

# Trades House of Glasgow HOUSE OFFICERS 1879 TO 1967



By

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MMXXVI

# Trades House of Glasgow

## House officers

### 1879 to 1967

At a special meeting of the Trades House on 25<sup>th</sup> of August 1914, the House met, and the Convener stated that he had called the meeting to consider what sums the House should contribute to the Funds at present being raised to relieve the distress arising out of the present European War. He reminded the House of the assistance given and the liberality shown in similar circumstances in the past. He said: -

*“As late as 1746, an officer, afterwards Deacon-Convener, carried the colours of the Glasgow Volunteers, amongst which were many Craftsmen, in a battle with the rebel army at Falkirk.”<sup>1</sup>*

At a meeting of the Buildings Committee on 30<sup>th</sup> May 1879, the Convener read a list of repairs handed to him by the Officer, required on the Buildings, and the meeting appoint the Convener, late Collector, and Messrs. Steven and Craig a Sub-Committee to inspect the whole premises, and ascertain what repairs are required, and to report to a future meeting.<sup>2</sup>

On 14<sup>th</sup> October 1880 at a Trades House meeting, the House approved the reappointment of Donald M'Callum to be House Officer for another year.<sup>3</sup> David McCallum continued until his resignation which was recorded in the minutes of 19<sup>th</sup> December 1881.<sup>4</sup> Where the Deacon Convener stated *“that he had called this meeting to consider the applications lodged for the vacancy caused in the Officership by the resignation of Donald McCallum, a list of which had been sent to each member. He further stated that the Building Committee had taken certain steps in the matter, as shown by the Minutes, which he asked the Clerk to read.*

*Thereupon, the Minutes of the meetings of the Committee on the Buildings, dated 24<sup>th</sup> November last, and 14<sup>th</sup> December instant, were read and approved. Mr Robert Anderson moved- “That the applications be remitted to the Building Committee with power to reduce the list to a leet of six” which was seconded by Mr William Campbell, and unanimously agreed to.*

*Upon the suggestion of the Deacon-Convener, the meeting remit to the Building Committee with full power as they shall see fit, either to contribute a sum of money or give some other token to Mr McCallum, as a mark of respect for his long services to the House.”*

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<sup>1</sup> Trades House Minutes 1911 to 1915, Page 44

<sup>2</sup> Trades House Building Committee 1860 to 1879, Page 22

<sup>3</sup> Trades House Minutes 1880 to 1888, Page 8

<sup>4</sup> Trades House Minutes 1880 to 1888, Page 13

On 22<sup>nd</sup> November 1881, Donald McCallum wrote to the Deacon Convener tendering his resignation a copy is inscribed below:

*" Trades' House,  
Glasgow, 22<sup>nd</sup> Nov., 1881.*

*"To the Deacon-Convener,  
and other Members of the Trades' House.*

*"Gentlemen,*

*"After upwards of 20 years' service as Officer to your House, I herewith tender you my resignation, the date to be as at 31st December next, in deference to your expressed wishes. I am very sorry to take this step, but I am compelled to do so on account of my health not being good, and consequently not so able to perform the duties satisfactorily. With kind regards for past goodness,*

*" I am, Gentlemen, your most obedient servant,*

***"DONALD M'CALLUM."***

The meeting after reading the above letter, unanimously agreed to accept Mr McCallum's resignation. On the motion of Mr Bryden, seconded by Mr Urie, the meeting resolved that the same conditions should be adopted in regard to the election of an Officer as were when Mr M<sup>c</sup>Callum was appointed, That the candidates be active men not exceeding 50 years of age, and a member of one or more of the incorporations. The meeting instructed the Clerk to advertise the vacancy, applications and testimonials to be lodged with him on or before Monday, 12<sup>th</sup> December next.<sup>5</sup> And the meeting having considered the said letter, unanimously agreed to accept of Mr M<sup>c</sup>Callum's resignation as at 31st December next.

On the motion of Mr Bryden, seconded by Mr Ure, the meeting resolved that the same conditions be adopted in regard to the election of .an Officer as were when Mr M'Callum was appointed, viz., That the candidates be active men not exceeding 50 years of age, and a member of one or more of the incorporations. The meeting instructed the Clerk to advertise the vacancy, - applications and testimonials to be lodged with him on or before Monday, 12<sup>th</sup> December next.

On 10<sup>th</sup> January 1882 the Trades House met and elected a new officer from several candidates who had been leeted down to two candidates viz., Alfred Talbot, Cordiner, and Thorburn Alston, Tailor, &c. The vote having been taken by ballot, 30 voted for Alfred Talbot, and 21 for Thorburn Alston. Alfred Talbot was duly elected Officer to the Trades House until the next ordinary time of election. The Building Committee were to arrange his duties and the date which he would commence them.<sup>6</sup>

At a meeting of the Buildings Committee ont18<sup>th</sup> January 1882 the clerk read a letter from Mr Alfred Talbot accepting the appointment as Officer to the House, to which office he was appointed on 10<sup>th</sup> January instant, and he named Messrs Jame Brown, council officer, City Chambers, and William Campbell, lands valuation assessor, Ingram Street, as his cautioners to the extent of £200, in terms of the Rules. The meeting approved and appointed the bond to be prepared. The Convener, late Convener, and Mr Gilmour were to meet with him and arrange as to his duties as Officer, and the date when he shall start them.

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<sup>5</sup> Trades House Minutes 1880 to 1888, Page 19

<sup>6</sup> Building Committee of the Trades House Minutes 1880 to 1888, Page 23

In terms of the remit at the meeting of the House on 19th December last, Retiring allowance to recommend that Donald M'Callum should receive a retiring allowance of £20 a-year, being the amount allowed Craftsmen Pensioners, the same to be payable during the pleasure of the House, and not liable to be affected by his deeds or debts.<sup>7</sup>

At a meeting of the Trades House on 11<sup>th</sup> October 1882, the House reappointed Mr Talbot as House Officer and the Buildings Committee were asked to consider if his salary should be paid from the Hall Revenues. The Buildings Committee recommended that no change should take place.<sup>8</sup>

When considering the several options of the designs for the new Trades Hall, the Officer's accommodation turned up on numerous occasions. But as eventually it was decided not to tear down the hall or rebuild it elsewhere, thanks to the Incorporation of Bonnetmakers and Dyers. The question of the Officers' accommodation was a mute one.

On 9<sup>th</sup> October 1884, Mr John Farrell was elected to be the House Officer.<sup>9</sup> Mr Farrell was paid a salary of £73 12/- as shown in the abstract of accounts for 1886.<sup>10</sup>

In 1888, the Trades House had settled its desire to have a new Trades Hall and instead intended to have a restructure of the Trades Hall. Mr James Tullis had been asked to give a report on the possible reconstruction of the Trades Halls, and it is interesting to note that he proposed to utilise the space occupied by the Officer's office and dwelling-house as a shop on the ground floor and a service room and kitchen on the upper floors. Also New kitchens and service rooms were to be provided in the space (two floors) at the north end of the large Hall, formerly occupied by the officer's house. In this position the kitchen would be more conveniently placed.

The Officer's house of three apartments, instead of four as at present, would occupy the space (two floors) at the south end of the Hall. As the letting of the Halls is now under the management of the Clerk to the House, there is not the same need as formerly for the officer having an office. The access to the officer's house would be by a private stair rising from the ground floor, as shown on the plan.<sup>11</sup>

At a meeting of the Buildings Committee of the Trades House on 9<sup>th</sup> January 1889, it was agreed to purchase bells to communicate with the Officer's House and the street should be purchased.<sup>12</sup>

At a meeting of the Buildings Committee on 29<sup>th</sup> November 1889, the meeting unanimously recommend that the Officer receive an allowance from this date of £30 per annum, to meet expense of extra cleaning, etc., per annum in consequence of the recent additions made to the buildings.<sup>13</sup>

At a meeting if the Sub-Committee of the Trades House Buildings Committee, the Clerk submitted a letter from Messrs. T. C. Young and Rowley Orr dated 29<sup>th</sup> ult., reporting a complaint made by Messrs. Thomas White & Smith regarding the use of

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<sup>7</sup> Building Committee of the Trades House Minutes 1880 to 1888, Page 23

<sup>8</sup> Finance Committee of the Trades House Minutes 1880 to 1888, Page 31

<sup>9</sup> Trades House Minutes 1880 to 1888, Page 7

<sup>10</sup> Trades House Minutes 1880 to 1888, Page 16

<sup>11</sup> Trades House Minutes 1880 to 1888, Page 2

<sup>12</sup> Buildings Committee of the Trades House Minutes 1888 to 1897, Page 13

<sup>13</sup> Buildings Committee of the Trades House Minutes 1888 to 1897, Page 9

the side door, and the action of the Hall-keeper in refusing access by that door to the guests at a marriage party dining downstairs and dancing in the hall above. After hearing Mr. Farrell fully on the matter the Meeting unanimously resolved that the side door should only be opened when the Hall is engaged by Messrs Thomas White & Smith for Soirees, Dinners, Marriage Parties, and other Social Meetings; but that on no other occasion should it be opened, and the Officer was instructed accordingly. The Meeting further resolved that in the event of the above concession being abused, it be reserved to the Trades' House to withdraw the privilege at any time, and that no Smoking Concerts be allowed in the Hall or other Rooms in the Buildings.<sup>14</sup>

At a meeting of the Buildings Committee on 14<sup>th</sup> of September 1896, a notice from the Sanitary Inspector, dated 28<sup>th</sup> ult., was read, reporting that as a result of inspection the water-closets and lavatory in the ground floor of the Trades' Hall had been found defective, smoke pervading the same, and indicating, as a remedy, that the water-closets should be taken down, and all defects made good.

The Officer was called in, and he stated in connection with the matter, that these water-closets and the lavatory were never made use of, and that if they were removed, and the partition between them and the cloakroom taken down, the cloakroom, which is at present too small and liable to become overcrowded when the hall is occupied by social meetings, would be greatly improved, and rendered suitable to the wants complained of by patrons.

The meeting unanimously remit the matter to the Convener, Collector, late Convener, Deacon Muir, and late Deacon Ferguson to consider what is best to be done, and report to an early meeting.<sup>15</sup>

At the above meeting the Deacon-Convener explained that the Officer was experiencing difficulty in obtaining tenants for the halls, because of its being impossible to put the forms in the large hall out of the way when that was desired, and that the Officer suggested that if a new and extended platform were constructed the forms might all be placed beneath it, instead of behind screens at the other end of the hall. Thus, the appearance of the large hall would be considerably enhanced, and the platform enlarged and improved. It was remitted to the above Sub-Committee to consider the matter, and report what is the best that may be done.<sup>16</sup>

Another topic which arose at the above meeting was the question of the flag which had some time ago been given to the House by a late Convener was now very much torn, and that as it was absolutely necessary to have a new one, he had given the Officer orders to have one specially made. The flag would soon be supplied, and he had much pleasure in making a gift of it to the House. The meeting unanimously recommend the acceptance of the flag by the House, and heartily thanked the Convener for his handsome gift.<sup>17</sup>

At a meeting of the Platform Committee on 9<sup>th</sup> March 1897, the Convener submitted letters which he had received from David MacLean, Esq., offering for the acceptance of the House a richly carved oak bookcase, at one time the property of his brother, Late-Convener William MacLean, Junior, and believed to be made from wood of the old Glasgow Cathedral.

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<sup>14</sup> Buildings Committee of the Trades House Minutes 1888 to 1897, Page 18

<sup>15</sup> Buildings Committee of the Trades House Minutes 1888 to 1897, Page 21

<sup>16</sup> Buildings Committee of the Trades House Minutes 1888 to 1897, Page 21

<sup>17</sup> Buildings Committee of the Trades House Minutes 1888 to 1897, Page 21

On behalf of the House, the meeting unanimously accepted the handsome gift and recommend that an official acknowledgement be sent to Mr. MacLean.

After further discussion, it was also agreed to recommend that a brass plate with a suitable inscription thereon be fixed on the bookcase, and that it be used to form the nucleus of a reference library of works relating chiefly to Guild and City life or history. A Constitution for the proposed Reference Library was submitted and approved of, and the Clerk was instructed to have same printed and issued along with the Minute of this Meeting for the consideration of the House at a Special Meeting to be held on 16<sup>th</sup> inst.

The Convener intimated that he had made arrangements for an appropriate book plate being designed and printed for affixing (with the donors' names written thereon) to volumes presented to the Library.

Serial V of the constitution stated that the Keys of the Bookcase and Catalogue of the Books will be held by the Clerk and the Officer of the House.<sup>18</sup>



**Trades House Outing 1897/1898**

Deacon Convener John F. Miller ~ Collector Matthew Whyte  
House Officer John Farrell (rear in top hat) ~ Harry Lumsden (left back row)

On 1<sup>st</sup> November 1898 at a meeting of the Building Committee, the Deacon Convener explained that with the object of devising means for increasing the rents from the lets of the halls, he and his colleagues on the platform had been considering the advisability of allowing Mr. Farrell, the Officer, a commission on rents collected for the lets obtained by him. After due consideration and hearing a statement of the

<sup>18</sup> Platform Committee of the Trades House Minutes 1888 to 1897, Page 7

Officer's present emoluments from all sources, including the option he has of charging tenants 2s. per hour or part of an hour for the time he may be engaged after 11.30 P.M., the meeting unanimously recommended that Mr. Farrell be allowed a commission of 5 per cent. on all rents over £200 collected by him during the year.<sup>19</sup>

At a meeting of the Buildings Committee on 1<sup>st</sup> May 1899, the Clerk intimated that Mr. Buchanan, tobacconist, tenant of the shop at the north end of the buildings, complained of damage done to his stock of cigars by overflows of water from the Trades' Hall kitchen, and annoyance caused him frequently by plumbers while repairing stoppages in the W.C. pipes. The Committee instructed the Clerk to communicate these complaints to Mr. Farrell and ask him to endeavour to get the purveyors using the kitchen, and members of parties occupying the Halls, to do all they can to prevent this loss and annoyance to Mr. Buchanan in future.<sup>20</sup>

The 1898 Trades House accounts show the salary and the extent that he gained from renting out the hall with his salary still £120 per annum and a commission on Gross Drawings over £200, *i.e.*, £251 16/- @ 5 per cent., equalled £13 1/9p.<sup>21</sup>

At a meeting of the Buildings Committee on 27<sup>th</sup> October 1899, the Clerk stated that water spilt by the Purveyors using the upper and lower kitchens, from time to time, was percolating through and injuring the ceilings, and that the Officer thought steps should be taken at once to remedy this.

Mr. Bell was asked to examine the floors of the kitchens, and report what Remit.<sup>22</sup> measures he thought should be adopted to prevent this in future.<sup>23</sup>

On 12<sup>th</sup> February 1900, Mr Farrell reported to the Buildings Committee that the regulations of the Corporation Water Department for drawing the water supply by meter, and it was unanimously agreed that he should apply to the Water Department to have a water meter introduced, and the water supply charged for by meter instead of by assessment on the gross rental, as the Officer was of opinion that this would result in a considerable saving of money.<sup>24</sup>

At a meeting of the Trades House on 1<sup>st</sup> of August 1901, the Convener reported that Mr. Farrell, Officer of the House and keeper of the Halls since 1884, had mentioned to him that owing partly to increasing years, but especially to the late hours which the letting of the Halls for dancing, etc" entailed upon him, it would be impossible for him to continue his services after 31<sup>st</sup> October next, when his year ended.

The Convener stated that he had learned this with much regret, and that on reporting it to his colleagues on the Platform it was their unanimous opinion that Mr. Farrell's services should, if at all possible, be retained as Officer of the House, and that a separate Hall keeper should be engaged to attend wholly to the letting of the Halls. He moved that the matter be remitted to the Platform and the Hall Buildings Committee to draw up a Report and submit the same to next Meeting of the House.<sup>25</sup>

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<sup>19</sup> Buildings Committee of the Trades House Minutes 1897 to 1901, Page 11

<sup>20</sup> Buildings Committee of the Trades House Minutes 1897 to 1901, Page 42

<sup>21</sup> Committee of the Trades House Minutes 1897 to 1901, Page 16

<sup>22</sup> Buildings Committee of the Trades House Minutes 1897 to 1901, Page 9

<sup>23</sup> Buildings Committee of the Trades House Minutes 1897 to 1901, Page 9

<sup>24</sup> Buildings Committee of the Trades House Minutes 1897 to 1901, Page 22

<sup>25</sup> Trades House Minutes 1897 to 1901, Page 45

At a meeting of the Buildings Committee on 17<sup>th</sup> of September 1901, the Deacon Convener reported that he and his colleagues on the Platform had carefully considered the question of Mr. Farrell's retiral, and their unanimous suggestion was that the dual office of Officer of the House and Keeper of the Halls should be separated; that Mr. Farrell should be allowed to retire from the position of Keeper of the Halls, but should be retained as Officer of the House, and that a new Keeper of the Halls should be appointed.

Their further unanimous suggestion was that Mr. Farrell should be granted a pension of £20 per annum by the House and a retiring allowance of £ 10 per annum from the Hall Rents, with, in addition, a salary as Officer of the House of £ 30 per annum, along with his share of the fines payable by Burgesses and Guild Brethren, as formerly, yielding an average of about £7 per annum.

After fully discussing these terms, the Meeting resolved to recommend that the proposal of the Platform should be adopted by the House, and that Mr. Farrell be granted these retiring allowances and be engaged as Officer of the House on the above terms, and subject to satisfactory written conditions to be arranged by the Deacon Convener and Collector.

