to Associate members c 1970

Personal name index on cards to local government officers described as associate town clerk members

3 items in 1 envelope

Records of the Society of Town Clerks

Access: Closed

Closed until: 01/01/2075

STC/3/3

Index to retained members

[1948-
1974]

Personal name index on cards to town clerks and other officers described as retained members

These cards record names of members, their contact address, and the office they held

10 items in one envelope

Access: Closed

Closed until: 01/01/2075

STC/3/4

Index to honorary members

[1948-
1974]

Personal name index on cards to town clerks and other officers described as honorary members

These cards record names of members, their contact addresses, and the authority where they held office; the personal information on these cards has been amended and updated to indicate changes of address, date of transfer to honorary membership and other details

1 bundle

Access: Closed

Closed until: 01/01/2075

STC/3/5

Index to Commonwealth members

[1948-
1974]

Place index on cards to cities, boroughs and municipalities in countries within the commonwealth.

These cards record names of members, their contact address, and the office they held; the personal information on these cards has been amended and updated to indicate changes of address, dates of resignation, retirement, failure to pay

Records of the Society of Town Clerks

- subscriptions
1 bundle
Access: Closed
Closed until: 01/01/2075
- STC/3/6 Index to resigned members [1948-1974]
Personal name index to town clerks and other officers who had resigned their membership
These cards record names of members, their contact addresses, and the authority where they held office; the personal information on these cards has been amended and updated to indicate change of address, dates of resignation, retirement and death
1 bundle
Access: Closed
Closed until: 01/01/2075
- STC/3/7 Index to local government districts where officers were not members [1948-1974]
Alphabetical listing on cards of non-members. Some of the cards have contact details and the dates when the clerks held office
33 items in one envelope
Access: Closed
Closed until: 01/01/2075
- STC/4 Papers of the Honorary Secretary 1973-1974
1 file
Access: Open
- STC/4/1 Correspondence and other papers relating to the winding up of the Society 1973-1974
Correspondence, legal and other papers

Records of the Society of Town Clerks

of A. A. Crabtree, Honorary Secretary, relating to the dissolution of the society and arrangements for the disposal of its funds and other property.

These papers also include an unsigned copy of the declaration of trust, 1974; a note by the secretary on the future of the society and SOLACE, 1973 a report by the secretary on the future of the society to the Executive Council, 1974

1 file

Access: Open

STC/5

Journal of the Society of Town Clerks

1948-1958

Issues of the Society's journal, Nos 79-107, 1948-53 and 1956-58, distributed confidentially to all members. Incomplete sequence: No. 80 (1949) and No. 91 (1952) and all issues for 1954 and 1955 missing. The journal was issued quarterly in 1950-51 and 1956-58 but in other years less frequently. The issues for each year are paginated consecutively and two issues contain consolidated indexes for 1947-49 and 1952-55

The content of the issues up to 1953 include lists of officers, representatives of the territorial divisions, of representatives of the Associate section (from 1949), and of the representatives on the Joint Negotiating Committee for Town Clerks and District Council Clerks (from 1953); a biographical feature on and cartoon of an officer; extracts of minutes of the Executive Council, of the branches, and (from 1949) of the Associate section. The issues also contained other items including correspondence from members, features, news items, obituaries, book notices and reviews, notes of information for members, annual meeting minutes, annual accounts and conference papers. These items were published as appendices to the journal up to issue no. 84.

Records of the Society of Town Clerks

From 1956, the content and format changed: the issues consist principally of the lists of officers and representatives as above and extracts of the minutes of the Executive Council, branches, Associate section with one issue also containing minutes of annual meetings and conferences and conference papers. There is very little other additional content

