

UTI/PRI/1#9

C. S. O.

0 3 7 5

0 3 7 5

(Formerly)

SUBJECT :

PRINTING OFFICE - PRIVATE WORK BY.

CONNECTED FILES.

NUMBER AND YEAR.

145/20.

Printing Office Staff - private printing by

Office A

What are the
conditions under
which H.P. is
his work under-
take print work?
Who provides the
materials? What
are the rates?

ABL
19.7

MS.

I have spoken H.P. & he
informs me that owing to
congestion of Govt. work
during the war Mr. Bradley
ruled (verbally) that no work
other than Govt. shd. be under-taken
except by the printers themselves
in their own time & using
their own materials — this
is still the case.

2. A list of rates
charged is attached hereto p.

ABL
24.7.

3. I'll ask H.P. to discuss
with you personally if you
so desire? J

24.7.

Wedding Invitations - 2/- per 100
Dance tickets 2/-
(Supply paper) 3/-
Posters 10/- for 50
Big jobs 2/- per hr.
Bill heads 10/- per 1000

(Original filed in 0464 - Audit queries).

.....

9. Private Printing. There appears to be no rule about payments to Government for the use by the Printing Department of Government machinery, paper, etc., used in private printing. In other Colonies, a percentage of the sum received is normally paid into Revenue by the Printers for such use, and in my opinion some such system should be introduced here. Receipts should be issued by the Printing Department for all money received by them, and the money itself should be paid in part into Revenue and in part into a Deposit Account in the Treasury (as in the case with Customs Overtime fees) and then withdrawn by the Head Printer.

(Sgd) R.S. Bounphrey,

Auditor.

VP.

B.

Head Printer

For your observations on "A" above, pl.

D.H. Jones.
23.3.48.

C.

H.C.S.

"A" above notes. Perhaps Mr. Bounphrey would give us some idea as to percentage generally claimed in other Colonies.

2. Govt. paper has not been used in the past for private jobs but it would perhaps be more convenient if Govt. could supply paper at a price.

H.H.S.

H.B.

30/3/48.

D)

Auditor

"C" para 1, pl.?

D.H. Jones.
30/3/48

E.

H.C.S.

The percentage should, of course, be fixed by Government; personally, I should think that 10% of the total cost should be paid to Government for the use of the

machinery, etc., & that either a further fixed percentage should be charged for Govt. paper, or else Govt. should charge what the paper used actually costs, if this can be ascertained. Of course, if any private work is carried out in ordinary office hours, the full amount received should go to Revenue. The Printing Dept. will require a separate Cash Book, unless it makes out bills & hands over the printed material only when a receipt from the C.S.O. is produced, in which case a further column will be required in the C.S.O. cash book.

R/S

31/3/48.

- B -

H.C.S.,

I have discussed this matter with the Head Printer and recommend that Government should be paid 10% of the total cost of all private printing carried out in the Government Printing Office, plus the full cost of any Government paper used.

If you agree, I suggest that the Head Printer should keep his own cash book and issue Government receipts for all cash received, such cash being dealt with as directed by the Auditor at 2 A herein.

Perhaps the Auditor could be asked to assist Mr. Sedgwick in drawing up the necessary cash book.

A. C. S.

1/4/48.

4

A.

ALB.

3 B. clipped. Given paper then
used @ cost cif. + 20% store charges.

B.

ALB.
2.4

Auditor

— Would you please advise H.P.
in preparation of cash book

R.H. Jones.
2/4/48.

C.

H.C.S.

X/ I regret that this matter has been delayed.
Arrangements are being held up because the H.P.
tells me that he has no cupboard, safe or cash-box
in which to lock up cash received & his receipt
books. When this has been rectified, we can
proceed with the accounting question.

RB

15/5/48.

D

AT.

R. look into X/

L.
18.5.

E.

Houcs

perhaps P.W.D. can be asked to provide
a cupboard with suitable lock pl.

19/5.

AT. Mary set

Houes Navy A.
The safes are at present in store - perhaps
the Printer can arrange to obtain one suitable to
his requirements.

a.T. B.
By all means.

2. Provision?

Houes C.
We have no provision for the payment
of a safe - I recommend that a sum
should be reserved for this purpose.

Then safe as in 'Unlocked Stores'
unless 'improvement and urgent'
provision should be made in 1949
Dock Estb.

X H.C. I have discussed the question with the
Auditor who considers the purchase of a safe
unwarranted in view of the small amount of cash
likely to be held in the Printing Office at any one
time. He suggests that a cash box would
suffice provided the Head Printer is given instructions
that cash should be paid in on the day of
receipt or if not possible, on the day following.

A suitable box is available in the Secretariat
and if you agree I will hand this over to the Head
Printer and instruct him accordingly.

H.C.
24.6.48

6.

A.
R. w. s.

by
24.6

Head Printer B.
to note "X" of 5[£] for necessary
action, pl.
C. Chfords.
24.6.48

H.C.S. noted that you received cash box
clerks and receipt book with necessary instructions.
Everything now in working order.

H.C.S.
J.P. 21/8/48.

1)

Auditor

A.T.

to note, pl.

Chfords.
21.8.48

9.

H.C.S.

Noted, L.Y.

R.B.
24/10/48.

8.

Hand

noted by

Chfords.
24/8.

Chfords.
24/8

AT.
0375.

7.

9th August, 53.

To: Head Printer,

From: The Colonial Secretary,

STANLEY.

Climatological Report, 1951.

Approval is given for the above to be printed outside normal working hours.

2. The overtime will be paid for at the same rate as that applicable for unestablished staff viz: 1½ times basic salary plus single cost of living bonus. The payment to be charged to: General Ledger Account - Advances Climatological Report.