As regards the Hall Keeper's remuneration, the suggestion of the Platform was that the Hall Keeper should have a dwelling-house in the buildings on the same conditions as Mr. Farrell had at present, a salary of £90 per annum, an allowance for cleaning of £30, and a commission of five per cent. on all gross drawings over £200. This proposal, if adopted, would result in a saving to the Hall Rents Account of £30 per annum, or £20 after paying Mr. Farrell's allowance.

The Meeting, after consideration, unanimously recommend that the appointment of a Keeper of the Halls on the terms above mentioned should be remitted back to the Hall Buildings Committee, with full powers, subject also to the Deacon Convener and Collector arranging in writing satisfactory conditions of appointment with the applicant appointed.<sup>26</sup>

At a meeting of the Sub-Committee on Hall Buildings on 5<sup>th</sup> March 1902, the sub-committee met and made a thorough examination of the condition of the Large Hall, Lesser Hall, passages and staircase and after a consultation instructed the Clerk to get estimates for work requiring to be carried out. Item (5) on the list of work to be carried out was:

*“Cleaning the walls and repainting or papering, where necessary, in the Hall-keeper's house.”<sup>27</sup>*

The whole question of repairs, cleaning, and painting, was remitted to the Platform with full powers.<sup>28</sup>

On 17<sup>th</sup> December 1902, the Clerk was instructed to obtain for the Hallkeeper a duplicate Receipt Book to be used by him on all occasions when granting receipts for Hall rents.

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<sup>26</sup> Buildings Committee of the Trades House Minutes 1897 to 1901, Page 60

<sup>27</sup> Sub-Committee of the Buildings Committee of the Trades House Minutes 1901 to 1905, Page 27

<sup>28</sup> Buildings Committee of the Trades House Minutes 1901 to 1905, Page 30

He was also instructed to procure a new Order Book for instructing all work and orders in connection with the Hall Buildings. Orders to be signed by the Collector or the Clerk.<sup>29</sup>

At meeting of the Platform, which was held on 3<sup>rd</sup> June 1903, The Clerk reported that, as informed by the Hall-keeper, a number of the tiles in the passages had become loose. He was instructed to arrange for having these replaced.<sup>30</sup>

At a meeting of the Building Committee held on 14<sup>th</sup> September 1903, the Clerk submitted an Inventory of the Fittings and Furniture in the Halls, signed by the Hall Keeper, with particulars of what had become of all furniture signed for by the last Hall Keeper, and not now in the buildings.<sup>31</sup>

In 1903 the Hall Keeper's salary and commission was recorded as £110 13/- and an allowance of £10 for cleaning.<sup>32</sup>

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In 1903 the Hall Keeper's salary and commission was recorded as £110 13/- and an allowance of £10 for cleaning.<sup>34</sup>



At a meeting of the Trades House on 24<sup>th</sup> September 1903, the Convener reported that the Address to His Majesty the King, on the occasion of his visit to Glasgow on 14<sup>th</sup> May last, had been presented by him to His Majesty in person in the Banqueting Hall of the City Chambers. A Deputation consisting of the Collector, the Late Convener, the Late Collector, and the Clerk, had the honour of accompanying him. The Officer was also in attendance. A record of the proceedings, including

a copy of the Address, all as engrossed in the minutes, was contained in a Souvenir just issued to the Members.<sup>35</sup>

<sup>29</sup> Buildings Committee of the Trades House Minutes 1901 to 1905, Page 165

<sup>30</sup> Platform Committee of the Trades House Minutes 1901 to 1905, Page 40

<sup>31</sup> Buildings Committee of the Trades House Minutes 1901 to 1905, Page 47

<sup>32</sup> The Trades House Minutes 1901 to 1905, Page 17

<sup>33</sup> Buildings Committee of the Trades House Minutes 1901 to 1905, Page 47

<sup>34</sup> The Trades House Minutes 1901 to 1905, Page 17

<sup>35</sup> The Trades House Minutes 1901 to 1905, Page 48

At a meeting of the Building Committee on 10<sup>th</sup> May 1904, the Sub-Committee reported that they had consulted with the Hall keeper and thought it inadvisable to increase the charge for letting the Halls *en suite*. The Committee, after discussing the question, recommend that no increase be made meantime.

Officer reported regarding painting, washing, cleaning, and repairs thought necessary before next season.<sup>36</sup>

At a meeting of the Building Committee on 8<sup>th</sup> February 1904, a re-draft of the Conditions of Let for the Halls was submitted and approved, and the Collector and Clerk instructed to see that the Hallkeeper, when paying over his rents, should deliver up the signed Conditions of Let for each rent he is accounting for.

It was remitted to the platform to consult with the Hallkeeper as to the advisability of increasing the average charge for letting the suite of halls for next season, with full powers.<sup>37</sup>

The 1906 accounts show an expenditure of £1 16/- to William Shearer for vests for Officer.<sup>38</sup>

At a meeting of the Buildings Committee on 19<sup>th</sup> June 1907, The Clerk reported that the Hallkeeper had again been complaining regarding the unsatisfactory quality of the coals supplied to the Halls. After consideration the Meeting instructed the Clerk to intimate to the coal merchant that unless an improvement were made, the House would be forced to terminate their contract with him and obtain their coal supply elsewhere.<sup>39</sup>

At the meeting of the Building Committee on 19<sup>th</sup> June 1907, the meeting decided in view of the Workmen's Compensation Act, 1906, which came into operation on 1<sup>st</sup> July, the Meeting instructed the Clerk to have the officer, Hallkeeper, and charwomen employed to clean the Halls insured against compensation risks.<sup>40</sup>

At a meeting of the Finance Committee on 30<sup>th</sup> of January 1908, the Clerk reported that Mr. Farrell, Officer, required a new outfit, including hat, suit of uniform, overcoat, boots, etc. The last partial outfit was supplied six years ago. It was agreed to recommend that a new outfit be ordered by the Officer.<sup>41</sup> The clothing was purchased at a cost of £16 11s 6d.<sup>42</sup>

At a meeting of the Sub-Committee of the Buildings Committee on 17<sup>th</sup> April 1908, it was reported that the Sink in the Hall Kitchen was in a very bad state of repair, and that the Hallkeeper had suggested that it might be replaced. After consideration the Clerk was instructed to obtain an estimate from Messrs. Steel & Wilson of the cost of putting in a new Sink, and to submit same to next meeting.<sup>43</sup>

At a meeting on 17<sup>th</sup> April 1908, the Buildings Committee the meeting took into consideration a suggestion by the Hallkeeper that the Saloon be covered with

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<sup>36</sup> Buildings Committee of the Trades House Minutes 1901 to 1905, Page 30

<sup>37</sup> Buildings Committee of the Trades House Minutes 1901 to 1905, Page 30

<sup>38</sup> Accounts from the Trades House Minutes 1905 to 1908, Page 4

<sup>39</sup> Buildings Committee of the Trades House Minutes 1901 to 1905, Page 43

<sup>40</sup> Buildings Committee of the Trades House Minutes 1905 to 1908, Page 43

<sup>41</sup> Finance Committee of the Trades House Minutes 1905 to 1908, Page 27

<sup>42</sup> 1908 Trades House Accounts, Page 4

<sup>43</sup> Sub-Committee of the Buildings Committee of the Trades House Minutes 1905 to 1908, Page 40

Linoleum and examined several samples. After consideration the meeting agreed that it would be better to have the Saloon re-floored in the same style as the Large Hall, and the Clerk was accordingly instructed to obtain from Mr. Mathew Henderson Joiner, an estimate for carrying out the work, and submit same to next meeting.<sup>44</sup>

At a meeting of the Buildings Committee on 17<sup>th</sup> June 1908 the Clerk intimated that he had made enquiries at the Corporation Gas Department, who had recommended that the House obtain a check meter, which would serve the same purpose, penny-in-the-slot meters being only supplied for domestic purposes. The Clerk was instructed to obtain estimates for the fitting up of (1) a check meter, and (2) a penny-in-the-slot meter, and at the same time get from the Hallkeeper a statement showing how often, and to what extent, gas was used by purveyors during the past year.

At a meeting of the Buildings Committee on 3<sup>rd</sup> July 1908, as instructed at last meeting, the Clerk submitted an estimate by Messrs. Steel & Wilson for supplying one check gas meter, including all piping and fitting for the sum of £8, or a penny-in-the-slot meter, including piping and fitting for the sum of £9.

It was agreed that an ordinary domestic gas meter be fitted up to check the gas consumed in the Hallkeeper's house.<sup>45</sup>

At a meeting of the Buildings Committee on 18<sup>th</sup> September 1908, the Convener drew the attention of the meeting to what he stated was the main purpose of calling them together, namely, the manner in which for some time past the Hallkeeper had been discharging his duties. The Convener stated that he had often received complaints regarding the unsatisfactory condition of the floors, stairs and passages in the Halls.

Ater discussion, the Hallkeeper was interviewed and reprimanded, and warned that unless an improvement were made in the future, the Committee would require to with him in a more drastic way. Meantime it was remitted to the Platform with full powers to deal with the Hallkeeper, and the Clerk was instructed to write the Hallkeeper reminding him of what had been said to him at the meeting, and also pointing out to him that in future his work will be supervised in a general, but not a close manner by the Officer and late Hallkeeper, to whose supervision he must pay due regard.

It was also agreed that the Hallkeeper's salary should in future be paid monthly instead of quarterly, and that his engagement should be subject to one month's notice on either side.<sup>46</sup>

At a meeting of the Building Committee on 24<sup>th</sup> March 1909, the Committee took into consideration a suggestion by the Officer that carpets be obtained for the saloon and the stair leading from the ladies' room thereto. Estimates were submitted by Messrs. Wylie & Lochhead, Ltd., Lamberton & Co., James Simpson & Sons, and Archibald Stewart & Co., and after examining various samples, accompanying the estimates, it was agreed to accept an estimate by Messrs. Archibald Stewart & Co., as follows: -

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<sup>44</sup> Buildings Committee of the Trades House Minutes 1905 to 1908, Page 41

<sup>45</sup> Buildings Committee of the Trades House Minutes 1905 to 1908, Page 59

<sup>46</sup> Buildings Committee of the Trades House Minutes 1905 to 1908, Page 59

Covering Saloon 39' by 21" with	
2 Seamless Axminster Squares, 21' by 10' 6",	£22 7 4
2 do. do. 21' by 9',	£19 3 8
Covering passages and landing with Axminster Carpet to match, also 27" carpet on stair fitted with ½" round brass stair rods, eyes, and felt pads, complete.	
	<u>£11 19 0</u>
	<u>£53 10 0<sup>47</sup></u>

On 21<sup>st</sup> March 1910 at a meeting of the Buildings Committee, the meeting took into consideration what painting, cleaning, etc., should be done to the Halls during the coming season. The Collector reported that he had recently gone through the Halls with the Officer and the Hallkeeper, and he suggested that the walls of the Entrance Hall and Staircase be repainted or washed. It was agreed, after a discussion, to remit to the Collector to have the walls thoroughly washed by Messrs. J. B. Bennett & Sons, the opinion of the Committee being that the present condition of the other parts of the Halls did not call for any further painting being done.<sup>48</sup>

At a meeting of the Buildings Committee on 29<sup>th</sup> June 1910, the meeting set down the Scale of Rates for the letting of the Halls as presently charged was submitted and recommended for approval as follows: -<sup>49</sup>

### RATES FOR HALL LETS.

The present charges so far as possible are as follows :

For Bazaars and other Lets for a period,	Special Terms
For Balls, Conversaciones, etc.,	£4 10s to £5
For Dinners,	£3 3s to £4 4s
	{£1 1s upwards
For small Social Meetings and Concerts	{(according to time and
	{space occupied)
For Lesser Hall for Meetings,	7s 6d to 10s 6d
For Upper Hall for Meetings,	7s 6d to 10s 6d
No charge for gas or other extras.	
For Meetings of any Incorporation, Master Court or Committee thereof,	{12s 6d for each meeting
	{after first seven.

The above rates include all charges for placing and removing seats, cleaning Halls, and Officer's and Caretaker's trouble, but do not include tradesmen's charges for putting up platforms, tables, etc.

But the Officer, or Caretaker in his absence, with the consent of the Collector or Clerk may reduce these charges if, in their opinion, a good let might otherwise be lost, or in the same way may make special arrangements as to lets for a period.

No charge shall be made by the Caretaker for placing or removing the seats at meetings for which any of the halls or rooms may be let, or for cleaning afterwards,

<sup>47</sup> Buildings Committee of the Trades House Minutes 1905 to 1908, Page 40

<sup>48</sup> Buildings Committee of the Trades House Minutes 1905 to 1908, Page 24

<sup>49</sup> Buildings Committee of the Trades House Minutes 1905 to 1908, Page 48

except when such meetings are prolonged after half-past eleven o'clock p.m., in which cases he shall be allowed to charge for extra labour at the rate of 2S. for every hour or part of an hour the meeting is prolonged after that hour.

At a meeting of the Buildings Committee on 6<sup>th</sup> of March 1911, the Convener reminded the Meeting that in July 1908, the then Hall Buildings Committee had occasion to reprimand the Hall-keeper for the unsatisfactory condition of the floors, stairs and passages of the Halls.

A lengthened discussion followed, during which the Hall-keeper was interviewed. The Committee, thereafter, in order to keep in closer touch with the Hall-keeper in future, unanimously agreed to recommend that two different Members should, at such times as they think fit, visit the Halls each month throughout the year and enter any remarks they have to make in a Logbook to be kept at the Halls.

It was further agreed to recommend that Mr. Farrell be instructed to take a still Greater supervision over the Hall-keeper's work and that Mr Farrell's name be associated with his in all printed notices used in connection with the Halls.

It was also agreed to recommend that the Hall-keeper be supplied with a uniform and cap, to be worn by him at all times in the Halls and elsewhere when on official duty, except when engaged at the Halls at some form of manual labour.

The Clerk was instructed to communicate the above recommendations of the Committee to the Hall-keeper and Mr. Farrell, and to point out to the Hall-keeper that any directions given or suggestions made to him by Mr. Farrell are to be carried out without question, and that if any serious differences of opinion arise between him and Mr. Farrell, the same are *co* be referred to the Collector or Clerk.<sup>50</sup>

The 1909 Accounts show that the following were purchased for Mr Farrell:

The Argyll Rubber Co., Coat for Officer,	£2 2s
Forsyth & Son, Boots for Officer,	£0 16s 6d <sup>51</sup>

At a meeting of the Buildings Committee on 27<sup>th</sup> October 1911, the Scale of Rates for the letting of the Halls as presently charged was submitted and recommended for approval as follows: -

### **RATES FOR HALL LETS**

The charges so far as possible to be as follows: -

For Bazaars and other Lets for a period,	Special Terms
For Balls, Conversaciones, etc.,	£4 10s to £5
For Dinners,	£3 3s to £5
For Small Social Meetings and Concerts,	From £1 1s upwards according to time and space occupied
For Lesser Hall for Meetings,	7s. 6d. to 10s. 6d.
For Upper Hall for Meetings,	7s. 6d. to 10s. 6d.
<i>No charge for gas or other extras.</i>	
For Meetings of any Incorporation, Court, or Committee thereof, Master Court, or Committee thereof	2s. 6d. for each meeting after first seven.

<sup>50</sup> Buildings Committee of the Trades House Minutes 1905 to 1908, Page 32

<sup>51</sup> 1911 Trades House Accounts, Page 4

The above rates included all charges for placing and removing seats, cleaning Halls, and Officer's and Caretaker's trouble, but do not include tradesmen's charges for putting up platforms, tables, etc.

But the Officer or Caretaker in his absence, with the consent of the Collector or Clerk, may reduce the charges if, in their opinion, a good let might otherwise be lost, or in the same way make special arrangements as to lets for a period.

No charge, shall be made by the Caretaker for placing or removing the seats at meetings for which any of the halls or rooms may be let, or for cleaning afterwards, except when such meetings are prolonged after half-past eleven o'clock p.m., in which cases he shall be allowed. to charge for extra labour at the rate of 2s. for every hour or part of an hour the meeting is prolonged after that hour.

It was agreed that the Officer be instructed to keep the new door at the foot of the staircase constantly shut unless when the Halls are in use, and to see that the cloakroom door is never pen except when the cloakrooms arc occupied by lessees.<sup>52</sup>

The Trades House Accounts for 1912 show J. Kirsop & Son being paid £1 1 0 for a Hat for Officer<sup>53</sup>

The Building Committee met on 25<sup>th</sup> October 1912 and once again discussed the charges for letting the Halls, the rates which were duly set amounted to:

#### **RATES FOR HALL LETS.**

The Charges, so far as possible, to be as follows:

For Bazaars and other lets for a period,	Special Terms
For Balls, Conversations, etc.,	£4 10s to £5
For Dinners,	£3 3s to £4 4s
For small Social Meetings, and Concerts,	From £1 1s upwards according to time and space occupied
For Lesser Hall for Meetings,	7s 6d to 10s 6d
For Upper Hall for Meetings,	7s 6d to 10s 6d
<i>No charge for Gas or other extras.</i>	
For Meetings of any Incorporation, Master Court, or	2s. 6d. for each meeting after first seven.

The same conditions as in previous years were repeated here.<sup>54</sup>

At a meeting of the Building Committee on 18<sup>th</sup> September 1913, The Deacon-Convener intimated the resignation of Mr. Thomas Hollaman as Hallkeeper, he having arranged to go to Canada and join other members of his family now resident there. The resignation was accepted.

The Deacon-Convener reported that on learning of the resignation of the Hallkeeper, he had instructed the Clerk to advertise for applications in the local newspapers.