24 items

Access: Open

- | | | |
|---------|---|------|
| STC/5/1 | Journal for 1948 | 1948 |
| | /1 Issue No. 79, December (pp 186-231) | |
| | 1 item | |
| | Access: Open | |
| STC/5/2 | Journal for 1949 | 1949 |
| | /1 Issue No. 81, June (pp 53-97):
includes an index to the journals nos 72-82 (1947-49) | |
| | 1 item | |
| | Access: Open | |
| STC/5/3 | Journal for 1950 | 1950 |
| | /1 Issue No. 82, January (pp 1-124):
includes minutes of the annual meeting and annual accounts, and texts of papers and presidential address delivered to the annual conference, 1949 | |
| | /2 Issue No. 83, April (pp 125-212) | |
| | /3 Issue No. 84, July (pp 213-308):
includes minutes of the annual meeting, report of the Council and annual accounts, and texts of papers delivered to the annual conference, 1950 | |
| | /4 Issue No. 85, November (pp 309-396) | |

Records of the Society of Town Clerks

Arrangement:

4 items

Access: Open

STC/5/4 Journal for 1951 1951

/1 Issue No. 86, February (pp 1-80)

/2 Issue No. 87, May (pp 81-140)

/3 Issue No. 88, August (pp 141-256):
includes minutes of the annual meeting,
report of the Council and annual
accounts, and papers and other short
addresses delivered at the annual
conference, 1951

/4 Issue No. 89, December

Arrangement:

4 items

Access: Open

STC/5/5 Journal for 1952 1952

/1 Issue No. 90, March (pp 1-96):
includes treasurer's report and statement
of accounts for 1951

1 item

Access: Open

STC/5/6 Journal for 1953 1953

/1 Issue No. 92, November (pp 1-132)

1 item

Access: Open

STC/5/7 Journal for 1956 1956

/1 Issue No. 96, January (pp 1-64):
includes an inserted index to the journals
nos 90-95 (1952-55), and papers on
'Shrievality' and 'Style of Mayors of Cities',
a summary of replies to a questionnaire

Records of the Society of Town Clerks

circularised by the Town Clerk of
Peterborough, 1955

/2 Issue No. 97, April (pp 65-116)

/3 Issue No. 98, July (pp 117-180)

/4 Issue No. 99, October (pp 181-284)

Arrangement:

4 items

Access: Open

STC/5/8

Journal for 1957

1957

/1 Issue No. 100, January (pp 1-68)

/2 Issue No. 101, April (pp 69-128)

/3 Issue No. 102, July (pp 129-200)

/4 Issue No. 103, October (pp 201-290)

Arrangement:

4 items

Access: Open

STC/5/9

Journal for 1958

1958

/1 Issue No. 104, January (pp 1-40)

/2 Issue No. 105, April (pp 41-112)

/3 Issue No. 106, July (pp 113-172)

/4 Issue No. 107, October (pp 173-306)

Arrangement:

4 items

Access: Open

STC/6

Society of Town Clerks' Education and
Research Trust

1974-1999

Administrative, financial and other records
of the trust

Records of the Society of Town Clerks

	3 files, 1 item	
	Access: Open	
STC/6/1	Minutes	1975-1998
	/1 Signed minutes of meetings of the trust, 28 February 1975-2 October 1998	
	/2 Unsigned minutes of a joint meeting of the trustees of the society with the Local Government Legal Services Trust, 10 January 1979	
	1 file	
	Access: Open	
STC/6/2	Accounts	1976-1999
	Complete set of accounts for part year 1974/75, for the years 1975/76-1998/99, and part year 1999	
	The majority of these accounts are audited, variously top copies, carbon copies and photocopies; a small number are not signed. The accounts for 1997/98 are the draft accounts subject to audit only and there is also a treasurer's manuscript draft of the accounts for the year 1982/83	
	1 file	
	Access: Open	
STC/6/3	Legal papers	1974-1999
	Deeds and correspondence relating to the administration and winding up of the trust.	
	These papers include the signed declaration of trust, 1974 and photocopy of its registration document with the Charity Commission, 1974; a deed of appointment of new trustees, 1987; and correspondence with the Charity Commissioners relating to its dissolution and the transfer of its funds to the SOLACE Foundation, 1997-99. The file also includes a photocopy of the SOLACE	

Records of the Society of Town Clerks

Foundation trust deed dated 1986

1 file

Access: Open

STC/6/4

Research reports

1997

Typescript copy of research report by Mike Feintuck entitled 'Publicly Funded Schools: a matter of legitimate, local concern?', the research being financially supported by the trust

1 item

Access: Open