

GB 1498 Portico

Portico Library and Gallery

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THE PORTICO LIBRARY'S ARCHIVES

1. MINUTES OF THE COMMITTEE (LATER THE GENERAL COMMITTEE FROM 2nd May 1940) 1806-1981

1.	14th Jan	1806	-	5th Dec	1833	
2.	6th Jan	1834	-	1st Feb	1849	Fumigate
3.	1st March	1849	-	6th Dec	1864	
4.	3rd Jan	1865	-	6th Dec	1883	
5.	3rd Jan	1884	-	4th March	1909	Fumigate & Rebind
6.	1st April	1909	-	2nd Jan	1936	Fumigate & Rebind
7.	2nd Jan	1936	-	9th Jan	1947	
8.	2nd Jan	1947	-	3rd March	1955	
9.	14th April	1955	-	3rd Nov	1966	
10.	1st Dec	1966	-	30th July	1981	Pencil Date for
	Committee Meeting 29th October 1981 on					Right Hand Page.

2. MINUTES OF THE HOUSE SUB-COMMITTEE 1851-1910

1. 17th March 1851 - 13th Oct 1910

3. MINUTES OF THE LIBRARY SUB-COMMITTEE 1851-1892

1. n. d. Jan 1851 - 26th Feb 1892

4. SIGNATURES OF MEMBERS OF PROPRIETORS' FAMILIES

1. Volume with 5 completed pages containing 61 names; no date.
2. Volume with 6 completed pages containing 100 names; no date.
3. Volume with 400 completed pages; 6th April 1854 to 1905. Needs fumigating.

5. MEMBERS SUBSCRIPTION BOOKS 1806 -1983

1. 1806 - 24 Sept 1851 Members and shareholders register undated.
- 1a. 1856 - 1867 Includes a loose page of B's manuscript with addresses c1825/35
2. 3rd Jan - 19th Oct 1899 - 1st Jan - 28th April 1903
- 2a. 1904 - 1915 Includes list of tradesmen at back.
3. 1935 - 1950
4. 1951 - 1966 Fragile needs rebinding.
5. 1966 - 1974 Although entries printed to 1981
6. 1974 - 1976 This volume is labelled 'ledger' although volume's columns are dated up to 1980.
7. 1976 -1983

6. SHARE CERTIFICATE BOOKS 1899 - 1981

1. Nos. 1201 - 1600 28th January 1899 - 5th April 1917 Needs Conservation and Rebinding.
2. Nos. 1641 - 2000 4th September 1919 - 9th December 1954. Note
Share Numbers 1601-40 are missing and Numbers 1998-2000 are blank.
3. Numbers 1-200 21st January 1955 - 5th October 1967
4. Numbers 201 - 400 31st October 1967 - 7th September 1981
Note No. 379 last issued.

7. SHARE TRANSFER BOOKS 1806-1976

1. 21st Nov 1806 - 24th March 1811 N.B. This volume starts with the rules and regulations of the Portico made at the General meeting held on 6th January 1806.
2. 2nd April 1812 - 18th June 1834 This volume starts on Share No. 1 & 2. 19th August 1822 - 16th November 1825. Needs rebinding and fumigation.
3. 18th Aug 1834 - 29th Sept 1853
4. 2nd May 1855 - 7th Dec 1866 Four agreements are bound in at front of this volume. 1st May - 14th Sept 1855.
5. 3rd Nov 1853 - 1st Sept 1932 To be rebound in due course.
6. 3rd Oct 1932 - 12th April 1973
7. 12th April 1973 - 1st July 1976 Although three certificates have their details completed, they have not been signed or dated.
8. 31st Oct 1967 - 25th Oct 1983