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<sup>52</sup> Buildings Committee of the Trades House Minutes 1908 to 1911, Page 6

<sup>53</sup> Trades House Accounts, Page 4

<sup>54</sup> Buildings Committee of the Trades House Minutes 1908 to 1911, Page 11

About 175 applications had been received. These had been carefully gone over by the Clerk, who had eliminated 117 as not being suitable, and had sent particulars of the remainder, over 50 in number, to each member of Committee. Most of the applications in this list were more or less suitable.

On the suggestion of the Deacon Convener, each member of Committee present nominated by ballot, one of the applicants contained in the list. As a result of these nominations the following applicants were selected as a short list:-

1. James McAllister,	5 Votes.
2. George Wylie,	4 "
3. Donald Munro,	2 "
4. John Cunningham,	1 "
5. John A. Fulton,	1 "
5. John Craig,	1 "
7. P. Darroch,	1 "

It was arranged to meet again on Wednesday, 24<sup>th</sup> inst., at 12 o'clock noon, to interview these applicants and select the most suitable candidate.

The Clerk reported that the Hallkeeper desired to dispose of two pianos and a number of curtains and screens which, to assist in the letting of these Halls, he had purchased from time to time. He explained that the Hallkeeper had of course charged lessees for the use of these pianos and curtains, and if purchased by the Committee these additional charges could in future be added to the regulation fees for letting:

For next year 22 lets had already been fixed, subject to the use of these curtains and pianos as formerly, and difficulty might be experienced with the lessees if they did not get the same treatment as in past years. It was remitted to the Platform to consult with Mr. John Laird, Auctioneer,<sup>55</sup>

At a meeting of the Sub-Committee of the Buildings Committee on 24<sup>th</sup> September 1913, The Meeting resumed consideration of the applications for the vacancy for the post of Hallkeeper which had been reduced to a short list of seven at last Meeting.

The following applicants were interviewed, and their testimonials and other recommendations considered, viz. :-

1. James McAllister.
2. George Wylie.
3. Donald Munro.
4. John Cunningham.
5. John A. Fulton.
6. John Craig.
7. P. Darroch.

It was resolved to nominate the candidates by ballot.

On the first ballot Messrs. McAllister, Wylie, Cunningham, Fulton, and Darroch were the only candidates nominated, and it was agreed to drop the last three in respect that they had the smallest number of votes.

On a ballot vote being taken between Messrs. McAllister and Wylie, the former had

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<sup>55</sup> Buildings Committee of the Trades House Minutes 1908 to 1911, Page 16  
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a clear majority of votes.

It was therefore unanimously resolved to appoint James McAllister to the vacancy on the following terms and conditions, viz.:-

**DUTIES, TERMS, AND CONDITIONS OF APPOINTMENT OF  
THE HALLKEEPER.**

**I - DUTIES.**

1. Take charge of the halls and protect them from harm.
2. Keep the keys of the halls, kitchen, rooms, bookcases, etc.
3. Sweep, wash, and otherwise clean the lobbies, stairs, and floors of the halls, kitchen, rooms, and all appurtenances, and clean, at least every two months, the whole of the windows.
4. Watch the time and work of all tradesmen employed at the halls, so as to be able to check their employers' accounts, if required.
5. Conduct the letting of the halls and collect the charges for same. The rates for letting to be fixed generally by the Hall Buildings Committee from time to time; The present charges, so far as possible to state them, are undernoted.
6. Keep:-
  - (a) The Diary for entering full particulars of all bookings, and the charges to be made for same.
  - (b) A Cash Book for entering all receipts and expenditure.
  - (c) Duplicates or Counterfoils of all agreements of let; and'
  - (d) Duplicates or Counterfoils of all receipts for rent;

Account to the Collector or Clerk of the House *monthly* for all rents collected, when the Diary, Cash Book, Duplicates, and Counterfoils will be checked.

7. Sign an Inventory of the furniture and other property in the halls and keep the same up to date by entering therein all additional property brought in from time to time, the Inventory to be open for inspection by the Deacon-Convener, Collector, Clerk, or Visitors at any time.
8. Prepare the halls and rooms for all Meetings of the House and its Committees, and of the Incorporations, and their Master Courts and Committees, and for all Meetings to be held therein by persons hiring the halls.
9. If and when required, assist the Officer of the Trades House in any of his duties, and during the absence or illness of the Officer take his place.
10. At all times (unless in such duties as may be assigned to him alone) be under the general supervision of the Officer of the Trades House.
11. Perform all other necessary duties of a similar nature connected with the halls and the shops which the Deacon-Convener, Collector, or Clerk may direct.

12. Devote his whole time and attention to his duties and not engage in any trade or employment whatever.

### **TERMS AND CONDITIONS.**

- 1) The Hallkeeper shall have a dwelling house in the buildings which the Committee of Management shall from time to time select, free of rent, with free gas and coal for his house, so that he may by night as well as by day be available for the protection of the buildings.
- 2) He shall receive a salary of £90 per annum, an allowance for cleaning of £30 per annum, both payable monthly, and £5 per cent. per annum on all gross drawings from the Halls over £200.
- 3) He shall, out of that salary and allowances, pay for and provide the necessary assistance of every kind he may require for exercising his duties, including attendance, cleaning, or washing, and he shall not be entitled to any further allowance for any other assistance he may require.
- 4) The necessary cloths, brushes, and implements of cleaning shall be provided for him, but he shall not purchase these (unless in small quantities), nor purchase any furnishings whatever without a written order from the Collector or Clerk.
- 5) When any repairs are required at the Halls these shall not be ordered by him. He may, however, make suggestions as to repairs, painting, cleaning, and protection of the Halls for the consideration of the Committee of Management. But in cases of emergency where repairs are immediately necessary, he may instruct a tradesman and at once report to the Collector or Clerk.
- 6) 6. He shall find caution to the extent of £200 in the form of a policy of an approved Guarantee Insurance Company (the premium receipt for which he shall deliver annually to the Clerk), insuring that he shall faithfully account for and pay over all sums he may receive on account of the Trades House, the Incorporations, or the Hall Buildings.

### **III - CHARGES.**

For Bazaars and other lets for a period,	Special Terms
For Balls, Conversations, etc.,	£4 10s to £5
For Dinners,	£3 3s to £4 4s
For small Social Meetings, and Concerts,	From £1 1s upwards according to time and space occupied
For Lesser Hall for Meetings,	7s 6d to 10s 6d
For Upper Hall for Meetings,	7s 6d to 10s 6d
<i>No charge for Gas or other extras.</i>	
For Meetings of any Incorporation, Master Court, or	2s. 6d. for each meeting after first seven.

The above rates included all charges for placing and removing seats, cleaning Halls, and Officer's and Caretaker's trouble, but do not include tradesmen's charges for putting up platforms, tables, etc.

But the Officer or Caretaker in his absence, with the consent of the Collector or Clerk, may reduce the charges if, in their opinion, a good let might otherwise be lost, or in the same way make special arrangements as to lets for a period.

No charge, shall be made by the Caretaker for placing or removing the seats at meetings for which any of the halls or rooms may be let, or for cleaning afterwards, except when such meetings are prolonged after half-past eleven o'clock p.m., in which cases he shall be allowed. to charge for extra labour at the rate of 2s. for every hour or part of an hour the meeting is prolonged after that hour.

It was agreed that the Officer be instructed to keep the new door at the foot of the staircase constantly shut unless when the Halls are in use, and to see that the cloakroom door is never pen except when the cloakrooms arc occupied by lessees.<sup>56</sup>

The 1913 Accounts show that 16s 6d was paid for boots for the Officer.<sup>57</sup>

At a meeting of the Buildings Committee on 7<sup>th</sup> April 1913, the question of repairs etc., was discussed and the following decisions were made

The Clerk reported that he had instructed the repair of the Dome gasalier, so that it could be lowered to the level of the floor and thoroughly cleaned when required.

The Convener submitted for consideration the question of purchasing a vacuum cleaner for the Halls, and hairbrushes, combs, and towels for the lavatories in the Halls.

After consideration it was decided to purchase a vacuum cleaner, and it was remitted to the Platform with powers to buy one, worked by electricity.

It was also remitted to the Platform to decide as to the purchase of hairbrushes, etc. The Meeting thereafter considered what painting, cleaning, upholstery, etc., work was required throughout the Halls, and the following was decided upon, viz.: -

*(1) Cleaning and Painting-*

Entrance passage to foot of staircase.

Passage from staircase of officer's house to restaurant.

Cloakroom and lavatories on the ground floor.

Stair to saloon.

Main staircase, walls, and ceiling.

Passage from saloon to kitchen.

Staircase walls to library and ceiling.

Woodwork of library.

Upper hall No. 2 and passage leading to it, including gasalier there.

Doors in back staircase leading to main hall to library and to upper halls.  
All to be cleaned or painted as may be appropriate.

The Clerk was instructed to obtain estimates for this work from Messrs. J. B. Bennett & Sons, Ltd., Macfarlane & Smith, Charles Carlton & Son, and John Lindsay & Son.

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<sup>56</sup> Buildings Committee of the Trades House Minutes 1911 to 1915, Page 54

<sup>57</sup> Trades Halls Accounts for 1913, Page 4

(2) Upholstery-

The suite of couches and chairs to be re-upholstered, the Clerk in the first place to obtain estimates from Messrs. Wylie & Lochhead and Archd. Stewart & Co.

- a) The incandescent globes in rooms No. 2 and 3 to be replaced with modern globes.
- b) It was also decided to obtain specimens and estimates for a new set of curtains for the saloon.<sup>58</sup>

At a meeting of the Sub-Committee of the Buildings Committee on 24<sup>th</sup> September 1913, the Clerk reported that he had instructed Mr. John Laird, Auctioneer, to value the two pianos, curtains, and screens which the late Hallkeeper desired to dispose of, and that Mr. Laird had done so on the basis of a sale between a willing buyer and a willing seller. He estimated the fair value of these articles to be £53 7s. 6d.

It was unanimously resolved to purchase the articles from the late Hallkeeper at the price of £60, in order that they might be hired out to lessees on the same charges as those usually obtained by the Hallkeeper, viz: -

Grand Piano, Curtains, and Screens, for a Dance,	£1 0 0
Do., do., do., for a Dinner,	£0 10 0
Small Piano, do., do., for a Marriage in Saloon,	£0 10 0
Do., do., do., for a Dinner in Saloon,	£0 7 6 <sup>59</sup>

At a meeting of the Sub-Committee of the Buildings Committee on 24<sup>th</sup> September 1913, the Clerk also reported that the Hallkeeper's house would require to be cleaned before the new Hallkeeper entered it. The Meeting decided that the whole house should be re-papered and painted, and the Clerk was instructed to get Messrs. J. B. Bennett & Sons to carry out the work.<sup>60</sup>

At a meeting of the Buildings Committee on 17<sup>th</sup> October 1913, the Clerk reported that the Hallkeeper had suggested that instead of him finding caution for £200 by means of an Insurance Policy. as had hitherto been the custom, he might do so simply by lodging that sum with the Collector. This was unanimously agreed to, and it was decided to invest the money on Temporary Loan with the Corporation.

It was reported that the inventory of the furniture, etc., in the Hall Buildings Inventory of Furniture, etc. had been checked, and was now ready for signature by the Hallkeeper.<sup>61</sup>

At a meeting of the Buildings Committee on 28<sup>th</sup> November 1913, the Clerk reported that the amount of the Hallkeeper's caution of £200 had now been invested on temporary loan with the Corporation in joint names of the House and the Hallkeeper.

There was also submitted to the Meeting a letter from Deacon W. D. Wylie, of the Barbers, suggesting that heating apparatus be fitted into the Large Hall.

The Convener reported that a Sub-Committee had met Mr. Lackie, the City Electrical Engineer, and had arranged with him to obtain on loan, free of charge, four electric radiators for this purpose when desired by lessees.

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<sup>58</sup> Buildings Committee of the Trades House Minutes 1911 to 1915, Page 32

<sup>59</sup> Buildings Committee of the Trades House Minutes 1911 to 1915, Page 56

<sup>60</sup> Sub-Committee of the Trades House Minutes 1911 to 1915, Page 57

<sup>61</sup> Buildings Committee of the Trades House Minutes 1911 to 1915, Page 11

This was unanimously approved of, and the Clerk was instructed to acquaint the Hallkeeper.

The Meeting also agreed that, when letting the Large Hall, the Hallkeeper should intimate to intending lessees that they could have the above facilities on agreeing to pay for the additional current required.<sup>62</sup>

At a meeting of the Building Committee on 17<sup>th</sup> July 1914, there was submitted to the Meeting a letter from Deacon W. D. Wylie, of the Barbers, suggesting that heating apparatus be fitted into the Large Hall.<sup>63</sup>

The Platform Committee met on 5<sup>th</sup> August 1914, and discussed what was to be done in view of the Hallkeeper, James McAllister, having been called out as a reservist. The Hallkeeper reported that he had asked his brother-in-law to assist Mrs. McAllister in her duties during his absence. The Officer, Mr. Farrell, also offered to give any assistance required, over and above his duties of superintendence.



JOHN FARRELL,  
Officer.

HARRY LUMSDEN, LL.B.,  
Clerk.

HUGH ALEXANDER,  
Collector.

WILLIAM BEATTIE,  
Deacon-Convener.

ANDREW GRAHAM SERVICE,  
Late Convener.

PRESENTATION COMMITTEE AND OFFICIALS

*When Address was Presented in Person to*

KING GEORGE V AND QUEEN MARY

BY

Deacon-Convener BEATTIE (Baker).

With Collector ALEXANDER (Wright), and Mr. HARRY LUMSDEN (Clerk)

7th July, 1914

<sup>62</sup> Buildings Committee of the Trades House Minutes 1911 to 1915, Page 13

<sup>63</sup> Buildings Committee of the Trades House Minutes 1911 to 1915, Page 59

The Committee agreed that this arrangement would be quite satisfactory, and that it would not be necessary to appoint a temporary assistant meantime.<sup>64</sup>

The Accounts for 1913 show that John Farrell received a pair of Boots at a cost of 17s 6d. The same accounts show that Mr Farrell (Office) received a medal from the House, which cost £3.<sup>65</sup>

The Accounts for 1915 show that John Farrell received a pair of boots at a cost of £1 3s.<sup>66</sup>

At a meeting of the Buildings Committee on 26<sup>th</sup> January 1915, The Meeting considered an application by the Foundry Boys' Society for the use of the large hall for their services on Sunday mornings.

A representative of the Society, who was present, explained that for a great many years past the meeting had been held in the City Hall, but that, owing to the Government having commandeered that building, they had been forced to seek other premises until they could again return to the City Hall. He gave particulars of the charge made for the City Hall and asked for special terms from the House.

The Clerk explained that according to the Terms and Conditions for letting the Trades Halls, hereinafter engrossed, it was advisable that the Committee arrange special terms with the Society.

After consideration, it was agreed to allow the Society the use of the Hall on the same terms as they hitherto have been charged for the City Hall, the charge to be inclusive of any payment due to the Hallkeeper for Sunday labour, and it was remitted to the Clerk to allocate the share of the rent to be paid to the Hallkeeper.

#### **RATES FOR HALL LETS.**

The Charges so far as possible to be as follows: -

For Bazaars and other Lets for a period,	Special Terms.
For Balls, Conversaciones, &c.,	£4 10/- to £5.
For Dinners,	£3 3/- to £4 4/-
For Small Social Meetings and Concerts,	From £1 1/- upwards, according to time and space occupied
For Lesser Hall for Meetings,	7/6 to 10/6
For Upper Hall for Meetings, to time and space occupied.	7/6 to 10/6
No charge for gas or other extras.	
For Meetings of any Incorporation, Master}	2/6 for each Meeting after first seven
Court,' or Committee thereof, }	

The above rates include all charges for placing and removing seats, cleaning Halls and Hallkeeper's trouble, but do not include tradesmen's charges for putting up platforms, tables, etc.

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<sup>64</sup> Platform Committee of the Trades House Minutes 1911 to 1915, Page 61

<sup>65</sup> Accounts of the Trades House 1911 to 1915, Page 4

<sup>66</sup> Accounts of the Trades House 1911 to 1915, Page 4

The Caretaker, with the consent of the Collector or Clerk, may reduce these charges if, in their opinion, a good let might otherwise be lost, or in the same way, he may make special arrangements as to lets for a period.

No charge shall be made by the Hallkeeper for placing or removing the seats at meetings for which any of the halls or rooms may be let or for cleaning afterwards, excepting when such meetings are prolonged after half-past eleven o'clock p.m. requiring his late attendance, in which cases, he shall be allowed to charge, by arrangement with the Lessee, for extra labour at the rate of 2/- for every hour or part of an hour the meeting is prolonged after that hour. Such charge, if made, must appear in the Agreement of Let.<sup>67</sup>

At a meeting of the Sub-Committee of the Buildings Committee on 12<sup>th</sup> April 1915, the Clerk reported the Hallkeeper had informed him that sixty forms similar to the specimen already examined would be required to cover the hall when fully seated, and he was instructed to order that number from the Bennet Furnishing Company ; but to intimate to the firm, that before proceeding with the work they were to consult with the Convener and the Collector regarding the staining of the wood and the finishing of the special swivel stopper block which is fitted under the forms.<sup>68</sup>

The 1915 Accounts show an expenditure of £10 to Malcolm & Allan, Ltd., Electric Fittings for Officer's House<sup>69</sup>

The 1917 Account show an expenditure of £1 3s 6d on Boots for Officer.<sup>70</sup>

At a meeting of the Buildings Committee on 23<sup>rd</sup> October 1917, the Convener reported that about fifty old forms no longer in use had been selected by Mr. Farrell, the Officer, for removal and sale. These had been inspected by the Convener and Collector, and it had been arranged that the forms should be sold by auction by Messrs. Morrison, Dick & McChlery.