3. The cost of material used should also be charged to the Advance Account, the credit going to Revenue Head VII Sub-head 1, Sale of Stores, but no store or overhead charges are to be raised.

4. The basic hourly rates of your staff are: Head Printer 4/1d., Assistant Printer 2/7d., Apprentice 1/6d.

(Sgd) J.E. Briscoe
ACTING COLONIAL SECRETARY.

C.T.
Auditor
C.E.O.

above for information. The Advance Account will be cleared by recovery from Dependencies Head 4, Sub-head 9.

(Sgd) J.E. Briscoe
Acting Colonial Secretary.

VP.

19
29

1954.

is requested
in any refer-
ence to this memo-
randum the above
number and date
should be quoted.

6th November,

Secretary,

Chief Meteorological Officer

F.I.D.S.

Stanley, Falkland Islands.

SUBJECT:-

PRINTING OF ANNUAL METEOROLOGICAL TABLES FOR 1953

37 onwards in 1954 at

It was agreed in 1952 that this job should be done as overtime because the staff could not cope; but a new apprentice was taken on that year and much of the justification for his recruitment was this extra Meteorological commitment. The job was done mostly as overtime again in 1953 because the apprentice was very little use by that time, but I had assumed that, by this year, he would be available for much of this kind of work, (he is, in fact, working overtime on the job now). However, as explained in my minute of 14th September, the work of the printing office has been disrupted and I suggested that £75 should be spent on overtime again this year, but, on reading my minute again, realise that I did not make clear that this would not cover all the work. The 1951 and 1952 tables totalled about 90 pages and cost £130. on overtime. This was primarily for setting up blocks, most of the printing being done in ordinary time. The 1953 tables include 110 pages and will probably cost about £150, if done on overtime alone. The 1954 tables will include 140 pages (because of the Argentine Upper Air data) and would cost about £200 on overtime.

It is vital that the Annual Tables are cleared each year. They lose value by being delayed; but, more important, the same blocks are used and there will be a progressive delay unless the job can be cleared regularly. I expect to show a saving of £80 under Head 40 16 Printing, after clearing our present commitments (including £30 to Miss Sedgwick for D.V.R's and £50 to printers for work to date). I therefore suggest that, for the present year, the Printer is told to go ahead on overtime up to a maximum of £150 and the remainder of the work, if any, is cleared in normal hours. The most convenient arrangement would be for him to print the pages in normal hours and type set on overtime. Printing is difficult by artificial light and this would ensure that the blocks are cleared each day for further overtime ^{the same} evening.

For the future, I have already asked Crown Agents (on behalf of the Colonial Secretary) whether the Hubex reflex printing equipment (costing £100) could be used for photolitho printing and the reply is No! The reply is singularly unfortunate and it is still possible that some other form of equipment would do the job and would be suitable for use at the Printing Office. I do not recommend purchase of photographic equipment for the Met. Office. Equipment suitable for reproducing 250 copies (i.e. independent of a printing press) could cost about £2000 and we would need more space and possibly more staff. This is obviously to be avoided at a time when our future after 1955 is uncertain. I suggest that we must be prepared to pay up to £200 per annum on overtime for the next few years, unless Government can see their way to purchasing some form of automatic type setting equipment such as the photolitho process. There is, of course, the possibility of increasing the Printing Staff still further but perhaps this is undesirable in view of our uncertain future and, in any case, we have surely reached the point where modern methods of printing should be adopted. Admittedly, regular overtime should not be allowed, as a matter of principle, but I can see no other solution. Printing in the United Kingdom, would involve serious delays while proofs were sent back and forth and would in any case cost a good deal more than £200 per annum - it would be a pity to pay more and do the job less efficiently merely on the grounds that overtime is not allowed. Perhaps a contract would be better?

ACB When are ft. dealing with
engagement of extra apprentice?
2) I was take a weekly report
from M.P. showing what work
he has outstanding. C. P. M.

GK

2.11.54.

See at 104

9
A.C.S.

H.C.S.'s minute at 8 B. Pl. see 7 herein
and 37 onwards in 155/44 att.

SM.
A/11

22nd November,

54.

To: Head Printer,

From: Colonial Secretary.

STANLEY.

Outstanding Work.

I am directed to request you to submit weekly until further notice a return showing the outstanding work you have on hand.

(Sgd) C. Campbell.

Colonial Secretary.

hbs
y. para 1 of 8 B p. sec 37 onwards
in 155/44.

Reply at 11.

22/11

By. with H. 1. 11. 11. 11.
referred
22/11

No.

MEMORANDUM.

It is requested that, in any reference to this memorandum the above number and date should be quoted.

22nd November 1954

To: The Hon.

Colonial Secretary

From: Head Printer

Stanley, Falkland Islands.

SUBJECT:- Reports of Outstanding Work Ref 0375

Meteorological Report:- 63 pages to be machined, of which
60 are still to be altered and proofed.

October Gazette 8 pages now in proofing stage

November " 27 " " " " "

(above 2 Gazettes include minutes of Council, Defence Force Rego, Defence Force Club Rules and 8 Ordinances).

Medical Report 1952:- In course of machining.

" " 1953:- Not yet touched.

Financial Report 1953

Currency Notes Report 1953

Savings Bank Report 1953

Provident Report 1953

These reports have not yet been received

Reply to 10

J. H. Sedgewick

Head Printer.

But -
why has he not
received xl?
13 Dec

W.M.

A.

That is answer to HCS's query on 11 pt?

ACS

B.

Wt 23/11

These reports have not been compiled by
treasury yet. *SLm*
25/11/54

C.