8. BILL AND RECEIPT BOOKS 1806-1903

1. 22nd Aug 1806 - 12th Jan 1814 This volume is entitled 'Letters, Accounts and Receipted Bills 1806-1814'. Very fragile, rebind and de-acidify.
2. 12th Jan 1815 - 3rd Jan 1833 To be fumigated, rebound and de-acidified. Very fragile.
3. 10th Jan 1833 - 24th Dec 1845 To be fumigated, rebound and de-acidified. Very fragile.
4. 31st Jan 1856 - Jan 1867 Some earlier bills but the dates have been lost through damp. Treat as above.
5. 7th Jan 1889 - 31st Jan 1902 Treat as above.
6. 15th Feb 1902 - 2nd Jan 1903

9. LEDGERS 1803 - 1980

- 1a. Jan 1807 - 8th Feb 1849 This volume includes Annual Reports and Accounts 1803-1890. Needs fumigating and rebinding.
- 1b. 1st Jan 1880 - 8th Jan 1891 At back is a list of "individuals to whom newspapers are posted".
2. 31st Dec 1906 - 2nd Jan 1941 This volume is marked "Sales Ledger".
3. 31st Dec 1952 - 1st Oct 1976
4. 1st Oct 1976 - 1st Oct 1980

10. CASH BOOKS 1823 - 1983

- 1a. Jan 1823 - 27th March 1825 List of staff gratuities for 1824/25 on end three pages. Needs rebinding.
- 1b. 3rd Jan 1827 - 25th Dec 1841
2. 12th Jan 1827 - 1st Jan 1849
3. 1st Jan 1880 - 16th Jan 1891 Contains statement of Income and Expenditure for 1890 at end of book. To be fumigated.
4. 2nd Jan 1891 - 31st Jan 1903 To be fumigated.
5. 1st Jan 1929 - 31st Jan 1950 Includes a list of contributors to the 1948 Decoration Fund at end.
6. 17th Jan 1951 - 10th Dec 1961 Includes a list of contributors to the 1960 Decoration Fund at end.
7. 12th Jan 1969 - 28th Sept 1979 Entries for 5th - 19th Oct 1980 deleted.
8. 5th Oct 1979 - 22nd June 1984
9. 22nd June 1984 - to date

11. MISCELLANEOUS FINANCIAL BOOKS

a) PETTY CASH BOOKS 1912 - 1983

1. Draft cash book with list of events 6th Jan 1899-4th July 1912
2. 18th July 1912 - 27th Dec 1946
3. 2nd Jan 1936 - 30th Dec 1939
4. 4th Jan 1940 - 1st April 1944
5. 31st Jan 1970 - Sept 1980
6. Oct 1980 - Sept 1984

b) KITCHEN RECEIPT BOOKS 1974 - 1983

Week Commencing: -

1. 30th Sept 1974 - 5th Sept 1977
2. 12th Sept 1977 - 23rd April 1979
3. 30th April 1979 - 4th May 1982
4. 10th May 1982 - 20th June 1983

c) WAGES BOOKS 1965 - 1976

1. 7th Jan 1965 - 15th Oct 1976
2. 11th Nov 1980 - 6th Oct 1983

d) CASH RECEIPTS (ROUGH BOOK) 1973 - 1977

1. 12th Jan 1973 - 22nd Feb 1977

e) BOOKS SOLD CASH BOOKS 1972 - 1983

1. 21st April 1972 - 28th Feb 1975 Volume has been written from both ends.
2. 6th March 1975 - 7th Sept 1976 Volume has been written from both ends
3. 20th May 1982 - 22nd June 1983
4. Books sold to Trafford Library Service 9th Nov 1973 - 7th April 1982.
5. Books sold to other libraries. 19th Nov 1982 - 1st Dec 1982.

12. STRANGERS ADMITTED TO ROOMS AND VISITORS BOOKS 1837 - 1983

1. 22nd May 1837 - 2nd April 1855
 2. 8th Dec 1853 - 8th Jan 1873
 3. 9th July 1968 - 25th Feb 1971
 4. 1st March 1971 - 24th June 1975
 5. 24th June 1975 - 9th Jan 1981
 6. 12th Jan 1981 - 24th June 1983
 7. - 21st Nov 1985
- Both volumes have some pages needing conservation and both need rebinding afterwards.