This was approved.

The Clerk reported that further steps had been taken since last Meeting to clear the shop premises of rats, and that it was hoped that several wire screens which had been introduced throughout Messrs. Smith's premises would prevent the ingress of rats from the Carriers' Quarters.

The Committee next considered whether an attempt should be made to have the halls more frequently made use of by Lessees for day meetings, and whether to achieve this object advertising was advisable. It was agreed not to advertise in the newspapers, but that the Clerk should circularise the Secretaries of Institutions, Societies, and Companies in Glasgow, pointing out the suitability of the Halls for public and committee meetings.<sup>71</sup>

At a meeting of the Trades House on 23<sup>rd</sup> January 1918, before proceeding with the business of the Meeting, the Deacon-Convener made feeling reference to the recent death of the Officer of the House, Mr. John Farrell. He said: -

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<sup>67</sup> Buildings Committee of the Trades House Minutes 1915 to 1918, Page 18

<sup>68</sup> Sub-Committee Buildings Committee of the Trades House Minutes 1915 to 1915, Page 29

<sup>69</sup> 1915 Accounts, Trades House Minutes 1915 to 1918, Page 21

<sup>70</sup> 1917 Accounts, Trades House Minutes 1915 to 1918, Page 4

<sup>71</sup> Buildings Committee of the Trades House Minutes 1915 to 1918, Page 10

*“John Farrell, who was a Burgess and Guild Brother of Craft Rank and a Member of the Incorporation of Bonnetmakers and Dyers, became Officer of the Trades House and Hallkeeper at the Trades Hall in the year 1884. After upwards of twenty years' service, he retired from the position of Hallkeeper but remained Officer of the House till his death.*

*He had a long military training prior to his appointment, and had served for many years, including a term in India, in the famous Scottish regiment, the 79<sup>th</sup> Highlanders. His excellent army record was more than maintained during the generation he served the House, and by his work and conduct he won the regard and esteem of every Deacon-Convener upon whom he faithfully attended.*

*He had many interesting experiences in his work. He accompanied the Deacon Convener when being presented to the Sovereign during the three royal visits to Glasgow—that of Queen Victoria in 1888, King Edward in 1903, and King George in 1914. He never failed the Deacon-Convener in his annual attendances at the General Assembly of the Church of Scotland, and at all the public civic ceremonies in Glasgow of the past thirty-four years he was always to be seen, close to the Deacon Convener, ready, as he always was, to minister to his comfort, guide him as to his place and precedence, and assist him in maintaining the dignity of the time-honoured office. On these occasions, John Farrell's manly straight figure and his soldierly bearing were familiar to many.*

*We were all proud of our Officer, just as he was proud of his office and indefatigable in his duties.*

*And his work at the Halls was done with the same care and anxious attention. He did a great deal to enhance their appearance and usefulness, and his interest in them was shared, to the same degree, by Mrs. Farrell and every member of the family they brought up within these walls. He lived through three different schemes of reconstruction and redecoration and was always perhaps ahead of the Building Committee in his desire for further improvements.*

*I do not consider it at all out of place to refer at such length to our old and respected Officer. He held an ancient office. He adorned it. He was dignity personified. He was faithful, sterling honest, upright in his dealings) and straightforward in his speech, altogether a man of very high character. He served his King and Country, and he served us, faithfully and well, to a ripe old age, and this little tribute to his memory is the least we can bestow.*

*I ask you to instruct the Clerk to record in the Minutes our deep regret at the loss we have sustained in the death of John Farrell, and our sincerest sympathy with Mrs. Farrell and her family in their sad bereavement.”*

The motion was unanimously agreed to.<sup>72</sup>

At a meeting of the Platform on 1<sup>st</sup> February 1918, the Meeting considered what retiring allowance and pension should be granted to Mrs. Farrell, widow of the late Officer of the House. As the late Mr. Farrell was in receipt of £60 per annum in all from the House and the Hall Buildings Committee in respect of retiring allowance as Hallkeeper, salary as Officer, and pension, it was unanimously agreed to recommend

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<sup>72</sup> Minutes of the Trades House, 1915 to 1918, Page 18  
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that Mrs. Farrell should be granted etc., to widow. an allowance of £30 per annum, £10 being chargeable against Hall Buildings Account (as retiring allowance), £10 against the House (as allowance to Officer's widow), and £10 as a House Pension (Mrs. Farrell being the widow of a Guild Brother of Craft Rank).<sup>73</sup>

At a meeting of the Trades House on 22<sup>nd</sup> February 1918, the Clerk submitted the following letter: -

From Mr. Fred. A. Farrell, thanking the members of the House for the vote of sympathy to his mother and her family on the death of their father, the late Mr. John Farrell, Officer of the House, and for the excerpt Minute of Meeting sent him. Mr. Farrell also expressed the gratitude and thanks of his mother and the family for the great goodness extended to their father and to them during the last thirty years.<sup>74</sup>

At a meeting of the Trades House on the 22<sup>nd</sup> February 1918, it was unanimously remitted to the Platform, along with the Deacons and Visitor, with full powers to make arrangements for a temporary appointment until the end of the war of an Officer of the House in place of the late Mr. John Farrell.<sup>75</sup>

The 1918 Accounts show that a Wreath for Officer and Expenses at Funeral, was paid and it amounted to £4 12s 2d.<sup>76</sup>

At a meeting of the Trades House on 10<sup>th</sup> October 1918, it was remitted to the Platform Committee to consider as to the appointment of an Officer, and report; and to the Committee on Hall Buildings to appoint a Hallkeeper.<sup>77</sup>

At a meeting of the Trades House on the 5<sup>th</sup> November 1918, the Deacon Convener put forward a motion and Mr. David McPherson was unanimously appointed Officer of the House *ad interim* during the pleasure of the Members, as from the date of the death of the late Officer, John Farrell, at a salary of twenty pounds per annum, from 1<sup>st</sup> November, 1918.<sup>78</sup>

At a meeting of the Trades House Finance Committee held on the 30<sup>th</sup> of October 1919, it was agreed that the Officer's remuneration for the current year was fixed at £30, being the same salary as had been paid to the late Mr. Farrell.<sup>79</sup>

At a meeting of the Buildings Committee on 26<sup>th</sup> March 1920, the Clerk reported that 130 applications for the position of Hallkeeper had been received, and that he had selected thirty of the most suitable, a number of whom had experience as hall keepers. It was remitted to Late Deacons Dalrymple and Miller to consider each of those thirty applications, and select a short list of about eight, with full power to them and the Sub-Committee appointed at last meeting to fill up the vacancy.<sup>80</sup>

At a meeting of the Buildings Committee on 28<sup>th</sup> June 1920, it was reported that the Hall-keeper's house had been repainted and the Committee instructed a new uniform

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<sup>73</sup> Minutes of the Platform, 1915 to 1918, Page 32

<sup>74</sup> Minutes of the Trades House, 1915 to 1918, Page 34

<sup>75</sup> Minutes of the Trades House, 1915 to 1918, Page 34

<sup>76</sup> Accounts for 1918 of the Trades House, Page 4

<sup>77</sup> Minutes of the Trades House, 1918 to 1921, Page 9

<sup>78</sup> Minutes of the Trades House, 1918 to 1921, Page 22

<sup>79</sup> Minutes of the Finance Committee of the Trades House 1918 to 1921, Page 10

<sup>80</sup> Minutes of the Buildings Committee of the Trades House 1918 to 1921, Page 45

to be obtained for the Hall keeper from Ex-Deacon Caldwell, and the Collector was authorised to pay the account when rendered.<sup>81</sup>

The 1920 Accounts show that the Officer received a Hat and Uniform at a cost of £28 7s.<sup>82</sup>

At a meeting of the Trades House on 14<sup>th</sup> October 1920, On the motion of the Deacon Convener, Mr. William Mather was unanimously elected Hallkeeper. It was remitted to the Platform to appoint an Officer in place of Mr. David Macpherson deceased.<sup>83</sup>

At a meeting of the Trades House on 2<sup>nd</sup> November 1920, on the motion of the Deacon Convener, Mr. William Mather was unanimously elected Officer to the House, on terms and conditions engrossed in the Records of this date.<sup>84</sup>

At the ceremony conferring the Freedom of the Guildry as a Craftsman upon His Royal Highness The Prince of Wales, K.G., G.M.M.G., G.M.B.E., G.C.V.O., etc., and on his admission as a Freeman of the Incorporation of Hammermen of Glasgow, as his Highness alighted from his car he noticed the officer of the House, Mr. William Mather, who wore a number of military decorations, and, calling him forward, he inquired as to his service and awards. He learned that Mr. Mather had been twelve years with the Royal Scots-" *My sister's regiment*," remarked the Prince, alluding to the fact that Princess Mary is the Hon. Colonel of the Royal Scots - and complimented him upon having joined the Chamber of Commerce Battalion in the late war, in which he won the D.C.M.

The Stair and Vestibule were guarded by a Guard of Honour consisting of five Guild Brethren from each of the Fourteen Crafts (Officers, Non-Commissioned Officers and Men) about 70 in all. Lieut.-Colonel R. Marr Benzie, O.B.E., T.D., was in command, and was presented to His Royal Highness, who expressed the desire to meet the members of the Guard of Honour<sup>85</sup>

The 1921 Accounts of the Trades House show an expenditure of £6 12s 6d on a uniform for the Officer.<sup>86</sup>

At a meeting of the Platform on 30<sup>th</sup> July 1923, the Committee had visited the new premises of the Buchanan Trust, recently occupied by Mr. Shaw Maxwell, and inspected the alterations and improvements made there. Buchanan Trust. It was arranged that the Officer should be instructed to keep the premises clean and tidy, and that any payment received from the Buchanan Trust for this purpose should be made to the House in the first instance, and that the Hall Buildings Committee at their next meeting should arrange what extra remuneration, if any, should be paid to the Hall-keeper for this work.<sup>87</sup>

At a meeting of the Buildings Committee on 21<sup>st</sup> March 1924, the Hall-keeper reported that the storage under the new platform would be sufficient for most

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<sup>81</sup> Minutes of the Buildings Committee of the Trades House 1918 to 1921, Page 59

<sup>82</sup> 1920 Accounts of the Trades House 1918 to 1921, Page 4

<sup>83</sup> Minutes of the Finance Committee of the Trades House 1918 to 1921, Page 8

<sup>84</sup> Minutes of the Finance Committee of the Trades House, Page 67

<sup>85</sup> Minutes of the Trades House, 1918 to 1921, Page 79

<sup>86</sup> 1921 Accounts of the Trades House, Page 4

<sup>87</sup> Minutes of the Platform of the Trades House, 1918 to 1921, Page 47

purposes, and that the remainder of the forms could be stored in the top flat and brought down when required.<sup>88</sup>

The Sub-Committee of the Building Committee met on 16<sup>th</sup> April 1924 to discuss A Report on the Masonic Property Stored in the Halls.

A statement was submitted showing the nature of the Masonic furniture and other articles stored (1) in the *cloakroom* and elsewhere on the ground floor; (2) in the *Officer's* house and passages; (3) in the presses of the *saloon*; (4) in the *kitchens upper and lower*; and (5) in the *library presses*.

The articles, which are very numerous, and consist of special furniture and Masonic appurtenances, have all been brought to the Hall Buildings and stored as if permanently, without the permission of the Hall Buildings Committee. Spirits, decanters, and glasses are stored in the two presses of the library.

The rent charges for each meeting are:-

		<u>NORMAL CHARGE.</u>
For the saloon only, with lower cloakroom and lavatories,	£2 12 6	£3 3s.
For the extra use of the lesser hall or library for after meetings,	£0 15 0	10s 6d to £1 1s
For the large hall, along with the saloon, cloakroom, and lavatories (i.e., the whole suite), heating, if required (additional),	£5 5 0 £1 5 0	£8 8s + £1 5s

The Committee consider the rent paid by the Masonic Bodies for the use of the Halls inadequate.

The meetings usually last from 7 to 10.45. In ordinary circumstances, other meetings could be held in the same places during the daytime, but it appears, as it takes some time to place all the special Masonic furniture, etc., that occasionally the use of the saloon cannot be obtained during part of the daytime on account of these operations being carried on. This fact should be taken into consideration in fixing the rate of charge for the use of the saloon, cloakrooms, etc.

The Sub-Committee recommend-

- I. That the spirits, glasses, and decanters in the left press of the library belonging to the Trades House Lodge and similar articles in the right press belonging to the Princes Chapter should be at once removed.  
(The Incorporations, which are part proprietors of the Halls, are not permitted to use the Hall in this way. When they require the Halls for any social purpose, all materials are supplied by the purveyor, who brings them to the Halls shortly before the meeting and removes them immediately after, or not later than the next morning. The same rule should apply to all outside. Lessees using the Halls).
- II. That these library presses be reserved for Trades House use only, but that the presses in the saloon may, in the meantime, at least, continue to be used by the Masonic Bodies as at present.

<sup>88</sup> Minutes of the Buildings Committee, 1921 to 1924, Page 386  
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- III. That the charge for the saloon and cloakrooms alone should be revised, and the charge for the large hall, saloon, cloakrooms, etc., should be not less than £7 7s., with 25s. for heating, if required, and that this should also be the charge where the Officer gets a definite offer to book the suite, but is unable to do so on account of a Masonic meeting in the saloon.
- IV. That it should be pointed out to the Masonic Bodies that the Curator is Caretaker of the Halls and also Officer of the Trades House, and that it is not his duty to do more than prepare the Halls for ordinary meetings. He should have nothing to do with and should not be expected to take any part in, the removal, placing, and clearing away of the special Masonic furniture and appurtenances required for the Masonic meetings. This work should be done by tradesmen appointed for the purpose by the Masonic Bodies. (When special fitments and special arrangement of heavy furniture, platforms, etc., are required by the Trades House or any of the Incorporations, or any outside Lessee, the work is always done, not by the Curator, but by Joiners appointed for the purpose.)
- V. That no more materials should be placed in the Halls for storage purposes by the Masonic Bodies without the permission of the Hall Buildings Committee, and that Mr. Mather, the Curator, should have at all times free access to all storage places, unless in the case of boxes which require to be kept locked, and opened only by Masonic Officers
- VI. On the general question of permanent storage, the Sub-Committee recommend that a charge should be made against both Masonic Bodies of £10 10s. per annum each, the rent charges for the actual use of the Halls for their meetings to be made in addition at the rates <sup>89</sup>above recommended.

At a meeting of the Buildings Committee on 25<sup>th</sup> September 1924, the Committee considered the Minute of the Sub-Committee on Hall Buildings and relative recommendation of 16<sup>th</sup> April 1924, regarding the term of let to the Trades House Masonic Lodge and the Prince's Royal Arch Chapter. The Clerk reported that the Minute and recommendations had been intimated to both these bodies and that the Royal Arch Chapter had written that they were not prepared to agree to the recommendation and had secured premise elsewhere.

Two Representatives of the Trades House Masonic Lodge had met the Clerk and Collector on 14<sup>th</sup> August 1924, and the conditions of let to the Trades House Masonic Lodge had been discussed, and certain counter proposals were made by the Lodge. The conditions which the Lodge were prepared to accept were:

1. That the spirit glasses and decanters in the presses in the Library, belonging to the Lodge be removed, but the Lodge be allowed to keep glasses only in some part of the hall other than the Library.
2. That the Library presses be reserved for the Trades House use only, but that the presses in the Saloon may, in the meantime, continue to be used by the Lodge as at present.
3. That the Lodge meetings be held on the second Monday instead of the third Wednesday of the month.

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<sup>89</sup> Minutes of the Sub-Committee of the Buildings Committee, 1921 to 1924, Page 387

4. That the Saloon be available for six meetings and the Large Hall for four meetings on dates to be mutually arranged.
5. That the rental for these ten meetings be £42 and, should it be necessary to have the Large Hall in place of the Saloon for any of the six meetings, an additional 30s. per meeting to be paid to cover heating and lighting.
6. That in addition, a sum of £3 per annum be paid for storage.
7. That no more materials be placed in the halls for storage purposes by the Lodge without the permission of the Hall Buildings' Committee, and that the Curator should have at all times free access to all storage places unless in the case of boxes which require to be kept locked and opened only by Masonic Officers
8. That the Lodge recognise that the Curator is Caretaker of the halls and also Officer of the Trades House, and that it is not his duty to do more than prepare halls for ordinary meetings. He should have nothing to do with and should not be expected to take part in the removal, placing and clearing away of the special Masonic furniture and appurtenances required for the Masonic meetings, this work to be done by other persons appointed for the purpose by the Masonic Body.

After consideration, the Committee, on the motion of Dr. Andrew, agreed that the foregoing be the conditions of the let to the Trades House Masonic Lodge for the ensuing year.

*Approved same date.*<sup>90</sup>

At a meeting of the Buildings Committee on 12<sup>th</sup> May 1925, it was remitted to the Clerk to arrange for the renewal of a defective ventilator in the roof of the Hallkeeper's house and to obtain a new mirror for the Gentlemen's Lavatory.

it was reported that there was a possibility of Mr. Mather, the Hallkeeper and Officer, obtaining another appointment, and it was remitted to the Platform to make arrangements to fill the vacancy in the event of Mr. Mather accepting the other post.<sup>91</sup>

Mr. William Mather intimated his resignation as Hallkeeper and as Officer of the House on his appointment as Officer of the Merchants House.