H.B.S.

Reply to yr query on 11 is at Baboo, pt.
Strictly speaking theses are not, at
the moment, "outstanding work on hand".

Wt 25/11/54

ACS
Bo. when next week's report has been received.

SLm
25/11

SLm

BU 30/11

No.

MEMORANDUM.

It is requested
that, in any refer-
ence to this memo-
randum the above
number and date
should be quoted.

29th Nov., 1954From: Head Printer

Stanley, Falkland Islands.

To: The Honourable
Colonial Secretary
Stanley

SUBJECT :- Return of Outstanding Work

Sir,

I beg to submit the Weekly Return of
Outstanding Work, and Work done, during the
past week:

Meteorological Returns - 59 pages to be machined
49 " " - altered
October & Nov. Gazettes - to be folded and stitched
minutes of Leg. Co. - spare copies to be
machined.
Defence Force Regs. - do.
D. F. Club Rules - do.
Medical Report 1953 - now being composed.
about 28 pages of October & November Gazettes
to be dressed.
4 Treasurers' Reports when ready.

Work done during past week.

October & November Gazettes machined
Medical Report 1952 completed
1000 visiting cards for R.H. Hospital (new job)
composed & machined.
3 pages of Medical Report 1953 composed
Several pages of Met Returns machined
and others altered.
445 Children's Allowance Books for 1955
checked and delivered to Postmaster

BvF

H. A. Sedgwick
Head Printer

0375.

3rd December,

54.

To: Secretary,

From: Colonial Secretary.

P.I.D.S.

STANLEY.

Printing of Annual Meteorological Tables for 1953.

8. Reference Chief Meteorological Officer's Memorandum
of the 6th November, 1954.

The Head Printer is getting on well with his arrears of work.

If you authorize him to go up to £130 in overtime, as the Chief Meteorological Officer suggests, he should be able to complete the rest of the work in normal hours without undue difficulty and delay.

(Sgd) C. Campbell.

Colonial Secretary.

CC/JC

Handwritten note: Manual set back will be in today

Handwritten notes: Bu 6/12
Reply 16/12/54

It is requested that, in any reference to this memorandum the above number and date should be quoted.

6th December, 1954

To: The Hon.

Colonial Secretary

Stanley

From: Head Printer

Stanley, Falkland Islands.

SUBJECT :- Return of Outstanding Work.

Sir,

I beg to submit the Weekly Return of Outstanding Work in the Printing Office and also work done during the past week:

Meteorological Returns - 444 pages to be machined
41 " " altered

Dec. 1st Gazette - Type in process of being
(approx. 22 pages including medical Report) set up.

Medical Report 1953 - 100 spare copies to be machined.

Oct & Nov. Gazettes - Type to be disset.

10,000 Treasury Forms to be machined

4 " Reports for 1953-54 when ready

Work done during past week:

100 copies of Leg. Co. Minutes	}	machined
150 " " Defence Force Regs		
150 " " Club Rules		
15 pages of 250 Met. Returns		
8 pages of Met. Returns altered		
3 " " Stock Returns		
8 " " Dec. Gazette composed.		

H. H. Sedgwick

Head Printer

Q

BL 18/12
Hes for report

It is requested that, in any reference to this memorandum the above number and date should be quoted.

13th December 1954

To: The Hon.

Colonial Secretary

Stanley

From: Head Printer

Stanley, Falkland Islands.

SUBJECT:- Return of Outstanding Work.

Sir,

I beg to submit the Weekly Return of Outstanding Work and also work done during the past week:-

- Meteorological Returns - 39 pages to be machined
25 " " altered

December 1st Gazette

(including Medical Report) - Type nearly set up.

- Medical Report

- 100 spare copies

- November Gazette

- Type to be dissed.

Defence Force Discharge certificates - 100 to be machined

20 Board Covers for Jids to be printed

Stock Returns 1953-54 to be machined and also
included in December 1st Gazette

2 Bills (about 1½ pages) to be set up.

1000 Savings Bank Books

Work done during past week

5 pages Met. Returns machined

16 " " " altered

6 " Dec. Gazette set up

9000 Treasury Forms completed

Preparations made - with various setbacks - for casting rollers
2 pages type dissed.

H. H. Sedgwick

Head Printer

C

BU 20/12

It is requested that, in any reference to this memorandum the above number and date should be quoted.

20th December 1954

To: The Hon.

Colonial Secretary

Stanley

From: Head Printer

Stanley, Falkland Islands.

SUBJECT :- Return of Outstanding Work

Sir,

I beg to submit the Weekly Return of Outstanding Work, and also work done during the past week:-

Meteorological Returns - 32 pages to be machined
25 " - - altered

Medical Report - 100 copies to be
- machined.

Dec. 1st Gazette - Awaiting return of proofs

Nov. " - 114 pages to be dissed

D. F. Discharge Certificates 100 copies to be machined

20 Board Covers for Lists to be printed

Stock Returns to be machined

1000 Savings Bank Books

1000 Forms for Treasury

250 " " C. S. O.

Work done during week:

7 pages met. Returns machined

" " Type dissed

10,000 Treasury Forms machined

Finished setting, imposing, rough checking
- and submitted proofs.

WHP

WHP Sedgwick

Head Printer

22/12

P.A.
22/12

It is requested that, in any reference to this memorandum the above number and date should be quoted.

MEMORANDUM.

28th December 1954

To: The Hon.

Colonial Secretary

Stanley

From: Head Printer

Stanley, Falkland Islands.