13. "MANUSCRIPT" CATALOGUES c1830/31 - 1975

1. Undated c1830/31. Needs fumigating and rebinding. The latest dated entries in the book are for 1830. The book was supplied by I. S. Gregson Stationer of Market Street, Manchester and the bookplate is dated 1829.
 2. a & b. Two manuscript catalogues of the Adlington pamphlets prepared by Mr J. Gilchrist, collected by the late Charles Leigh. Undated but paper wrapper with a 12th Jan 1853 Paper Duty Stamp. No. 10 is dated 12th Jan 1855.
 2. c. Typed version of the above.
 3. a - e. Two manuscript catalogues in five sections of the Adlington pamphlets, prepared by Mr J Gilchrist. Undated but with 1861 on postmark. The paper wrapper dated 1855.
 - 4a. 10th Jan 1850 - 4th Oct 1855
 - 4b. 4th Oct 1855 - 1st June 1858
 5. 5th March 1868 - 4th May 1871
 6. 3rd Dec 1885 - 2nd April 1891
 7. 6th May 1891 - 12th March 1902
 8. 5th April 1902 - 25th Nov 1911
 9. 27th Nov 1911 - 24th March 1920
 10. 24th March 1920 - Undated 1975
- Needs fumigating & rebinding
Fumigate
Fumigate and possibly rebind
Fumigate
Fumigate
Rebind in due course.
Rebind in due course.

14. PRINTED CATALOGUES 1810 - 1895

- 1a. 1810 with manuscript revisions for 1820 edition. Very fragile needs de-acidification, fumigating and careful rebinding.
- 1b. 1810 Members copy.
2. 1820 includes 1824 supplementary catalogue.
- 3-5. 1845. No. 4 Needs rebinding.
6. 1845 Catalogue of pamphlets collected by the late Charles Leigh. Now in the John Rylands Library. Fumigate and rebind.
- 7-10 Supplement to the catalogue. No. 7 is interleaved for the Librarian's use. Fumigate and rebind.
- 11a-c - 14. Revised catalogue, Vol I 1856. Nos 11a-c are interleaved a. has manuscript alterations. 11 b and c are large paper copies. No. 12 is marked as being the Librarian's copy. No. 11c needs rebinding.
- 15 - 18 Revised catalogue Vol II Part I Jan 1856 - Sept 1862 published 1863.
- 19 - 22 Revised Catalogue Vol II 1875
- 23 - 28 Supplementary Catalogue 1882. Nos. 23 and 24 are interleaved; No. 25 is marked "Librarian's Copy".
- 29-34 Supplementary Catalogue 1895. No. 29 is interleaved.
- 35-37 The Portico Architectural list. No. 35 is marked

"Librarian's Copy". No. 37 to be fumigated. Numbers 7 - 37 some need rebinding.

38. No 38 is an unbound copy, which has as dust cover a copy of Mr E Marriott's circular letter to architects on the benefits of membership of the Portico 1905.

15. BOOKS RECOMMENDED AND FROM LENDING LIBRARIES 1851 - 1910

1. 3rd July 1851 - Tues March 1858. To be fumigated, repaired and rebound. Pages are very fragile.
2. 3rd Nov 1863 - 3rd Oct 1872 Fumigate and to be rebound.
3. 15th March 1871 - 5th Sept 1910 N.B. There are another one and a half pages of entries after this date but are undated.
4. 5th Jan 1895 - 28th April 1948 Fumigate and rebind in due course.

16. VOLUMES OF LIBRARIANS STATISTICS AND OTHER WORKING VOLUMES

1. Volume of queries on the books stock made by the librarian in preparation for the 1820 printed catalogue. No date but manuscript has been corrected with notes of books missing up to Oct 1845.
- 2a. 2nd Jan 1850 - 29th Sept 1855 Needs fumigating & rebinding
- 2b. Volume of Librarian's purchase and analysis of stock by class
January 1850 - August 1855
4. 3rd Jan 1859 - 31st Dec 1875 Contains 23 letters, printed adverts etc., loosely inserted in a pocket at the back, see list of manuscripts for full list. 14th Feb 1856 - 23rd April 1869. Need fumigating and rebinding.