The resignation was accepted.

The Minute of the Meeting of the Platform Committee, of date 23<sup>rd</sup> May 1925, as to the appointment of Regimental Sergeant-Major A. S. Goldie as Hallkeeper and Officer was read and approved, and it was remitted to the Platform (as regards the Officership) and to the Hall Buildings Committee (as regards the Hallkeeper) to adjust the terms of appointment of the Hallkeeper in writing.<sup>92</sup>

At a meeting of the Platform of the Trades House on 23<sup>rd</sup> May 1925, The Clerk reported that Mr. Mather had been appointed Officer to the Merchants House of Glasgow and would take up his duties on 15th June. Mr. Mather had and Officer. accordingly intimated his resignation as Hallkeeper and Officer.

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<sup>90</sup> Minutes of the Buildings Committee, 1921 to 1924, Page 433

<sup>91</sup> Minutes of the Buildings Committee, 1924 to 1927, Page 76

<sup>92</sup> Minutes of the Trades House 1924 to 1927, Page 61

Under remit from the Committee on Hall Buildings, the Committee considered particulars regarding three Ex-Service men highly recommended by prominent citizens, whose names had been brought to their notice and who had lodged applications. As the three appeared eligible in every respect, the Committee were of opinion that they would form a most suitable short leet, and that it would be unnecessary to advertise the vacancy in the newspapers. Particulars of the applicants are annexed.

The applicants were interviewed, and the Committee were unanimously of the opinion that all were most suitable men. After full consideration the Committee unanimously recommend to the Hall Buildings Committee that Regimental Sergeant-Major A. S. Goldie be appointed Hallkeeper on the same terms and conditions as Mr. Mather. They further recommend to the House that Mr. Goldie be appointed Officer on the same terms and conditions as Mr. Mather.

**PARTICULARS OF APPLICANTS FOR APPOINTMENT AS  
HALLKEEPER AND OFFICER**

<p>HECTOR C. DEVINE, 89 INGRAM STREET, GLASGOW. (48) Church Officer, St. David's Ramshorn Parish Church.</p> <p>Wife and applicant fully experienced in the care and cleaning of public buildings. Five children-four boys, one girl; two at school, three boys working.</p> <p>In the employment of Messrs. Alex. Mathieson &amp; Sons, Saracen Tool Works, for 20 years. Good work. Ex-Service man; 12 years in the H.L.I. (Regulars) and 12 years in the R.A.S.C. (T.F.); five decorations.</p> <p>Recommended by the Deacon Convener, Sir John S. Samuel, and Rev. Mr. Swan, Ramshorn Church.</p>	<p>A. S. GOLDIE, 67 MAINS STREET, GLASGOW. (42 ) Janitor, Glasgow Academy.</p> <p>Wife and applicant fully experienced in the care and cleaning of public buildings. Four children-Boys, 18 and 13. Girls, 16 and 12.</p> <p>Ex-Service man. Retired April 1924, after 26 years service in the H.L.I. (Glasgow Regiment), with rank and ten years' experience of Regimental Sergeant-Major. Served in South Africa, Egypt, Sudan, and India; wounded in France, December 1914. Seven medals and twice mentioned in despatches, 1914- 1918.</p> <p>Recommended by Major- General Stockwell, Lieut.- Colonel Odell, Brigadier- General Finch Ratton, Brigadier-General E. R. Hill, Brigadier-General R W. R. Ronaldson, Lieut.-Colonel Pollok Morris, and Dr. Temple, Glasgow Academy.</p>	<p>WALTER FRASER, 94 HOPE STREET, GLASGOW. (46) Caretaker, Standard Buildings.</p> <p>Wife and applicant fully experienced in the care and cleaning of public buildings. Two daughters, 22 and 18, one son, 20.</p> <p>Ex-Service man; 22 years in the Royal Scots in India and South Africa. Rejoined in September 1914. Served H.L.I. (Chamber of Commerce) as Sergeant. Retired 1919. Has Queen's African Medal (3 bars), King's South African Medal (2 bars), D.C.M., 1914- 1915 Star, War Medal and Victory Medal.</p> <p>Recommended by Lieutenant Colonel W. D. Paul, Major W. H. H. Morton, W. Redpath Bruce, Property Agent, his employer.</p>
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At a meeting of the Building Committee on the 13<sup>th</sup> July 1925, the Clerk reported that the new ventilator had been fitted in the Hallkeeper's house and that the renewal of the mirror in the Gentlemen's Lavatory had been instructed.

It was reported that Mr. A. S. Goldie, the new Hallkeeper and Officer, had taken up his duties. It was remitted to the Platform, along with Deacons Duncanson and Emery, to go over the Hallkeeper's house and consider whether any increased accommodation could be provided.<sup>94</sup>

At a meeting of the Heritable Properties Committee of the Trades House, on 17<sup>th</sup> August 1925, as the Hallkeeper reported that his house accommodation was quite satisfactory for his requirements, it was agreed to continue for further consideration the question as to whether his accommodation can be improved or enlarged.<sup>95</sup>

The 1925 Trades House Accounts show an expenditure of £28 7s 4½d for the Officers Outfit.<sup>96</sup>

At a meeting of the Platform of the Trades House on 10<sup>th</sup> December 1926, the Clerk reported the purchase of a Milner's safe at a cost of £32 19s., for holding the Officer's current cash and the Medals and Chains of the Convener, Late Convener, and Collector. This was approved, and the Clerk was instructed to obtain a suitable wooden stand for the safe from Mr. William Lightbody.<sup>97</sup>

At a meeting of the Platform on 29<sup>th</sup> July 1929, the Clerk reported that the valuation of the Halls had been adjusted with the Assessor (including the new portion thrown in on the ground floor south of the entrance hall) at £500, the officer's house, as usual, being assessed in addition.<sup>98</sup>

At a meeting of the Sub-Committee of the Buildings Committee on 21<sup>st</sup> March 1930, it was remitted to the Clerk and the Officer to arrange for the disposal of certain articles of furniture no longer required, including the round settee in the ladies' room, a settee in the cloak room downstairs and a number of old forms.<sup>99</sup>

Minutes of the Sub-Committee of the Buildings Committee on 24<sup>th</sup> June 1930, the Sub-Committee considered the question of the remuneration and allowances to the Hallkeeper.

The Clerk submitted the terms and conditions of Mr. Goldie's appointment, showing his salary and allowances to be as follows:-

Salary as Hallkeeper,	£10 0 0
Commission at 5% on lets over £200- <i>Average</i> since his appointment,	£24 1 2
Commission at 25% on the profits of letting piano, curtains, etc. <i>Average</i>	<u>£15 9 1 .</u>

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<sup>94</sup> Minutes of the Buildings Committee 1924 to 1927, Page 109

<sup>95</sup> Minutes of the Heritable Propertis Committee, 1924 to 1927, Page 115

<sup>96</sup> Accounts of the Trades House, 1924 to 1927, Page 296

<sup>97</sup> Minutes of the Platform, 1924 to 1925, Page 391

<sup>98</sup> Minutes of the Platform, 1927to 1930, Page 294

<sup>99</sup> Minutes of the Sub-Committee of the Buildings Committee 1927to 1930, Page 266

	£169 10 3
Salary as officer of the House,	£30 0 0
	£199 10 3

In addition, Mr. Goldie receives a free house, gas and coal, and an of £40 per annum to pay charwomen, etc.

After discussion the Sub-Committee recommend that the salary and commissions should remain as at present, but that the allowance for cleaning should be increased from £40 to £70 per annum as from 1<sup>st</sup> August 1930, the work having increased by the addition of the Reception Room, Cloakrooms, and Heating Chamber. The increase of £30 is also to cover the regular cleaning and polishing of all mahogany panelling, etc.

The Sub-Committee also recommend that in the event of any alteration being made in the policy of the committee as to the letting of the Halls, the question of Mr. Goldie's salary and commission should then be reconsidered.

The committee then considered what allowance should be made to Mr. Goldie for the extra work entailed during the six months when the alteration to the Halls were proceeding.

It was agreed to recommend to the committee that an honorarium of £25 should be paid.<sup>100</sup>

At a meeting of the Trades House on the 4<sup>th</sup> November 1930 the Clerk submitted a letter from Mr. Goldie, Hallkeeper, thanking the House for the honorarium voted to him.<sup>101</sup>

At a meeting of the Sub-Committee of the Buildings Committee on 13<sup>th</sup> May 1931, the suggestion by Mr. Keppie for regulating the traffic in the cloakroom was considered and approved, and the Committee recommend that Messrs. Keppie and Henderson be instructed to obtain alternative estimates for the erection of the crush rail-(1) in wood; (2) in iron brass sheathed; and (3) in iron with mahogany polished rail. The Committee also recommend that the officer be instructed to use both the ladies' and gent's cloakrooms on occasions of large gatherings where no ladies are present.<sup>102</sup>

The Accounts for 1931 show that the House Officer received an outfit from William Shearer at a cost of £25 7s 0d/<sup>103</sup>

At a meeting of the Buildings Committee on 17<sup>th</sup> November 1931, it was reported that after trying various makes of electric floor polishers the Platform and the Hallkeeper were of opinion that an " Electrolux" machine was the most suitable. It was remitted to the Platform, with powers, to purchase one.<sup>104</sup>

<sup>100</sup> Minutes of the Sub-Committee of the Buildings Committee 1927to 1930, Page 480

<sup>101</sup> Minutes of the Trades House 1930 to 1933, Page 26

<sup>102</sup> Minutes of the Sub-Committee of the Buildings Committee 1930 to 1933, Page 72

<sup>103</sup> Trades House Accounts 1930 to 1933, Page 136

<sup>104</sup> Minutes of the Buildings Committee 1930 to 1933, Page 242

At a meeting of the Buildings Committee on 5<sup>th</sup> April 1932, the Hallkeeper was asked to order an Electrolux Polisher.<sup>105</sup>

At a meeting of the Buildings Committee on, 10<sup>th</sup> November 1932, it was remitted to the Platform to consider the question of Mr. Goldie's duties as Hallkeeper and officer and whether it is advisable to separate these offices as formerly or provide additional assistance and report to next meeting.<sup>106</sup>

At a meeting of the Buildings Committee on 16<sup>th</sup> December 1932, the Clerk reported that he had communicated with the Corporation and with Mr. Lindsay regarding the breakdown of the electric lighting. The cause was not the failure of a fuse belonging to the Corporation but the blowing out of a fuse within the. The officer had since been instructed by Mr. Lindsay how to avoid this in future.

In his letter Mr. Lindsay explained that the whole of the lighting of the building is on one side or phase of the Corporation's supply, and in the event of a main fuse blowing there is no standby. This could be overcome by putting in another set of mains from the ground floor distribution board to the Corporation supply cables in the basement where a second main switch could be fitted. If this were done it would mean that the whole of the ground floor and part of the upper floor would be on one phase of the supply. and the remainder of the upper floor on the other phase. This would obviate the whole of the building being put into darkness in the event of a main fuse blowing.

This suggestion was discussed but the Committee decided not to adopt it. It was agreed that when any important function is taking place in the Hall the Lessee should engage an electrician to stand by in case of a breakdown and that this together with the instructions given to the Hallkeeper, would suffice.

It was also agreed that an annual examination of all electric fittings and appliances should be made by an electrician between 31<sup>st</sup> August and 15<sup>th</sup> September.<sup>107</sup>

At a meeting of the Buildings Committee on 22<sup>nd</sup> December 1932, the question of the crush rail in the Gentlemen's Cloakroom was again considered. It was agreed to recommend that nothing further be done in the matter as the Officer can now arrange for the prevention of congestion.

A suggestion that the boilers should be heated by oil fuel in place of coal in order to minimise ashes and dust was considered. It was agreed to consult the Scottish Oils Company on the matter as to the best method, and to obtain estimates of the cost.<sup>108</sup>

At a meeting of the Buildings Committee on 23<sup>rd</sup> January 1933, the Clerk reported that the Officer was having the old curtains cleaned, for use during the summer when the new curtains - during the non-letting period could be stored away and not re-hung again until the winter months.

At a meeting of the Buildings Committee on 23<sup>rd</sup> January 1933, the Clerk reported that as each lessee was now to pay a portion, fixed at 5s., of the Performing Right

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<sup>105</sup> Minutes of the Buildings Committee 1930 to 1933, Page 256

<sup>106</sup> Minutes of the Buildings Committee 1930 to 1933, Page 423

<sup>107</sup> Minutes of the Buildings Committee 1930 to 1933, Page 423

<sup>108</sup> Minutes of the Buildings Committee 1930 to 1933, Page 425

Society Licence fee, he had instructed the Officer to add this sum to each letting contract.

The Clerk further reported that he had drawn up a new form of contract for all Hall lets, to be filled up in duplicate and signed by each lessee and the Officer - the duplicate to be handed to the Clerk on behalf of the Collector.

The Sub-Committee approved and recommend accordingly.

The Late Convener reported that several types of ash trays had been submitted to the Platform for their choice. It was remitted to the Deacon Convener and Collector, with full powers, to select the best type and order as many as they thought necessary.

The Late Convener reported that the Clerk and the Officer have both diarised the proposals of the Committee so that an annual examination of all the electricity equipment and of the roof, rhones, and gutters of the buildings will be made in the future.

The Late Convener submitted estimates and sketches for a table, and six chairs, an arm-chair, and a carpet for the Committee Room, but it was thought better meantime to get the Officer to furnish the Committee Room with six of the hall chairs, one arm-chair, one of the collapsible tables, and the small carpet from the old cloakrooms, and thereafter ask the Committee to examine the room as furnished and come to some decision.<sup>109</sup>

At a meeting of the Trades House on 24<sup>th</sup> February 1933, the Convener reported that a letter had been received from the Hallkeeper and Officer, asking the House to accept his resignation as from the end of February on the ground of ill-health. In doing so he wished to thank the Deacon-Convener, the Platform and the members of the House for their great kindness extended to him.

A meeting of the Platform had been held after this letter had been received.

The Platform recommend that the resignation be accepted to date from the end of April. Mr. Goldie had been interviewed and indicated his willingness to carry on until that time. The meeting approved.

It was remitted to the Platform with full powers to make arrangements for the appointment of a new Hall-keeper and Officer.<sup>110</sup>

At a meeting of the Buildings Committee on 19<sup>th</sup> May 1933, the Convener also reported that the resignation of Alexander S. Goldie, the late Hallkeeper and Officer of the House, had been accepted, and in accordance with the remit made by the House to the Platform, Mr. William Mather for some years Hallkeeper and Officer, and latterly Hallkeeper and Officer of the Merchants House, had been appointed as Mr. Goldie's successor. He had signed the usual Agreement on the same terms and conditions as before, his remuneration being - as Hallkeeper, £130 per annum; as Officer, £30 per annum; allowance for cleaning, £70; commission on Hall lets over £200 per annum at 5 per cent.; commission on piano and curtain lets, 25 per cent. of the clear profits; and free house, light, and coal.

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<sup>109</sup> Minutes of the Buildings Committee 1930 to 1933, Page 430

<sup>110</sup> Minutes of the Trades House 1930 to 1933, Page 442

The Convener further explained that Goldie had left the Halls on the day when Mr. Mather took up his duties, and although he had promised to settle for the rents collected by him during April, he had failed to do so. Repeated promises had been made by him in response to calls at his new house in St. Vincent Street, but it was unoccupied, and it was understood he had left for Ireland. The Clerk explained that he had retained Goldie's salary for April and his commissions on lets for the portion of the year. There was thus sufficient in hand to more than make up for all the rents collected by him during April. So far as can be ascertained at present there was a balance in favour of Goldie which, however, would require to be retained as several arrestments had been lodged with the House for his own debts.

It was remitted to the Platform and the Clerk to make all necessary enquiries.

The Hallkeeper reported that since taking over from the late Hallkeeper he had carefully gone over the items in the Inventory of Furniture and Fittings and found that no items were missing.

The Clerk reported that as regards the Inventory of furniture and fittings there had been no additions since last meeting with the exception of the supply of three dozen Monel-metal ashtrays above referred to.<sup>111</sup>

At a meeting of the Buildings Committee on 29<sup>th</sup> September 1933, the Clerk reported that so far as could be ascertained he had completed all the necessary enquiries regarding the hall rents unaccounted for by the late Hallkeeper, and had settled these rents by means of the balance of cash to which the late Hallkeeper was entitled. It had not been necessary to make any claim under Mr. Goldie's Fidelity Policy.

The Visitors' monthly reports since the date of last meeting were submitted.

The Clerk stated that the following work had been attended to after consulting with the Platform: -

1. Purchase of a new Hoover carpet machine and dusting tools;
2. Repair of rug damaged by fire
3. Washing and cleaning of turkey red runners for use at the Deacon-Convener's Dinner, and repairs and replacements arranged for where necessary
4. Purchase of a marble stand with brass plate for the "McLennan Bust," exactly the same as the Maclean Bust, so that both may be placed in the niches on the main staircase
5. The sale of certain old articles no longer of practical use in the Halls
6. Removal of all old tubing, curtain poles, old piano stools, old torn covers, and old electric globes of no value
7. Purchase of one brass poker and pair of brass tongs to complete the Saloon fireplace
8. Purchase of two new dustbins with lids to suit the Officer's requirements.