SUBJECT :- Return of Outstanding Work

Sir,

I beg to submit the weekly Return of Outstanding Work (21st to 27th Dec.) and also work done during that week:-

Met. Returns - 25 pages to be machined
25 - - - altered

Dec. 1st Gazette

(including Medical Report) - Awaiting return of proof

Medical Report 1953 - Spare copies to be machined

Nov. Gazette - 9 pages to be disset

D. F. Discharge Cert. - 100 copies to be machined

20 Board covers for Fids. - Awaiting return of proof.

Annual Stock Returns - To be machined.

1000 Savings Bank Books - To be printed.

1000 Forms for Treasury
250 - - - C.S.O.

2 books Whaling Licences for South Georgia

Order - Double Tabulation
12 typed pages - To be composed & printed.

Work done during week:

7 pages Met. Returns machined

5 - - - type disset

Type set for Fids covers and Whaling Licences

9 rollers for machines made, which occupied 3 men several hours each day during the week

Q
m

H. H. Sedgwick, BUL

Head Printer

10.12.54

No.

0375

MEMORANDUM.

It is requested that, in any reference to this memorandum the above number and date should be quoted.

10th January 1955

To: The Hon.

Colonial Secretary

From: Head Printer

Stanley, Falkland Islands.

SUBJECT :- Return of Outstanding Work.

Sir,

I hereby submit the Return of Work outstanding to date, and the work done during the period 29th Dec., 1954 to 10th January, 1955.

Outstanding Work:-

Met. Annual Returns	-	25 pages to be machined
		19 " " altered
January 1 st Gazette (approx. 12 pages)	-	In process of composing.
Estimates of Colony 1955/56	-	Copy just handed in to this office
Order-in-Council Double Taxation	-	To be proofed, checked & machined
Board leaves for Fido	-	To be machined.
Annual Stock Returns	-	" " "
2 bks. Whaling Licences	-	" " "
1000 Savings Bank Books	-	To be printed
1000 forms for Treasury	-	" " "
500 " " C.S.O.	-	" " "
December Gazette	-	To be dissed.

Work done during period

December Gazette 22 pages - Machined, folded & stitched
 medical Report 1953 - " "
 9 pages type dissed.
 1000 Whaling Forms for South Georgia
 98 books of 50 ea Whaling forms for St. George.
 500 Application for Diving licence forms for Police.
 3 books of 100 Grazing licences for Ag. Dept.
 100 Discharge Certificates for Defence Force
 Order-in-Council - Double Taxation - 8 pages type composed

H. H. Sedgwick

Head Printer

Bof

QW

P.C.

It is requested that, in any reference to this memorandum the above number and date should be quoted.

17th January 1955.

To: The Hon.

Colonial Secretary

From: Head Printer

Stanley, Falkland Islands.

SUBJECT:- Return of Outstanding Work.

Sir,

I hereby submit the Return of Work outstanding to date, and the work done during the past week:-

Outstanding Work.

met. Returns	-	17 pages to be machined
		12 " " " altered
Jan. 1 st Gazette (12 pages)	-	to be corrected machined
Orders-in-Council (included in Gaz.)	-	to be machined
1000 Savings Bk. Books	-	to be printed
Estimates 1955/56	-	In course of altering
Dec. Gazette	-	Type to be dressed

Work done during past week:-

met. Returns	-	8 pages machined
		7 " " altered
Medical Report 1953	-	Completed
Jan. 1 st Gazette	-	Finished composing & proofed
Estimates 1955/56	-	8 pages altered
Board covers for Lids	-	Completed
Annual Stock Returns	-	"
2 Books Whaling Licences	-	machined
3.100 forms	-	machined for various Dept's

Q

H. H. Sedgwick
Head Printer

Recd.
27/1

It is requested that, in any reference to this memorandum the above number and date should be quoted.



From: Head Printer

Stanley, Falkland Islands.

24th January 1955

To: The Hon.

Colonial Secretary

SUBJECT:- Return of Outstanding Work.

Sir,

I hereby submit the Return of Outstanding Work to date and the work done during the past week:-

Outstanding Work:-

met Returns - 11 pages to be machined
8 " " " altered
January 1st Gazette - To be machined
Order in Council - " " "
Estimates 1955/56 - Proof submitted
1000 Savings Books - To be cut, folded & stitched
Index to Gazette 1954 - To be printed

Work done during week:

met Returns - 6 pages machined
4 " " altered
Jan 1st Gazette - Corrections made and prepared for machine.
Estimates 1955/56 - Altered proof submitted
Savings Books - machined

H. H. Sedgwick

Head Printer

Q

BoK

Q

It is requested that, in any reference to this memorandum the above number and date should be quoted.



MEMORANDUM.

22

31st January 1955

To: The Hon.

Colonial Secretary

From: Head Printer

Stanley, Falkland Islands.

SUBJECT:- Return of Outstanding Work.

Sir,

I hereby submit the Return of Outstanding Work and work done during the past week:-

Outstanding Work.

Met. Annual Return 1953	-	11 pages to be machined
		8 altered
February Gazette	-	In course of preparation
Order-in-Council (Double Taxation)	-	To be machined
Proclamation 5/54	-	" " "
Estimates 1955/56	-	In course of machining
Index to Gazette	-	Type being set
Lighthouse pay forms	-	To be printed
1000 Entry Free Forms	-	" " "
250 Leave Sick leaves	-	" " "
Whaling Licences (2 bks)	-	To be bound.

Work done during past week:-

January Gazette	-	Machined & finished
Estimates 1955/56	-	Proof corrected, 2 nd proof submitted and half machined.
Bank Books	-	Practically finished
February Gazette	-	Composing commenced
Gazette 1954 Index	-	Half type set.

H. H. Sedgwick

Head Printer

BVP

Q

10

It is requested that, in any reference to this memorandum the above number and date should be quoted.