17. ISSUE BOOKS 1850 - 1904

1. 15th April 1850 - 28th Sept 1852. Has list of members at December 1850 with manuscript alterations for 1853 pasted into inside of back cover.

- | | | | | | |
|-----|-----------|------|---|------------|------|
| 2. | 1st Oct | 1852 | - | 16th May | 1855 |
| 2a. | 17th May | 1855 | - | 5th Nov | 1857 |
| 3. | 6th Nov | 1857 | - | 22nd Nov | 1859 |
| 4. | 23rd Nov | 1859 | - | 30th Oct | 1861 |
| 5. | 31st Oct | 1861 | - | 18th July | 1863 |
| 6. | 20th July | 1863 | - | 21st April | 1865 |

- | | | | | | |
|-----|------------|------|---|------------|------|
| 7. | 22nd April | 1865 | - | 19th March | 1867 |
| 8. | 20th March | 1867 | - | 24th March | 1869 |
| 9. | 3rd April | 1871 | - | 5th Feb | 1873 |
| 10. | 6th Feb | 1873 | - | 13 Jan | 1875 |
| 11. | 14th Jan | 1875 | - | 22nd Dec | 1876 |
| 12. | 17th March | 1887 | - | 21st June | 1889 |
| 13. | 22nd June | 1889 | - | 15th Aug | 1891 |
| 14. | 17th Aug | 1891 | - | 7th Oct | 1893 |
| 15. | 9th Oct | 1893 | - | 3rd Aug | 1895 |
| 16. | 11th Dec | 1901 | - | 1st Feb | 1904 |

To be fumigated

18. LETTER BOOKS 1891 - 1904

1. Vol 4 April 1891 - 23rd March 1904

19. PRESS CUTTING BOOKS 1899 - 1914

1. 6th July 1899 - 2nd July 1914 Includes loose cuttings 6th Oct 1907 - 2nd Jan 1919. Possibly personal property of Mr Tinsley Pratt.

2. July 1978 - August 1983
3. July 1968 - January 1971
4. March 1971 - July 1978
5. January 1956 - April 1971

INVENTORY OF ENVELOPES IN DEED BOX

- Envelope 1 - Share certificates Nos. 575 - 1822 Not inclusive dated December 7th 1871 to March 12th 1937.
- Envelope 2 - Annual Reports Envelope
- Envelope 3 - Specialised Reports and Legal Opinions. Legal documents (opinions, judgement on subscriptions recovery, plots, Literary and Scientific Institutions Act 1854) Gaskell sub-committee, Special Committee Reports, Special Meetings, Misc. Reports.
- Envelope 4 - Members Lists, Correspondence Miscellaneous 1893. (Needs adding to 1893 Correspondence File)
- Envelope 5 - Insurance Documents in date Order 1852-1972
- Envelope 6 - Correspondence 1890
- Envelope 7 - Lease Re: Portico Cellars 1856 - 1920 and file of correspondence re: deeds 1792-1900
- Envelope 8 - Correspondence 1902
- Envelope 9 - Correspondence 1892
- Envelope 10 - Correspondence 1901
- Envelope 11 - Correspondence 1903
- Envelope 12 - Correspondence 1895
- Envelope 13 - Voting details, lists of proprietors 1848, Lists of votes cast for motions 1849 and 1864
- Envelope 14 - Correspondence 1891
- Envelope 15 - Correspondence 1893
- Envelope 16 - Correspondence 1894

ENVELOPES STILL REQUIRING ANALYSIS

Other Papers
Election Notices

Correspondence and allied matter in connection with:

THOMAS BARGE Jnr

A dispute over the admission of Mornings among the Jesuits

Correspondence and allied matter

1848

13 Dec. Printed list of Proprietors: lists of names for new committee

23 Dec. Lists promised and obtained for new committee

1849

17 Dec. To W. Thompson

Response to circular from T. Barge Jnr.