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<sup>111</sup> Minutes of the Buildings Committee 1930 to 1933, Page 447

The following suggestions by the Visitors were submitted for consideration:

1. installation of electric light in the upper kitchen;
2. Cleaning and painting of the upper kitchen;
3. Painting the small room adjoining the Saloon which contains the House furniture and repairing broken window.
4. Installation of a new gas boiler in the kitchen and removal of the old one to the upper kitchen for the Hallkeeper's use for washing and boiling clothes;
5. Purchase of a new crumb cloth for the east end of the Saloon to protect the carpet when caterers are in attendance;
6. Reconditioning and refurnishing of couches and easy chairs in the Saloon, for which estimates from two upholsterers were submitted.
7. Pipes in gent's lavatory showing signs of wear to be examined and attended to.

These seven items were remitted to the Platform with powers. <sup>112</sup>

At a meeting of the Sub-Committee of the Buildings Committee on 27<sup>th</sup> October 1933, the Officer being in attendance reported that several of the flags had been badly damaged and would require to be renewed, others were in need of repair. He was instructed to purchase two new flags at the price of 16s., and have the others thoroughly repaired.

As regards the flagpole the Clerk reported that he had instructed Messrs. Stewarts & Lloyds to have the flagpole examined and any projecting pieces of metal likely to tear the flags flattened down. <sup>113</sup>

At a meeting of the Buildings Committee on 20<sup>th</sup> November 1933, the inventory of furniture was submitted and it was intimated that there had been added, since last meeting, 12 dozen hand towels handed to the Officer (20 dozen still remaining in stock) and that there had also been delivered the Portrait in oils of Ex-Convenor James McLennan, by Sir John Lavery (1894), recently presented to the House. <sup>114</sup>

At a meeting of the Buildings Committee on 23<sup>rd</sup> October 1934, The Clerk submitted proof of the contract which must be signed by lessees taking the Hall. This was approved and the Clerk was instructed to order a supply for the use of the Hallkeeper

At a meeting of the Buildings Committee on 2<sup>nd</sup> April 1935, a circular from the Medical Officer for Health regarding "Rat Week" was considered and remitted to the Hallkeeper. <sup>115</sup>

At a meeting of the Buildings Committee on 23<sup>rd</sup> July 1935, the Committee considered a letter from the Trades House Masonic Lodge asking whether the Hallkeeper would be allowed to undertake certain duties with regard to the

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<sup>112</sup> Minutes of the Buildings Committee 1933 to 1936, Page 505

<sup>113</sup> Minutes of the Sub-Committee of the Buildings Committee 1933 to 1936, Page 5

<sup>114</sup> Minutes of the Buildings Committee 1933 to 1936, Page 10

<sup>115</sup> Minutes of the Buildings Committee 1933 to 1936, Page 23

preparation for meetings and the laying and restoring of the furniture used in the Lodge. The Secretary explained that the Lodge would in no way call for Mr. Mather's services at any specific hour, his attendance would not be necessary during the time of the meeting, and, within limits, he could choose his own time for laying out and restoring the furniture.

After consideration, the Committee agreed to allow Mr. Mather to undertake the duties indicated for the period of one year, subject to the condition that the duties undertaken on behalf of the Lodge would in no way interfere with his duties as Hallkeeper and officer, and that written application should be made annually by the Lodge for future years.

It was reported that during the recent exceptionally heavy thunderstorm water had come in through the roof over the main staircase and over the Hallkeeper's house. Messrs. Steel & Wilson, after examination, reported that the cause of the flooding had been debris from the gable of the Hall buildings and also from the gable of the building adjacent belonging to Messrs. Woodrow, which had been washed into the gutters, and that to prevent a recurrence, both these gables should be repaired. An estimate of £15 12/- for repairing the gable of the Trades Hall and the ceiling of the Hallkeeper's house had been accepted by the Collector and Messrs. Woodrow, the proprietors of the adjacent building, had undertaken to have the gable of the property repaired at the same time. The Committee approved.<sup>116</sup>

At a meeting of the Buildings Committee on 24<sup>th</sup> October 1935, a request by the St. Andrew Society for permission to exhibit a copy of the song, "The Molendinar," for selling purposes in the Hall was submitted. After consideration it was agreed that for one year the Officer be permitted to exhibit a card on an easel in the Entrance Hall or Reception Room.

The Inventory of Furniture and Furnishings was submitted, and it was reported that there had been added 1 Axminster Carpet, 7' 6" x 7' 6"; 35 small mahogany chairs covered with red hide, and an additional set of covers for chairs and settees in the Saloon.

The Reports by the Visitors engrossed in the Logbook were considered and the following matters arising out of the Reports were remitted to the Platform with powers, viz :- Cleaning or painting of lavatory walls in the ladies' old cloakroom and the extension of the telephone to the Hall-Keeper's house.<sup>117</sup>

At a meeting of the Platform Committee on 15<sup>th</sup> January 1936, an estimate for renewing the glass circular dome in one of the Officer's bedrooms, cracked by the recent frosts, was also submitted and remitted to the Collector, Deacon Froid and Deacon Burnett, with powers, either to have the glass dome renewed at a cost of £8 3/-, or to procure a more modern style of glass cover which would provide both light and ventilation.<sup>118</sup>

At a meeting of the Buildings Committee on 29<sup>th</sup> July 1936, the Collector reported that during the recent thunderstorms, flooding had taken place in the main staircase and in the Hallkeeper's house, due to certain of the gutters being too shallow and to the conductors being unable to carry the abnormal amount of the water. An

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<sup>116</sup> Minutes of the Buildings Committee 1933 to 1936, Page 88

<sup>117</sup> Minutes of the Buildings Committee 1933 to 1936, Page 25

<sup>118</sup> Minutes of the Platform Committee 1933 to 1936, Page 56

inspection had been made and, after consultation with the tradesmen, he had instructed that the gutters, where necessary, should be deepened and that certain alterations be made in the conductors. This had been done and had made some improvement, as during subsequent rainstorms no further flooding had taken place. The part of the roof where the flooding occurred had been re-slatted and the woodwork beneath the slates had been renewed where it was found to be decayed.<sup>119</sup>

At a meeting of the Buildings Committee on 14<sup>th</sup> July 1937, The Convener made sympathetic reference to the loss sustained by the House through the death of Mr. William Mather, the Hallkeeper and Officer. It was agreed to advertise the vacancy as customary. The arrangements for carrying on the work of the Halls meantime and the selection of a short list of candidates were remitted to the Platform with powers.<sup>120</sup>

At a meeting of the Platform on 4<sup>th</sup> August 1937, the Committee considered 160 applications received for the position of Hallkeeper and Officer and made a list of 12 who appeared to have the most suitable qualifications for the post. The list of 12 was then gone over again and reduced to five: - Messrs. Alex. Davidson, David Low, Peter Daniel, J. B. Marshall and Alison Leitch. It was agreed that each of these five should be asked to call for interview at the Trades Hall on Monday, 9<sup>th</sup> August, accompanied by his wife.

The question of a pension or allowance to Mrs Mather, widow of the late Hallkeeper and Officer was discussed and continued for further consideration.<sup>121</sup>

At a meeting of the Buildings Committee on 9<sup>th</sup> August 1937, the Convener reported that as a result of the advertisement for a Hallkeeper and Officer, 160 applications had been received. These had carefully been gone over by the Platform and a list of 12 of the most suitable had been made. This list was later reduced to five, and after further enquiries had been made and candidates and their wives interviewed, the Platform was of the unanimous opinion that the two most suitable candidates were Mr Alexander Davidson and Mr David Low, both of whom were at present in positions were similar to those required.

Mr and Mrs Davidson and Mr and Mrs Low were then interviewed by the Committee, and after discussion it was unanimously agreed that Mr Alexander Davidson be appointed.

The Committee then considered the terms and conditions of Mr Davidson's appointment, and on the motion of the Deacon Convener it was agreed that Mr Davidson be appointed on the same terms as the late Mr Mather, subject to the following alterations: -

- (1) That in place of salary and commission as Hallkeeper he should receive a fixed salary of £180 per annum, of which £30 represents his salary as Officer and £150 his salary as Hallkeeper.; and
- (2) That the allowance for cleaning should be £72 per annum, payable monthly in place of £70 per annum.

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<sup>119</sup> Minutes of the Platform Committee 1933 to 1936, Page 105

<sup>120</sup> Minutes of the Buildings Committee 1936 to 1940, Page 95

<sup>121</sup> Minutes of the Platform Committee 1936 to 1940, Page 96

The Committee the considered the question of an allowance to Mrs Mather, widow of the late Hallkeeper, and on the motion of the Convener it was unanimously agreed to recommend that she should be granted an allowance of £40 per annum, of which £10 should be a House pension as Officer's widow and £30 per annum an allowance as Hallkeeper's widow.

## **DUTIES, TERMS, AND CONDITIONS OF APPOINTMENT OF THE HALLKEEPER, AND OFFICER.**

### **I.- DUTIES OF THE HALLKEEPER.**

- (1) Take charge of the halls and protect them from harm.
- (2) Keep the keys of the halls, safe, kitchen, rooms, bookcases, etc.
- (3) Sweep, wash and otherwise clean the lobbies, stairs and floors of the halls, kitchen, rooms and all appurtenances, and clean at least every two months, the whole of the windows.
- (4) Look after the central heating and hot water installations, stoke the fires and remove ashes.
- (5) Watch the time and work of all tradesmen employed at the halls, so as to be able to check their employers' accounts, if required.
- (6) Conduct the letting of the halls and collect the charges for the same. The rates for letting to be fixed generally by the Hall Buildings Committee from time to time; the present charges, so far as possible to state them, are appended hereto.
- (7) Keep:-
  - a. The Diary for entering full particulars of all bookings, and the charges to be made for same;
  - b. A Cash Book for entering all receipts and expenditure;
  - c. Duplicates or Counterfoils of all agreements of let ; and signed contracts for all lets;
  - d. Duplicates or Counterfoils of all receipts for rent.  
Account to the Collector or Clerk of the House monthly for all rents collected, when the Diary, Cash Book, Duplicates, Contracts, and Counterfoils will be checked. Any cheques received in payment of lets to be handed immediately to the Collector or Clerk so that they may be cashed without delay.
- (8) The Hallkeeper is not to keep in hand a balance of more than £20. Any sum in excess to be handed to the Collector or Clerk.
- (9) Sign an Inventory of the furniture and other property in the halls and keep the same up to date by entering therein all additional property brought in from time to time, the Inventory to be open for inspection from time by the Deacon

Convener, Collector, Clerk, or Visitors, at any time.

- (10) Prepare the halls and rooms for all Meetings of the House and its Committees, and of the Incorporations, and their Master Courts and Committees, and for all Meetings to be held therein by persons hiring the halls.
- (11) Perform all other necessary duties of a similar nature connected with the halls and the shops which the Deacon-Convener, Collector or Clerk may direct.
- (12) Devote his whole time and attention to his duties and not engage in any trade reemployment whatever.  
The Officer must not act as servant or employee for any lessees of the halls. No fees must be charged by the Officer unless with the knowledge and consent of the Hall Buildings Committee.
- (13) Keep Telephone "checks" for own use or for use of own or the Office Staff.  
*All others must pay cash through the slot for outward calls.*

## **II. – Terms and Conditions of Appointment.**

1. The Hallkeeper shall have a dwelling-house in the buildings which the Committee of Management shall from time to time select, free of rent, with free gas and coal for his house, so that he may by night as by day be available for the protection of the buildings.
2. He shall receive a salary of £150 per annum and an allowance for cleaning of £73 per annum, both payable monthly.
3. He shall out of the said salary and allowances, pay for and provide the necessary assistance of every kind he may require for exercising his duties, including attendance, cleaning or washing, and he shall not be entitled to any further allowance for any further assistance he may require.
4. The necessary cloths, brushes and implements for cleaning shall be provided for him, but he shall not purchase these (unless in small quantities), nor purchase any furnishings whatsoever without a written order from the Collector or Clerk.
5. When any repairs are required at the Halls these shall not be ordered by him. He may, however, make suggestions as to repairs, painting, cleaning and protection of the Halls for consideration of the Committee of Management. But in cases of emergency, where repairs are immediately necessary, he may instruct a tradesman and at once report to the Collector or Clerk.
6. He shall find caution to the extent of £200 in the form of a policy of an approved Guarantee Insurance Company (the premium receipt which he shall deliver annually to the Clerk), insuring that he shall faithfully account for and pay over all sums he may receive on account of the Trades House, the Incorporations, or the Hall Buildings.
- 7.

## Rates for Hall Lets

The rates for Hall lets and relative conditions are fixed as follows: -

For Bazaars and other Lets for a period,	Special Terms.
For Balls, Conversaciones, &c.,	£8 8/-
For Dinners, October to March – (including cost of heating)	£8 8/-
For Dinners, April to September – (excluding cost of heating)	£6 6/-
For Dinners, - (including cost of heating)	£6 6/- upwards according to time and space occupied

For Small Social Meetings and Concerts, (or including cost of heating, £6 6/-)	From £5 5//- upwards, according to time and space occupied
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Saloon for Meetings,	£1 1/-
Reception Room for Meetings,	£1 1/-
Upper Hall from Meetings	10/6d to 15/-

No charge for electric light, Gas or other extras where gas is used for cooking.

The above rates include all charges for placing and removing the Hall seats, cleaning Halls and Hallkeeper's trouble, but do not include tradesmen's charges for taking down platform in large hall or for putting up special platforms and tables, setting chairs for dinners etc.

The Hallkeeper, with the consent of the Collector or Clerk, may reduce these charges if, in their opinion, a good let might otherwise be lost, or in the same way, he may make special arrangements as to lets for a period.

No charge shall be made by the Hallkeeper for placing or removing Hall seats at meetings for which any of the halls or rooms may be let or for cleaning afterwards, except when such meetings are prolonged after eleven o'clock p.m. requiring his late attendance, in which cases, he shall be allowed to charge, by arrangement with the Lessee, for extra labour at the rate of 2/- per every hour or part of an hour the meeting is prolonged after that hour. Such charge, if made, must appear in the Agreement of Let.

PIANO, SPECIAL CURTAINS, Etc, - When required, these articles can be hired for use in the Halls by special arrangement with the Hallkeeper.

PERFORMING RIGHTS. - Lessees taking the Hall for a Dance or other occasion on which copyright music is likely to be played will be charged, in addition to rent, 2/6 in respect of the Performing Right Society Licence,

### **CONDITIONS REGULATING LETS TO TRADES HOUSE LODGE,**

1. Spirits, glasses and decanters belonging to the Lodge must not be stored in the presses in the Convener's Room, but the Lodge is to be allowed to keep *glasses only* in some part of the hall other than the Convener's Room,
2. The Convener's Room presses are to be reserved for Trades House use only, but the presses in the Saloon may, in the meantime, continue to be used by the Lodge as at present.

3. The Lodge meetings are to be held on the second Monday of the month.
4. The Saloon is to be available for six meetings and the Large Hall for four meetings on dates to be mutually arranged.
5. The rental for these ten meetings is to be £42 and, should it be necessary to have the Large Hall in place of the Saloon for any of the six meetings, an additional 30/- per meeting is to be paid to cover heating and lighting.
6. In addition, a sum of £3 per annum is to be paid for storage.
7. No more materials are to be placed in the halls for storage purposes by the Lodge without the permission of the Hall Buildings Committee, and the Curator is to have at all times free access to all storage places unless in the case of boxes which require to be kept locked and opened only by Masonic Officers.
8. The Lodge is to recognise that the Curator is Caretaker of the halls and also Officer of the Trades House, and that it is not his duty to do more than prepare halls for ordinary meetings. He should have nothing to do with and is not to be expected to take part in the removal, placing, and clearing away of the special Masonic furniture and appurtenances required for the Masonic meetings, this work to be done by other persons appointed for the purpose by the Masonic body.

#### **DUTIES OF THE OFFICER of the House.**

1. To post circulars for all Meetings of the House and Committees. Carry the books and insignia to and from the Clerk's Office for these meetings, attend the same, and see that the Saloon or other rooms in which the meetings are to be held, are in order.
2. \* To wait upon the Deacon-Convener and Collector (every lawful day when required) for instructions upon the business of the House.
3. To perform any other necessary duties connected with the business of the Trades House, which the Deacon-Convener and Collector desire.
4. The Officer is not to engage in any trade or employment without the knowledge and permission of the Trades House.
5. The Officer's salary shall be £30 per annum inclusive of all sums to which the Trades House Officer is entitled from the fines payable by Burgesses and Guild Brethren on admission. He shall also be provided with a complete uniform from time to time when required.
6. The Officer shall also collect the annual rents of the shops and offices in the Hall Buildings

\* Waiting upon the Deacon Convener and Collector every lawful day came to an end when the telephone made this unnecessary. The Officer can be phoned for when required or can phone for instructions.<sup>122</sup>

At a meeting of the Buildings Committee on 2<sup>nd</sup> November 1937, the Inventory of Furniture was submitted, and it was reported that the Inventory had been checked by the new Hallkeeper on taking up his duties in September and found to be in order. No articles had been added since.<sup>123</sup>

At a meeting of the Buildings Committee on 16<sup>th</sup> December 1938, the Convener reported a suggestion that the Shields of the fourteen Incorporations lately displayed in the Scottish Pavilion in the Empire Exhibition might be placed on the frieze in the Entrance Hall. In order to assist the Committee in arriving at a decision the Hallkeeper had erected three of the Shields in the place suggested. After inspecting these the Committee unanimously agreed that the Shields were not suitable for the purpose and that they should be returned to the Incorporations to dispose of as each thought fit.<sup>124</sup>

At a meeting of the Trades House on 15<sup>th</sup> October 1942, on the motion of the Deacon-Convener, the meeting unanimously re-elected Mr Alexander Davidson, Officer and Hallkeeper, and Mrs. Davidson, Assistant Hallkeeper.<sup>125</sup>

At a meeting of the Buildings Committee on 7<sup>th</sup> February 1941, it was reported that one firewatcher had been engaged from 20<sup>th</sup> January, at £3 per week, and the Workmen's Compensation risk had been insured against. The Committee approved, but instructed that the Hallkeeper's wife, who assists her husband in his duties, should also be covered by this insurance.