MEMORANDUM.

7th January 1955

To: The Hon.

Colonial Secretary

From: Head Printer

Stanley, Falkland Islands.

SUBJECT:- Return of Outstanding Work.

Sir,

I hereby submit the Weekly Return of Outstanding Work and also Return of Work done during the past week:-

Outstanding

Met. Annual Return	-	7 pages to be machined
		8 " " altered
February Gazette	-	Proof submitted for checking.
H. Co's Budget Speech	-	Setting commenced.
Savings Bank Report 1953	-	" "
Gazette Index	-	To be proofed & machined.
100 Lighthouse Vouchers (3 pages)	-	To be printed
1000 Customs Forms	-	To be machined
250 Leave File Cards	-	" " "

Work done:-

Met. Annual Returns	-	4 pages machined
February Gazette	-	Type set & rough proofed
Estimates 1955/56 (Draft)	-	Completed
Sup. Abstrorp. & Apporp. Bills	-	20 copies each machined
Order-in-Council	-	Completed
Proc. 5/1954	-	"
Bank Books	-	"
Gazette Index	-	Setting completed
H. Co's Budget Speech	-	Start made of on setting

H. H. Sedgwick

Head Printer

BOL

Bernard

has a good sample of

Bo. with previous returns.

14/2

It is requested that, in any reference to this memorandum the above number and date should be quoted.

14th February 1955

To: The Hon.

Colonial Secretary

From: Head Printer

Stanley, Falkland Islands.

SUBJECT :- Return of Outstanding Work.

Sir,

I hereby submit the Weekly Return of Outstanding Work in the Printing Office and the work done during the past week:-

Outstanding Work:

Met. Returns	-	-	7 pages to be machined
			5 " " - altered
Savings Bank Report 1953			To be machined
Gazette Index 1954	-		Proof submitted
Harbour Report 1954	-		To be printed
H.E.'s Budget Speech	-		" - machined
Lighthouse Pay Voucher (3 pages)	-		To be printed
Statement of Assets & Liabilities			" " "

Work done during past week:-

Met. Returns	-	-	3 pages altered
			machined
February Gazette and Notices	-		Machined & finished
Savings Bank Report	-		Composed & proofed
Gazette Index	-		Rough checked & proof submitted
H. E.'s Budget Speech	-		Composed & proofed
Leave Cards 250	-		machined
Customs Forms 1000	-		

Bof
H.H. Sedgwick
Head Printer

No.

It is requested that, in any reference to this memorandum the above number and date should be quoted.

MEMORANDUM.

A

21st February 1955

To: The Hon.

Colonial Secretary

From: Head Printer

Stanley, Falkland Islands.

SUBJECT:- Return of Outstanding Work

Sir,

I hereby submit the Weekly Return of Outstanding Work in the Printing Office and Work done during the past week:-

Outstanding Work:-

Met. Returns	-	6 pages to be machined
	-	4 " " " altered
Gazette, March 1 st	-	To be printed
Harbour Report	-	" " " "
Ordinances 1-4 of 1955	-	" " " machined
Gazette Index	-	" " " "
H.C.'s Budget Appeal	-	" " " "
Estimates, approved	-	" " altered & machined
Lighthouse pay vouchers	-	" " printed
Statement of Assets & Liab.	-	" " " "
2150 Various Departmental Forms	-	" " " "

Work done during past week:-

Met. Returns	-	1 page machined
	-	1 " " altered
Gazette Index	-	Corrected ready for machine.
50 Savings Bank Report	-	Machined.
150 Depend. Ord. 1/55	-	"
100 Rules, Savings Bank	-	"
50 Vital Statistics	-	"
80 At Home cards	-	"
1850 Forms for Fids	-	"
4 Ordinances finally altered for machining	-	
	-	Several pages type disced.

H.H. Sedgwick

Head Printer.

Hes. per thank you
H.H.S.

H.P. I would now
like these returns monthly

Pa. Q-25/2

25/2

is requested that, in any reference to this memorandum the above number and date should be quoted.

26th March, 1955

To: The Hon

Hon Head Printer

Colonial Secretary

Stanley, Falkland Islands.

SUBJECT:- Return of Outstanding Work.

Sir,

I hereby submit the Monthly Return of Outstanding Work in the Printing Office and work done during the past month.

Outstanding Work:-

meteorological Returns	-	All statistical pages are printed and Mr. Hawkins is giving them a final check before folding & stitching. There will be a few pages of notes to be machined when ready.
Gazette, March 1 st	-	Proof submitted
Medical Report 1954	-	" "
Minutes of Leg. Co.	-	Type set up.
Education Report 1954	-	not commenced
Lighthouse Vouchers	-	" "
Statement of Assets & Liab.	-	Awaiting Auditor's report

Work done:-

met. Returns	-	6 pages machined, 4 " altered.
Gazette Index	-	Completed
Ordinances 1-4/55	-	" "
H.E.'s Budget & Recd.	-	" "
Estimates - approved	-	" "
Staff List	-	" "
12,500 copies of various forms	-	" "
Harbour & Navigation Report 1954	-	proof submitted.
Gazette - March 1 st	-	Set up.
minutes of Leg. Council	-	" "

Q

H.H. Sedgwick.

Head Printer.

No.

It is requested that, in any reference to this memorandum the above number and date should be quoted.



MEMORANDUM.

10th May 1955

To: The Honourable
Colonial Secretary

From: Head Printer

Stanley, Falkland Islands.

SUBJECT: - RETURN OF OUTSTANDING WORK.

Sir,

I hereby submit the Return of Outstanding Work in the Printing Office and also Return of Work done during the past six weeks.