Dec. List of names voting for reform committee: Movement Progress and Economy

1850

14 Dec. Cutting Courier:

Letter signed Observer, complaining of 'Papist and Socinian league' running the Portico.

18 Dec. Black bordered:

T. Barge to W. Bickham; praise for committee's performance

19 Dec. From C. Rhodes, Oxted East House, to W. M. Wilkinson

Returning signed list: commenting on Courier letter

Mornings among the Jesuits

1851

12 July Cutting Courier:

'Popery in the Portico'

Letter signed Verax on withdrawal of book Mornings among the Jesuits.

30 July Extract from Minute Book

Committee resolution on comment in Recommendation Book: comments added on illegality of meeting + "I will write in it ad libitum!"

7 Aug. New notice disapproving of above action.

8 Oct. Note from Barge:

Mornings back on shelves.

Nov. Note from Barge:

Protest on 'balderdash' from the committee and treatment of his notice.

25 Nov. Letters: Barge to Gaskell

Protest at treatment of his notice and conduct of 'some' of the committee.

Barge to Gilchrist

Requests copies of committee resolution.

Dec. Unsigned note.

Account of dispute over Mornings

Dec. Unsigned notes.

Further on Mornings: copy of Barge's protests; list of 42 signatures

Dec. Unsigned note: Power to withdraw

Precedents for withdrawal and sale of books.

Dec. Circular from Gaskell and members of the committee:

Objecting to Barge's circular with nominations for election.

Dec. Unsigned note: England as it is

Account of reasons for rejection; copy of Barge's protest.

Correspondence and allied matter in connection with:
GASKELL TESTIMONIAL

Correspondence

1878

5 November From Warrington Wood, Villa Campana, St. Giovanni in Laterano, Roma

Has been away from home: re: proposed bust, heroic bust like Heron's: 150 guineas, life size 120 guineas. Will be in England until May.

[Original in envelope + photocopy]

12 November Notice of meeting for 15 Nov. (to H. J. Crofton)

13 November From R. C. Christer to H. J. Traice

Warrington Wood cannot start till May: £40 offered to Miss Robinson

16 November From Traice to Miss Robinson (copy)

Offering £40 for commissioned portrait.

18 November From Annie L. Robinson to Traice

Accepting commission

19 November From Traice to Crofton

Enclosing above letter. Re: bust - Mr. Swinnerton told to avoid clerical costume.

1879

2 September From R. Christer to Traice

Suggesting meeting for Testimonial Committee and presentation of bust. Also suggestions for inscriptions of bust and portrait.

22 October From J. R. Wilkinson to Traice

Proposing meeting for 30th. There will be about £25 over, proposes giving Gaskell family the small replica.

24 October From Traice to Crofton

Proposing meeting on 29th

27 October Proposed meeting for Wednesday 29th

Receipts (fastened together)

October 1878 Postage on circulars £1

June 30 1879 From 'Examiner-Times' £1.7.0

Sept. 1878 From Sowler: 'Manchester Courier' £1.7.0

" " From Taylor: 'Manchester Guardian' £1.7.0

July-Sept 1878 Johnson & Rawson, for circulars £4.4.0

23 July 1879 Charles Rowley & co., for plate glass £2.6.0

6 October 1879 R. V. Blakeley: Portrait bust in marble £84.0.0

27 Nov. 1879 " " Small bust £21.0.0

Sept. 1879 L. N. W. R. 3 cases of marble, carriage: 6d

29 Nov. 1879 Wrappers for circulars + cartage for busts, 19.3d

Memorandum Book

List of subscribers paid to the fund, total: £149.14.0

Photocopy

2 July 1884 from M. E. A. Gaskell, Plymouth Grove

Thanking committee for sympathy on death of Wm. Gaskell and for the bust.