It was agreed that a War Bonus of £1 per week should be paid to the Hallkeeper, commencing as from 20<sup>th</sup> January.<sup>126</sup>

At a meeting of the Buildings Committee on 17<sup>th</sup> February 1941, in accordance with the rules made by Glasgow Corporation under the Fire Provisions of the Order. Prevention (Business Premises) Order, 1941, it is necessary for the Hall Buildings to have (1) a fire-watcher party of not less than two persons, and (2) a firefighting party of not less than three persons, i.e., that there should be in the buildings at all times not less than five persons to deal with fires.

The onus of making arrangements falls on the occupiers of premises, and Article 5 of the Order provides that the "occupiers of several premises in the same building may make joint arrangements under this Article for all those premises."

The Sub-Committee were of opinion that it would be of advantage to propose a joint scheme to include the other occupiers of the Hall Buildings, i.e., the tenants of the office on the top floor, the tenants of the restaurant, and the tenant of the tobacconist's shop, The advantage of a joint scheme would be that separate firefighters would not be required to be engaged for duty during the day time.

The various tenants were interviewed and indicated their willingness to join in a scheme, subject to certain reservations regarding the cost. The Sub-Committee advertised for firewatchers and fire-fighters and have engaged four men to act as fire-watchers or fire-fighters: three at £3 per week and one to act as second in command to the Hallkeeper at £3 10/ - per week.

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<sup>123</sup> Minutes of the Buildings Committee 1936 to 1940, Page 25

<sup>124</sup> Minutes of the Buildings Committee 1936 to 1940, Page 51

<sup>125</sup> Minutes of the Trades House Committee 1940 to 1943, Page 16

<sup>126</sup> Minutes of the Buildings Committee 1936 to 1940, Page 50

Messrs. William Paterson and Robert Paterson, two of the tenants of the Restaurant, agreed to be on duty one night weekly each and to take turns with the other tenants on Sundays. They also agreed to pay 30/- weekly towards the wages of the firewatchers.

Of the Restaurant staff, the chef agreed to be on duty one night per week, and eight members of the female staff volunteered to take Sunday duty.

Mrs. McMillan, tenant of the tobacconist's shop, and her assistant, and Messrs. A. G. Adamson and R. H. Henderson, the tenants of the office on the top floor, on being approached, also volunteered to take Sunday duty and also agreed to pay contributions towards the firewatchers' wages.

A scheme has now been prepared for manning the Halls in accordance with the Order as follows: -

- a. Night duty each of the seven nights is being undertaken by the Hallkeeper, the four hired firewatchers and fire-fighters and two male partners and chef of the Trades House Restaurant.
- b. Day duty is being undertaken by the Hallkeeper and his wife, the partners and staff of the Restaurant, the tenants of the office and the tenants of the tobacconist's shop and her assistant. From these it is anticipated that there will always be at least five available.
- c. As regards Sunday duty, there is still a gap to be filled. There is not sufficient personnel available to provide on Sundays five persons at all times, i.e., ten persons in two shifts from 9 a.m. to 2.30 p.m. and 2.30 p.m. to 8 p.m., and the Committee suggest that members of the Incorporations should be asked to volunteer for Sunday duty, If three members from each Incorporation - two a volunteers and one as reserve - could be obtained from each Craft, then there would be sufficient to complete the Sundays without calling upon these volunteers more than one half Sunday per month.

Committee have also examined the existing fire appliances and the arrangements for prevention of fire, and have-

1. Approved of the purchase of three camp beds, nine blankets, and four lamps;
2. Instructed an emergency door to allow access from the office on the top floor to the rooms next to the dome;
3. Instructed the removal of the wooden platform (used at the Annual Dinner) and other furniture from the top floor. Deacon Mickel's offer to provide storage accommodation for the platform has been accepted and the platform removed. The framed pictures and other articles, which were stored on behalf of the Glasgow Educational Trust, have been returned to them.

The Sub-Committee also make the following recommendations: -

1. The painting of rafters and supports of belfry with asbestos paint. Estimates have been asked from John Burns, jun.; John Orr & Sons, and Chisholm &

Co.

2. Joists above saloon ceiling to be covered with asbestos sheeting, corrugated iron or other suitable material.
3. The purchase of two galvanised bins and one bath tank, to be placed on the roof or on the upper floor for the storage of water.
4. Copies of wording on panelling in saloon and large hall to be made and photographs to be taken of ceiling, dome, frieze, and fireplace in the large hall and the south wall of the saloon.<sup>127</sup>

At a meeting of the Buildings Committee on 7<sup>th</sup> August 1942, the question of the refund of the subsistence allowance paid to the during duties as a firewatcher had been refused by the Local Authority. Committee agreed that this decision should be contested, and the Clerk was instructed to take up the matter with the Local Authority again and, if necessary, to proceed further.<sup>128</sup>

At a meeting of the Platform on 23<sup>rd</sup> of September 1942, the Committee considered the remit from the Hall Buildings Committee as to the employment of the Hallkeeper's wife. It was agreed that although Mrs. Davidson had in fact acted as assistant Hallkeeper since her husband's appointment, the position should now be clarified by appointing her assistant Hallkeeper. It was agreed that the Hallkeeper's salary and war bonus, amounting to £202 per annum, should remain as the joint salary, and that, of the joint salary, 30/- per week should be Mrs. Daviedson's share.

The Clerk was instructed to notify the Ministry of Labour of Mrs. Davidson's appointment and to have Health and Unemployment cards taken out by her.<sup>129</sup>

At a meeting of the Trades House on 14<sup>th</sup> October 1942, the Clerk reported that the instructions of the Platform had been carried out, and the Ministry of Labour notified of Mrs. Davidson's appointment as Assistant Hallkeeper.<sup>130</sup>

At a meeting of the Buildings Committee on 7<sup>th</sup> November 1944, the Committee considered an application from Glasgow Kilwinning Lodge, No. 4, for terms for the saloon for alternative series of meetings.

After consideration, it was agreed to offer accommodation on the following terms and conditions: -

1. All presses are to be reserved for Trades House use only.
2. The Lodge meetings are to be held on either the first or third Wednesday of the month or both of these days, except when the premises are required for the use of the House or the Crafts, in which case another date can be mutually arranged.

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<sup>127</sup> Minutes of the Buildings Committee 1940 to 1943, Page 55

<sup>128</sup> Minutes of the Buildings Committee 1940 to 1943, Page 75

<sup>129</sup> Minutes of the Platform Committee 1940 to 1943, Page 93

<sup>130</sup> Minutes of the Trades House Committee 1940 to 1943, Page 1

3. The saloon is to be available for all the meetings and the large hall for two or three meetings on dates to be mutually arranged.
4. The rental for the meetings in the saloon is to be £5 5s. per meeting if ten meetings are booked; or £4 14s. 6d. if seventeen or eighteen meetings are booked in the year, and 7s. 6d. per meeting for the use of the piano. Should it be necessary to have the large hall in place of the saloon for any of the meetings, an additional £2 per meeting is to be paid to cover heating and lighting.
5. In addition. a sum of £3 per annum is to be paid for storage.
6. Accommodation for storage of a limited specified number of articles will be provided in the basement, and no articles are to be stored in the same room as those belonging to the Trades House Masonic Lodge. The Curator is to have at all times free access to all storage presses unless in the case of boxes which require to be kept locked and opened only by Masonic officers.
7. The Lodge is to recognise that the Curator is caretaker of the Halls, and also Officer of the Trades House, and that it is not his duty to do more than prepare the Halls for ordinary meetings. He should have nothing to do with and is not to be expected to take part in the removal, placing and clearing away of the special Masonic furniture and appurtenances required for the Masonic Meetings, this work to be done by other persons appointed for the purpose by the Masonic body.
8. Meetings of the Lodge (including harmony) are to terminate not later than 10 p.m. so that the hall can be cleared and the normal furniture replaced that evening.
9. The let to expire in May annually. Either party may terminate the let by giving notice prior to 3rd April in any year.<sup>131</sup>

At a meeting of the Platform on 27<sup>th</sup> March 1946, the Committee considered the revisal of the rates for hall lets and the conditions attached thereto and it was agreed that the terms, conditions and contract of let should be as follows :-

### *TERMS.*

For Bazaars and other lets for a period	Special Terms
Seasonal lets to Masonic Lodges	Special Terms adjusted with Committee
For Balls, at homes etc,	£8 8 0
For Dinners in Large Hall – October to March (including cost of heating),	£8 8 0
For Dinners in Large Hall - April to September (excluding cost of heating),	£6 6 0
For Dinners in Saloon - October to March (including cost of heating),	£6 6 0
For Dinners in Saloon - April to September (excluding cost of heating),	£5 5 0
For small Social Meetings and Concerts-October to March (including cost of heating),	£6 6 0

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<sup>131</sup> Minutes of the Buildings Committee 1943 to 1946, Page 23

For small Social Meetings and Concerts - April to September (excluding cost of heating),	£5 5 0
Large Hall for Meetings (not over two hours),	£4 4 0
For every additional half hour or part thereof,	£0 10 0
Saloon for Meetings (not over two hours),	£1 11 6
For every additional half hour or part thereof,	£0 7 6
Library (not over one hour),	£0 10 6
For every additional half hour or part thereof.	£0 5 0

No charge for electric light, gas, or other extras, except where gas is used for cooking, when a charge of 10/- will be made.

PIANO, SPECIAL CURTAINS Etc: - When required, these articles can be hired for use in the Halls by special arrangement with the Hall-keeper. Piano, £1 1/-  
- Curtains, £2 2/ -.

LOUDSPEAKER INSTALATION. When required, lessees can have the use of the installation (including operator's services) for £.1 3/-.

Lessees taking the Hall for a Dance, or other occasion on which *Copyright Music* is likely to be played, will be charged, an addition to rent, 2/ 6d in respect of the Performing Right Society Licence.

A fee of 2/ 6d. is charged by the Police when a function extends beyond 11 p.m.

### **CONDITIONS OF LET.**

1. That ALL PARTIES engaging the Halls be held *responsible for any damage* that may be done to the Halls or Furniture during the time they occupy the same and shall be bound to make good any damage that may be done.
2. That all parties engaging the Halls shall be bound to employ a *commissionaire or other* suitable *attendant*, to preserve order without and within doors, if necessary, to the satisfaction of the Hall-keeper.
3. That *no sub-letting of Halls* be allowed without the permission of the Hall-keeper.
4. That at all Meetings the Officer or Hall-keeper shall be at liberty to visit all parts of the buildings at any time.
5. That all extra fittings and decorations shall be subject to the approval of the Hall-keeper before being fitted up and shall be removed immediately after the meeting. Tacks, nails, or screws must on no account be driven into the walls or woodwork.
6. Pianos, or other musical instruments or furniture, must be removed before 10 o'clock on the morning after the let, otherwise an extra charge will be made.
7. Lessees, or caterers employed by them using the Virginia Street back entrance and stairs leading to the Kitchen are required to have the back entrance and stairs up to the entrance to the Kitchen cleaned to the satisfaction of the Hall-keeper, at their own expense, not later than 10 o'clock

on the morning after the let.

8. The rates specified above include all charges for placing and removing the Hall seats, cleaning Halls, and Hall-keeper's trouble, but do not include tradesmen's charges for taking down platform in Large Hall, or for putting up special platforms and tables, setting chairs for dinners, etc.
9. No charge is made by the Hall-keeper for placing or removing the Hall seats at meetings for which any of the Halls or Rooms may be let, or for cleaning afterwards, except when such meetings are prolonged *after 11 o'clock p.m.*, requiring his late attendance, in which case he shall be allowed to *charge, by arrangement with the lessees, for extra labour*, at the rate of 5/- for every hour or part of an hour the meeting is prolonged after that hour. Such charge, if made, shall appear on the Agreement of Let.
10. The Contract will be made out in duplicate, one copy to be retained by the Lessee, and the other to be handed to the Hall-keeper.
11. Charges to be paid in advance.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Large Hall</td> <td style="width: 10%; text-align: center;">£</td> <td style="width: 10%; text-align: center;">:</td> <td style="width: 10%; text-align: center;">:</td> </tr> <tr> <td>Reception Room,</td> <td style="text-align: center;">£</td> <td style="text-align: center;">:</td> <td style="text-align: center;">:</td> </tr> <tr> <td>Saloon,</td> <td style="text-align: center;">£</td> <td style="text-align: center;">:</td> <td style="text-align: center;">:</td> </tr> <tr> <td>Library,</td> <td style="text-align: center;">£</td> <td style="text-align: center;">:</td> <td style="text-align: center;">:</td> </tr> <tr> <td>Copyright Music Fee,</td> <td style="text-align: center;">£</td> <td style="text-align: center;">:</td> <td style="text-align: center;">:</td> </tr> <tr> <td>Late Fee,</td> <td style="text-align: center;">£</td> <td style="text-align: center;">:</td> <td style="text-align: center;">:</td> </tr> <tr> <td>Extra Heating,</td> <td style="text-align: center;">£</td> <td style="text-align: center;">:</td> <td style="text-align: center;">:</td> </tr> <tr> <td>Hire of Grand Piano,</td> <td style="text-align: center;">£</td> <td style="text-align: center;">:</td> <td style="text-align: center;">:</td> </tr> <tr> <td>Hire of Special Curtains,</td> <td style="text-align: center;">£</td> <td style="text-align: center;">:</td> <td style="text-align: center;">:</td> </tr> <tr> <td>Hire of Loudspeakers,</td> <td style="text-align: center;">£</td> <td style="text-align: center;">:</td> <td style="text-align: center;">:</td> </tr> <tr> <td colspan="4" style="border-top: 1px solid black; border-bottom: 1px solid black;"></td> </tr> <tr> <td>Total. rent payable,</td> <td style="text-align: center;"><u>£</u></td> <td style="text-align: center;"><u>:</u></td> <td style="text-align: center;"><u>:</u></td> </tr> <tr> <td>£</td> <td></td> <td></td> <td></td> </tr> </table>	Large Hall	£	:	:	Reception Room,	£	:	:	Saloon,	£	:	:	Library,	£	:	:	Copyright Music Fee,	£	:	:	Late Fee,	£	:	:	Extra Heating,	£	:	:	Hire of Grand Piano,	£	:	:	Hire of Special Curtains,	£	:	:	Hire of Loudspeakers,	£	:	:					Total. rent payable,	<u>£</u>	<u>:</u>	<u>:</u>	£				<p>Let to .....</p> <p>For.....</p> <p>On .....19.....</p> <p>From ..... To .....</p> <p>.....<i>Hallkeeper</i></p> <p>Glasgow, .....19.....</p> <p>I accept the above terms and agree to the foregoing Rules and Regulations.</p> <p><i>Signature</i>, .....</p> <p><i>Address</i>,</p>
Large Hall	£	:	:																																																		
Reception Room,	£	:	:																																																		
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At a meeting of the Buildings Committee on 5<sup>th</sup> May 1944, the Committee considered granting an increase in the Hallkeeper's salary also the question of improving the Hallkeeper's house. Mr. Allan S. Dixon the suggested that a hot water system might be installed, and this matter and this matter and the suggestion to increase the Hallkeeper's salary were also remitted to the above Sub-Committee. Further improvements to the Hallkeeper's house were deferred until the end of the war.<sup>133</sup>

At a meeting of the Buildings Sub-Committee on 12<sup>th</sup> May 1944, The Committee considered with regard to the Hallkeeper's Salary; and improvements in Hallkeeper's house and made the following recommendations

<sup>132</sup> Minutes of the Platform Committee 1943 to 1946, Page 58

<sup>133</sup> Minutes of the Buildings Committee 1943 to 1946, Page 56

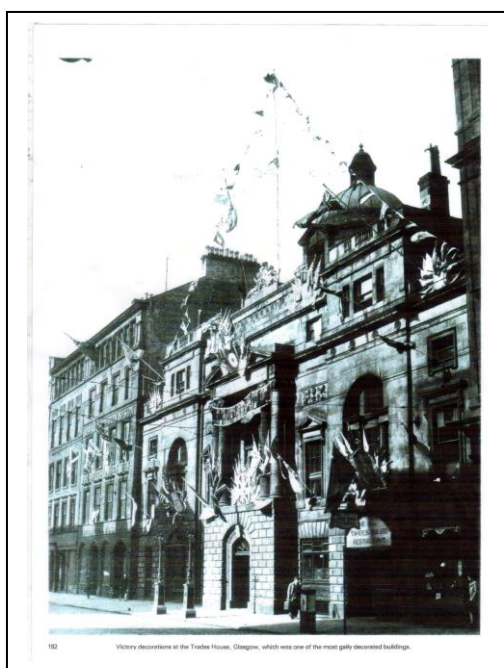
- a. That the Hallkeeper's salary be increased from £150 to £176 per annum, and that of this sum, £84 per annum should be Mrs. Davidson's s share, the increase to date from 1<sup>st</sup> May.
- b. That an electric immerser be installed in the kitchen of the Hallkeeper's house. It was remitted to Mr. Norman A. Millar to make enquiries as to whether this could be obtained.<sup>134</sup>

At a meeting of the Buildings Committee on 30<sup>th</sup> May 1944, the Committee considered the recommendations of the Sub-Committee contained in the Minute of 12<sup>th</sup> May 1944, with regard to the rates for Hall Lets, an increase in the Hallkeeper's Salary and improvements in the Hallkeeper's House. The recommendations of the Sub-Committee were unanimously approved.