2. Having been absent on sick leave I was not able to submit this Return on the 26th April, the date on which the usual monthly return should have been submitted.

Outstanding Work:-

150	May 1 st Gazette	-	not commenced.
100	Harbour & Aviation Report	-	Spare copies to be machined.
100	Education Report	-	" " " "
100	Legislative Council Minutes	-	" " " "
500	K.E.M.H. Patients Record Cards	-	To be printed
?	Pilot's Licences	-	" " " "
500	Leave & Last Pay certificates	-	" " " "
300	At Home Cards for H. E.	-	" " " "
1,000	Treasury Bill Heads	-	" " " "
8,500	Various Dependence account forms	-	" " " "
10,000	Savings Bank Receipts in books of 100 each	-	" " " "
5,000	Hospital Receipts in books of 100 each	-	" " " "

Work done during past 6 weeks:-

250	Meteorological Returns 1953 (116 printed pages)	-	Completed
150	March Gazette	-	"
150	April Gazette	-	"
100	Medical Reports	-	"
500	Lighthouse Vouchers	-	" (yet to be gazetted)
5000	Five Treasury Statements	-	"
70	H. E's At Home Cards	-	"
10,000	17 various forms	-	"
50	Books bound of all Rules, Regulations, Ordinances, etc., printed in 1954	-	"

J. H. Sedgwick
Head Printer

2.4.11
9/5

100
100
100

No.

It is requested that, in any reference to this memorandum the above number and date should be quoted.



0375.

28
195511th July

To: The Honourable

Acting Colonial Secretary

From: Head Printer

Stanley, Falkland Islands.

SUBJECT :- Return of Outstanding Work.

Sir,

I hereby submit the Return of Outstanding Work in the Printing Office and Return of Work done since the last Return was submitted on 10th May. Looking through my Returns file it appears that I inadvertently omitted to furnish you with a return for June which was evidently overlooked during an extra busy period. However it is gratifying to note that we have at last caught up with the back-log of work. There are a couple of long outstanding jobs which have been shelved indefinitely, marked here with an asterisk, which I would like your observations upon before proceeding with:

Outstanding Work:

July 1 st Gazette (4 pps.)	Proof submitted.
Passport Application form	" "
* Report on Experimental Tree Planting 1940-46 by Mr. Brown	?
* Report on visits to Centres of Peat and Shell Reclamations etc	?

Work done since last Return was submitted:-

May 1 st , June 1 st and June 13 th Gazettes	Completed (with spacers)
July 1 st Gazette imposed & proof submitted	
National Aviation Report 1954	Completed
Leg. Co. Minutes	"
Education Report 1954	"
Fish Estimates 1955-56	"
Air Pilot's Licences	"
Abstract of Est. Revenue 20 copies	"
Savings Bank Receipt Books 50 bks of 100 ed	"
Hospital Receipt Books (4 of 250 and 15 of 200)	"
250 Invitation Cards for O.A.S.	"
200 " " " Ag. Col. Sec.	"
1 Book bound for military Dept.	"
27,500 Departmental Forms	"

H. H. Sedgwick
Head Printer

I want to pay for them.

H. H. 14/7

Y. H. Submitted. I see little point in printing the attached reports. They were

Price of cards 3/3 per 100
100/1

29 written in 1945 and 1946.

The A.O. may be interested in seeing the
reclamation report.

[Signature] 11/1

C.S.

I agree. Presumably they will be carefully filed as they
are becoming somewhat numerous.

x/ A.O. should see

[Signature]
21/7.

H.P.

See over + pl. return

[Signature] 21/7

H.S.

Dear, thank you. Price of cards 3/5 per 100 = 6/6. no charge
for printing.

H.S.
20/8
28/7

[Signature] 21/8

x above - files sent to AO today

[Signature]
5/8

[Signature]
5/8

Relevant extracts concerning printing of
reports made & filed in 132/35 + 129/45

[Signature]
12/8/55

It is requested that, in any reference to this memorandum the above number and date should be quoted.

15th August 1955

To: The Honourable
Ag. Colonial Secretary

From Head Printer

Stanley, Falkland Islands.

SUBJECT:- Return of Outstanding Work.

Sir,
I hereby submit the Monthly Return of work outstanding in the Printing Office and return of work done during the same period. The epidemic of influenza caused a drop in output as three of the staff were off work for periods averaging one week each.

Outstanding Work:-

Aug. 1st Gazette (4 pps) - To be machined
Annual Met. Report (6 pps) - Composing stage.
Treasury Receipt Books
(100 bks. of 100 duplicated Receipts) - not commenced)
5,000 Various forms " "
Sept. Gazette (? pps) " "

Work done during period:-

July Gazette - Machined.
Aug. " (4 pps) - Prepared ready for machine.
Annual Met. Report - 5 pps. set up.
R/T Station Licences - Completed
(2 pps newly set up)
Examples of R/T Procedure - "
13,000 Various forms - "
66 ~~pts~~ sheets stamps overprinted - "
150 copies Depend. Ord. 3/55 - "

J. H. Sedgwick
Head Printer

H.P.

30 x.i.

The object of these monthly reports is a little obscure to me (pl. see 10 & 25B).

H.P. is a more dependable officer (I wish we had a few more of his calibre in the Service) & can be relied upon to see there's no slacking. I therefore recommend that the reports of outstanding ^{work} be submitted quarterly. If it is necessary to know the position other than quarterly, H.P. is in a position to tell us by merely producing his work register.

J.
18/8.

H.P.
Agreed.

J. 19/8

H.P.

To note above p.

J.
19/8.

H.C.S. noted, Thank you

H.C.S.
19/8

J.
20/8.

252

DECODE.

TELEGRAM.

From Administrative Officer, South Georgia

To Colonial Secretary

Despatched : 11th October, 19 55 Time : 1950

Received : 12th October, 19 55 Time : 0900

No.149. Grateful to know whether it would be possible for the Government Printer to print the text of twenty Norwegian Xmas telegrams (with an average of twenty words each) on Government telegraph service forms. We require 200 of each and would appreciate delivery per next "Biscoe".

ADMINISTRATIVE OFFICER

P/L:IMR

GOVERNMENT TELEGRAPH SERVICE

FALKLAND ISLANDSSENT

Number

Office of Origin

Words

Handed in at

Date

To

12.10.55

~~ADMINISTRATIVE OFFICER, SOUTH GEORGIA~~~~D E P ACCOUNT~~

NO.159. YOUR TELEGRAM 149 STOP XHAS TELEGRAMS STOP YES STOP PLEASE
TELEGRAPH TEXT OF TELEGRAMS REQUIRED AS SOON AS POSSIBLE STOP ASSUME
REQUIRED ON QUOTE RECEIVED UNQUOTE FORMS.

SECRETARY

Time

12/10/55

Reply at 3u

BU 15/10/55

Write
across

323	LBA	etat 286	1615	14/10/35	55
	Colonial Secretary	Key			60
No 150	Tour	156	stop	Xmas telegrams	65
stop	Herewith	Text of	30 Telegrams		70
to be printed	on	received	forms		75
thank you	stop	1.	Guds signing		80
over	Gulestener	of	det Nye		85
aar.	20.	Gledelig	Jul	of	90
Nytt	aar.	3.	Gledelig	Jul	95
of	Godd	Nytt	aar.	1.	all
Her	Hilsen	4.	Alle	Gode	100
oensker	for	Gulene	of	det	Nye
aar.	5.	Hjerteligste	Gul		110
of	Nyaars	oensker	6.	med	115
Takk	for	det	gamle	aar	oensker
en	Gledelig	Jul	of	et	Godd
aar.					nytt
					130
					135
7.	Guds	bed	of	signing	over
Gulehelga	of	nyaaret			
					140
8.	Helsing	of	beste	yaske	for
					145
					150

Wt. Y39494/D7790. B. & S. Ltd. 51-6054.

Write
across

Jula og det Nye aarek. 55

9. Alt godt jeg kan ønske at
lykke og Held skal langvejs
Naa deg som Kjaertegn
ikveld. 75

10. Samme Julestjerne Kjaere
daar og lyser paa Vaar vei.
Ingen armand, ingen Breddegad.
Kan skille deg og meg. 95

12. Hold Julefest i kveld som
foer med godt Humør og fusk
Kuløer. 110

13. Over Hav, over land Vaare
ynske gaar. God fredfull Jul
og et godt nytt aar. 125

14. Vaar varmeste Hilsen er
Hjertens Joke til deg som maa
skrive der ute paa havet. 140

15. God jul, Kjaere far, fra
Barna og meg. Hver Tanke 150

Write
across

③	Vi har, er en Hilsen til dig	55
	16 En Hilsen fra søsteren, fra	60
	far og fra mor. God Jul	65
	og godt nyt aar for gutteren	70
	ombord.	75
	17. Du er ikke hos oss og fester	80
	I Kield. Vi farer dig Høstlig	85
	Varmt hilsel.	90
	18. fra gamle Norge dei osda	95
	Kjære sender vi gjennom	100
	Vinteren. God Jul og godt	105
	Nyaar.	110
	19. God Jul og godt nyt	115
	aar er for fattig og	120
	mot alt det jeg føler for	125
	Gutteren ombord.	130
	20. Hans juleklokken kimer	135
	sin Hilsen over jord. I julens	140
	stille timer, gaar tankene	145
	Ombord.	150

Write
across

50. Alle gode ønsker for det 55

Nye aar. Alt vel. Hilsen Stof 60

65

Adm Officer.

70

75

80

85

90

95

100

105

110

115

120

125

130

135

140

145

150

0375

10th November, 55.

To: The Administrative Officer,

From: The Colonial Secretary,

Stanley.

Xmas Telegrams.

34 I am directed to refer to your telegram No. 150 of 14th October regarding Xmas telegrams and to inform you that the printed forms have been despatched under separate cover.

Colonial Secretary.

JE/DM

No.

It is requested that, in any reference to this memorandum the above number and date should be quoted.

0375
MEMORANDUM.

29
15th November 1955

To: The Honourable

The Colonial Secretary

From: Head Printer

Stanley, Falkland Islands.

SUBJECT:-

Quarterly Return of Work.

Sir

I hereby submit the Quarterly Return of Outstanding Work and a summary of work done during the past three months.

2. After a busy quarter we are now in the happy position of being practically up to date with the work. We have at the moment only two orders on the form file totalling 1500 copies, the November Gazette of six pages to be proofed and machined and 500 Child Allowance Books for 1956 to be supplied. Mr. Board, however, informs me there is a long list of legislation to come in in the near future. As usual after a rush period there is quite a bit of clearing up to be done after such as dressing type, etc.

3. During the past three months we have done 57 form jobs totalling 37,640 copies; 106 Receipt Books for Lands and Treasury, each containing 100 duplicated receipts; 350 Telephone Directories; 100 copies Lands Estimates (Reprint) and the usual monthly Gazettes with spare of legislation.

Head Printer.

H. H. Sedgwick,
Head Printer

Excellent. Your department
is working well and efficiently.
You have a busy time ahead.

C.H.P.
17/11

H.C.S.
Secy, than 18/11

No.

MEMORANDUM.

It is requested that, in any reference to this memorandum the above number and date should be quoted.



23rd April

1956

To: The Ag. Colonial Secretary
Stanley

From: Head Printer

Stanley, Falkland Islands.

SUBJECT :- Return of Outstanding Work.

Sir,

I hereby submit my return of Outstanding Work and a summary of work done during the past four and a half months. Owing to pressure of work on Dr. Gibbs' Report I inadvertently forgot to tender this report of the 15 February so beg to suggest that we change the quarterly period so as to end on the 31st March, 30th June, 30th September and 31st December in each year.

Therefore this report covers the period from 16th November, 1955 to 31st March, 1956.

We have had a fairly busy period, and now have the following jobs on hand :-

April 1st Gazette (41 pps.) About to commence.

First half of Dr. Gibbs' report In course of preparation.

Several Departmental forms and other small jobs.

During the period just passed we have completed, besides the regular monthly Gazettes and spare copies of Regulations, Orders etc., some 40000

Departmental forms, 524 Children's Allowance Books,

12 books of 50 Driving Licences, 10 books of 100 Gun

Licences, 1 bound book of Register of Operations in R.E.M.S.

10 books of 100 Receipts in duplicate and various small jobs

H.P.

H. H. Sedgwick

Head Printer

Thank you - these reports may be discontinued until further notice

24/4.

J.C.S.

Noted with pleasure, thank you

25/4

25/4/56


EXTRACT FROM MINUTES OF MEETING NO. 8/65 OF EXECUTIVE

COUNCIL HELD ON THE 11th & 12th OCTOBER 1965

28a 'O' in 2364

Council examined the recommendations made by the Colonial Treasurer and advised as follows -

Printing. The Colonial Treasurer to investigate closely and make recommendations.



CLERK OF THE COUNCIL

42

C.T.

FA

for necessary action pl.

 8.11.65

No. 0375

MEMORANDUM

It is requested that, in any reference to this memorandum the above number and date should be quoted.

24th November, 1965

To: Colonial Treasurer,

Stanley.

From: The Colonial Secretary,

Stanley, Falkland Islands.

SUBJECT :-

Financial arrangements with Government Printer.

According to the minutes of Executive Council this is now in your hands. I shall not therefore take any action until you make your report.



COLONIAL SECRETARY

C.S.,

Suggest following report to Exco.

"Government should give notice to the Head Printer that it proposes, on

LS

grounds of economy, to discontinue permitting the use of its equipment etc for private printing. Three months notice is given to enable Head Printer to clear outstanding undertakings (and the public to place later requirement orders elsewhere) or to put forward alternative proposals that would ensure the economic use of the equipment including the heating and lighting of the building."

L.R.
6.12.65

Sent these another letter (to V. King)
for this?

✓

EXTRACT FROM MINUTES OF MEETING NO. 9/65 OF EXECUTIVE COUNCIL
HELD ON THE 15TH AND 16TH DECEMBER, 1965

0375

(c) Government printing: financial arrangements

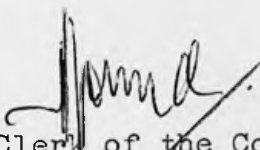
The Colonial Treasurer reported that the Head Printer had for many years handled the private printing requirements of the Colony on the understanding that he could make full use of the Government machinery and power. In return, Government received 10% of the charges levied in respect of labour, the paper being purchased and resold by the Printer on his own account. The revenue received from this arrangement showed clearly that the small amount accruing to Government was out of proportion to the service provided. Council advised that with effect from 1st July 1966 the Government should receive 40% of the charges levied in respect of labour.

Excluded

x

2375

It was noted that the officers employed in this Department were required to work with lead and other alloys and it was felt that some risk to their health may be incurred as a result of this. Council advised that Government should enquire from the Secretary of State the extent to which we should be guided by laws relating to the employment of persons engaged in an occupation of this nature.


 Clerk of the Council

23rd December,

Dear Sir,

Government has recently been reviewing the arrangements whereby with the use of Government machinery and electrical power you handle private printing requirements, and for which you are charged 10% of the total charge excluding paper purchased and resold by you.

The revenue received from this arrangement shows that the amount accruing to Government is out of all proportion to the service it provides to you and it has been decided that with effect from 1st July 1966 the levy will be increased to 40%.

I have no doubt that you will wish to discuss this with me and I am very willing to do so at any mutually convenient time.

Yours faithfully,

(Sgd.) W.H. THOMPSON

COLONIAL SECRETARY.

CS.
You are going to
Contact Mr King?

Mr. V.T. King,
STANLEY.

IM.

29.166
Copy to Mr. King's P/File

KIV 43a

Pa

12.2.66

46
● Gov. Printer

Town Council have asked whether I will authorise you to print cheques for them - I have no objection.

When will you be printing the fire & pensions pamphlets? I promised the pamphlets in the May Budget session last year - will you able to manage them after the printing Dept?

S.D.

23/2.

AKS

47

I hope to be able to produce both these pamphlets soon. Each time they have come close to their turn for printing, other work which I considered more important has shown ^{them} further on. These Town Council cheques for instance. I suppose they should take a priority rating?

V.S.K.
25.2.66.

48

D!

Pl.

2th

0375

49
66.

21st December

To: The Officer in Charge,

From: Colonial Secretary,

B.A.S. Office,

STANLEY.

Ref. attached.

The Government Printer will be able to print the telegram forms for you and is willing to make the necessary blocks, but, however I am afraid the job will have to be paid for as being outside 'normal printing'.

(W.H. THOMPSON)
COLONIAL SECRETARY