Mr Millar submitted a quotation from Archibald Low & Sons, Ltd., of £19 18s 6d for a "Highglow" electric hot-water displacement tank of 5-gallon capacity, to be installed in the Hallkeeper's House, and It was agreed to accept this estimate. The price is exclusive of wiring and joiner work, which is expected to amount to about £5.

*(Approved same date.)*<sup>135</sup>

At a meeting of the Buildings Committee on 9<sup>th</sup> March 1945, an estimate by John Burns, junior, for painting the old cloakroom, as a result of the removal of the pigeonhole racks, amounting to £9 18s., was submitted. The question having been raised as to whether the hat and coat hooks recently fitted had been placed rather too close, Messrs. Norman A. Millar and John Thaw, to whom the matter had been remitted, reported that they had gone into the matter very thoroughly with the contractor and that the Hallkeeper had reported that the system was an improvement. It was agreed not to alter the position of the hat and coat hooks in the meantime and to accept the painter's estimate, the work to be commenced after some plaster had been repaired.<sup>136</sup>



At a meeting of the Trades House on 29<sup>th</sup> May 1945, The Deacon Convener referred to the decoration on the Trades Hall Buildings on VE Day, the Deacon-Convener said "*Many of you who had occasion to pass down Glassford Street on VE Day or during the succeeding week must have been struck by the beautiful display of flags, shields etc., which graced the frontage of our Trades House - a display which I venture to think was not surpassed in our city, and I am told had nothing to beat it even in London. For this artistic tribute to our Victory in Europe we are indebted to our efficient Hallkeeper, who takes such a pride in everything connected with the Auld Hoose. To many of us it was known that he was preparing a striking scheme of decoration against the Day when Victory would be announced not even the*

<sup>134</sup> Minutes of the Buildings Committee 1943 to 1946, Page 56

<sup>135</sup> Minutes of the Buildings Committee 1943 to 1946, Page 62

<sup>136</sup> Minutes of the Buildings Committee 1943 to 1946, Page 53

*most optimistic amongst us could have foreseen the excellent efforts of his labours over a long period of not only months, but years. Fellow Craftsmen, it would be your wish, as it is mine, that we as a House should convey to Mr. Davidson our very sincere appreciation and congratulations on the excellent show he put up on this building on that never to be forgotten day of Victory in Europe. I move that we ask our Clerk to write Mr Davidson conveying our sincere thanks and congratulations for his labour of love. At the same time, I think it would be fitting that we should recognise in a tangible way what Mr. Davidson has done, as he has been to some considerable expense in providing the materials to make up the flags, to say nothing of the time involved in sewing them together. Will you, Fellow Craftsmen, remit it to the Platform to make him some suitable Honoraria be debited to the Hall Buildings Account". It was agreed to remit this matter to the Platform, with powers.<sup>137</sup>*

At a meeting of the Platform on 5<sup>th</sup> October 1945, it was agreed to make a grant of £10 10 /- to the Hallkeeper towards his expenses in connection with the decoration of the Trades Hall on V.J. Day and to debit this payment to the Halls Account.<sup>138</sup>

At a meeting of the Platform on 26<sup>th</sup> February 1946, the Clerk reported that James Hamilton had been appointed to assist the Hallkeeper when necessary, at the rate of 2/6 per hour. The Committee approved.

It was agreed to increase the cleaning allowance paid to the Hallkeeper from £6 per month to £8 during the months September to April inclusive, the increase to commence as at 1st instant.

*(Approved 28th February, 1946)<sup>139</sup>*

At a meeting of the Buildings Committee on 18<sup>th</sup> May 1947, the Committee considered what improvements might be made to the Hallkeeper's house and it was remitted to the Sub-Committee already appointed to examine the upper floor, to inspect the premises and to report.<sup>140</sup>

At a meeting of the Sub-Committee of Buildings on 15<sup>th</sup> July 1947, the Clerk reported the terms of the remit from the Hall Buildings Committee on 28<sup>th</sup> May concerning the upper floor of the building and the Hallkeeper's house. Thereafter the Committee examined the unoccupied part of the top flat of the building.

It was unanimously agreed to recommend to the full Committee as follows: -

1. That a thorough examination should be made of the premises on the top flat and of the roof.
2. That an architect be employed to survey the building and investigate as to what use the upper premises could be put, and also with regard to improvements in, and, if possible, the extension of, the Hallkeeper's house.

Meantime it was unanimously agreed that certain of the original joists in the floor above the Saloon ceiling should be strapped to the later super-imposed joists so as to prevent further sagging, it being the opinion of the Sub-Committee that a slight sag

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<sup>137</sup> Minutes of the Trades House Committee 1943 to 1946, Page 64

<sup>138</sup> Minutes of the Platform Committee 1943 to 1946, Page 13

<sup>139</sup> Minutes of the Platform Committee 1943 to 1946, Page 57

<sup>140</sup> Minutes of the Buildings Committee 1946 to 1949, Page 58

had occurred since the inspection which was made in 1945, and that the plasterwork at the trusses supporting the roof should be cleared so as to show the state of the woodwork underneath, which the Sub-Committee suspect may be affected by dry rot.

The tender from Mr. John Burns, junior, estimating the cost of painter work instructed by the Hall Buildings Committee at £145 was considered. It was agreed that this work should be gone on with, but that the section of the estimate dealing with the Lady Convener's suite should be submitted to the Committee appointed to arrange for the preparation of these rooms.<sup>141</sup>

At a meeting of the Buildings Committee on 19<sup>th</sup> August 1947, the reports by the Sub-Committee on the inspection of the upper premises and the Hallkeeper's house, of date 15<sup>th</sup> July, 1947, and by the Platform Committee and Ladies with regard to the decoration and furnishing of the Lady Convener's Suite, of date 31<sup>st</sup> July, 1947, were read and approved.

It was agreed to ask Deacon Edward G. Wylie, Bonnetmakers and Dyers, to make a survey of the premises and to suggest improvements both as regards the upper premises and the Hallkeeper's house.<sup>142</sup>

At a meeting of the Buildings committee on 20<sup>th</sup> May 1948, it was reported that the Director of Housing has refused the application for a licence to convert part of the upper premises into a suitable house for the Hallkeeper and that the Platform Committee now suggested that improvements should be made in the kitchen of the existing house and that the following estimates had been obtained :-

Wm. Kemp & Co. - To remove the range and instal a "Signet" grate in cream enamel, -	£75 16 9
A. D. Mackay - To remove the wall, forming a recess,	£20 0 0
John Burns, jun. - Paintwork,	<u>£21 10 0</u>
	<u>£117 6 9</u>

It was unanimously agreed to accept these estimates, and the Clerk was instructed to apply to the Director of Housing for a licence to have this work carried out.

It was also decided that a gas grid should be provided as an alternative means of cooking in warm weather.

With regard to the quotation for the " Signet" grate, this includes a hot water boiler, which is not required in the present house, but which could be accepted and stored until such time as the new house is being built and the " Signet" grate transferred.<sup>143</sup>

At a meeting of the Buildings Committee on 5<sup>th</sup> July 1948, it was reported that the architect is making a further application this month for permission to convert part of the premises on the top floor of the Trades Hall into a suitable house for the

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<sup>141</sup> Minutes of the Sub-Committee of the Buildings Committee 1946 to 1949, Page 15

<sup>142</sup> Minutes of the Buildings Committee 1946 to 1949, Page 76

<sup>143</sup> Minutes of the Buildings Committee 1946 to 1949, Page 78

Hallkeeper, and that the improvements already instructed to the existing house are not being carried out meantime although a licence for this work has been granted.<sup>144</sup>

At a meeting of the Buildings Committee on 28<sup>th</sup> October 1948, the reports by the visitors inspecting the Halls during the months of July, August, September and October were submitted and the following matters raised: -

1. That the main staircase should be painted in a lighter colour.
2. That a crack in the ceiling of the Deacon-Convener's suite should be attended to.
3. That a new mirror should be provided in the old cloakroom.
4. That the walls in the lower cloakroom should be distempered where showing signs of dampness.
5. That some improvements should be carried out to the caretaker's house. It was agreed that items 2, 3 and 4 should receive attention, but that the question of painting the main staircase should be held over until the spring when fewer functions and meetings are held in the Hall. It was agreed that nothing should be done in the Hallkeeper's house, but that the Clerk should be instructed to write the architect again asking him to enquire at the Ministry of Works if the recent modifications in the regulations would now permit the new house to be proceeded with.<sup>145</sup>

At a meeting of the Buildings Committee on 21<sup>st</sup> April 1949, in view of the permit to convert part of the upper premises into a new house for the Hallkeeper not being granted, the Committee again considered improvements in the existing house, such as were submitted to this Committee on 20<sup>th</sup> May 1948 the cost at that time being £117 6s. 9d. The Clerk was instructed to ask each of the firms for new estimates, and it was remitted to the Platform Committee to consider these when received.<sup>146</sup>

At a meeting of the Buildings Committee on 25<sup>th</sup> May 1949, an estimate was submitted by John Burns jun. amounting to £8 0s 9d for painter work throughout the Hallkeeper's house after the installation of the new grate and other improvements in the Kitchen had been carried out. It was agreed to accept this estimate.<sup>147</sup>

At a meeting of the Buildings Committee on 10<sup>th</sup> August 1949, a report by the Collector and the Late Convener on the present emergency lighting system was read. The system was stated to be satisfactory, and it was that the Hallkeeper should be instructed to test it monthly and to submit Reports to the Clerk for examination. It was agreed that a fee of £2 2s. per annum should be paid to the Hallkeeper for his services and that the inspections by Alexander Lindsay Ltd., should terminate.

The repair to the crack in the ceiling was instructed to be repaired and the heating system in the Large Hall, which had not been functioning properly, instructed to be cleaned. The Late Convener offered to let the Hallkeeper have the necessary

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<sup>144</sup> Minutes of the Buildings Committee 1946 to 1949, Page 86

<sup>145</sup> Minutes of the Buildings Committee 1946 to 1949, Page 21

<sup>146</sup> Minutes of the Buildings Committee 1946 to 1949, Page 54

<sup>147</sup> Minutes of the Buildings Committee 1946 to 1949, Page 64

equipment for this purpose and tests as to improvement could be taken during the winter months. A suggestion that the wire gauze under the gratings might be heightened or substituted by some other form of protection was also remitted to the Late Convener.<sup>148</sup>

At a meeting of the Platform on 15<sup>th</sup> January 1951, it was brought to the notice of the meeting that there had been several complaints regarding the lack of ash trays in the Hall, and the Hallkeeper was authorised to purchase six large trays for use in the Entrance Hall, Main Stairs and Entrance to Large Hall.<sup>149</sup>

At a meeting of the Buildings Committee on 29<sup>th</sup> January 1951, the reports by the visitors were submitted and the following matters considered: -

- a. The erection of a partition in the upper kitchen to form a cubicle containing the Hallkeeper's bath.
- b. The provision of an electric fire in the Lady Convener's room.
- c. That a door should be placed in the wall between the vestibules of the Deacon-Convener's and Lady Convener's suites to provide larger accommodation on certain occasions.
- d. The touching up of the ceiling in the Large Hall where damaged by water.
- e. Improvements to sanitation in restaurant.

Items (b) and (c) were instructed by the Committee, and an estimate by George Munro, amounting to; £173 2s. for item (e) was submitted. In view of the suggested improvements already mentioned, it was agreed not to do anything in this matter in the meantime.<sup>150</sup>

At a meeting of the Buildings Committee on 16<sup>th</sup> April 1951, the Committee considered a request from the Hallkeeper for an increase in salary, and it was unanimously agreed that this should be raised from £228 to £320 from 1<sup>st</sup> April, and that the appointment of Mrs. Davidson as Assistant Hallkeeper should cease, the emergency for this appointment having passed. It was also agreed that the allowance to the Hallkeeper for cleaning the Halls remain as at present lint, as it was understood that this was still sufficient to meet the wages of the charwoman, he employed from time to time. It was also agreed that the arrangement regarding assistance by Mr. Wilson, who is paid at the rate of 3/6d. per-hour by the Committee, continue at present.<sup>151</sup>

At a meeting of the Buildings Committee on 25<sup>th</sup> January 1952, arising out of the Minute, Mr. Drysdale asked particulars regarding positioning of the fire extinguishing appliances and stated that on his last inspection of the buildings he found that the hand extinguishers, which should have been placed in each of the presses containing the switchboards, were not there, and he understood from the Hallkeeper that these were in the buildings but had not yet been placed in position.

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<sup>148</sup> Minutes of the Buildings Committee 1946 to 1949, Page 87

<sup>149</sup> Minutes of the Platform Committee 1950 to 1953, Page 46

<sup>150</sup> Minutes of the Buildings Committee 1950 to 1953, Page 48

<sup>151</sup> Minutes of the Buildings Committee 1950 to 1953, Page 61

The Clerk explained that instructions had been given to the Hallkeeper and that all these appliances had been placed according to the suggestions of the Pyrene Company. - Mr. Drysdale suggested that one hand extinguisher should be placed in the Deacon-Convener's Room and another in the Hallkeeper's house and, after a discussion, the whole matter of erecting fittings for these hand extinguishers and their positions were remitted with powers to the Collector and Mr. Drysdale.

The Deacon-Convener then asked the Meeting to consider what improvements might be made to the Hall in the coming months. There were three separate suggestions he had to put forward. These were: -

1. Reinstating the Saloon ceiling and the floor above.
2. Replacement of the staircase.
3. Improvements to the kitchen premises, including a new goods entrance which would require to be made at the north end of the dining room in the Restaurant, the installation of a hoist, staff accommodation on the top floor, and a Hallkeeper's house also on the top floor.

Plans prepared some time ago by Mr. Wylie for the improvements to the kitchen premises were submitted, when it was seen that the third suggestion might be carried out in two sections, *i.e.*, the goods entrance and the hoist, together with improvements to the kitchen as one part, and the alterations to the top floor as a second part.

The Clerk was instructed to obtain from Mr. Wylie specifications and estimates for the whole scheme and, alternatively, for the two portions, and to ask him to apply for permits from the Ministry of Works to have the work on the ground and first floor carried out this year. <sup>152</sup>

At a meeting of the Buildings Committee on 28<sup>th</sup> April 1952 the Collector and Mr Drysdale reported on the positioning of the eight large and SIX small fire extinguishers and explained that it was necessary to purchase a supply of fire buckets and stirrup pumps. This was agreed to, and the Collector was asked to arrange this with the Hallkeeper. Late Convener Agnew asked if the Committee was satisfied as to the condition of fire extinguishers in the premises occupied by the restaurant and the tobacconist, and the Clerk was instructed to ask the Pyrene Company to inspect these premises and to report on the necessary equipment required. It was agreed that the Hall Buildings Committee should meet part of the cost of this if necessary and that an agreement should be entered into with the Pyrene Company to service and maintain existing and new appliances at the expense of the Committee and to report regularly as is being done in connection with the hall buildings.

The Deacon-Convener and the Late Convener asked if the noise from the fan in the Large Hall could be prevented and the Collector was asked if he would consult Ex-Convener Macnaughton who had considered this matter on a previous occasion and to give the Hallkeeper instructions regarding the operation of the fan. The Collector was also asked to see if the ventilators on the west wall of the Large Hall could be improved, as occasionally draughts were felt by people attending functions

and meetings.<sup>153</sup>

At a meeting of the Buildings Committee on 11<sup>th</sup> August 1953, it was agreed to pay the Hallkeeper a gratuity of £25 for his work in decorating the building during the Coronation.<sup>154</sup>

At a Meeting of the Committee of the Trades House on Hall Buildings, on 4<sup>th</sup> of November 1953, an estimate from John Burns, jun., amounting to £67 for necessary papering and painting in the Hallkeeper's house, was considered and it was agreed to accept this estimate.<sup>155</sup> The meeting also agreed to purchase a taller and lighter ladder for the use of the Hallkeeper.<sup>156</sup>

At a Meeting of the Committee of the Trades House on Hall Buildings on the Eleventh day of May 1955, the Clerk reported that last week a copper urn which the contractors had placed in the kitchen for the use of their staff had been removed along with two copper trays which had recently been purchased and placed in the kitchen range. The Hallkeeper had immediately reported the thefts to the Police but so far, the articles had not been found.<sup>157</sup>

At a Meeting of the Committee of the Trades House on Hall Buildings, on 4<sup>th</sup> of November 1955, the Deacon-Convener, on behalf of the Platform Committee, suggested that an allowance should be made to the Hallkeeper for the extra work entailed in connection with the recent alterations, and it was agreed to make an allowance of £125

The Clerk submitted letters from the Guardian Assurance Company recommending that both the insurance of the building against fire and the boiler insurance should be increased. Messrs. George Laird and James Usherwood offered to survey the buildings and make a report to the next meeting. The Committee agreed.

Reports by the visitors were submitted when the following matters were noted:—

- Renewal of curtains in the Reception Room.
- Renewal or cleaning of blinds in Reception Room.
- Painting of the staircase leading to Virginia Street.
- Improvements to Hallkeeper's house.<sup>158</sup>

At a Meeting of Committee of the Trades House on Hall Buildings on 7<sup>th</sup> of February 1956, a letter was read from the Hallkeeper thanking the Committee for the honorarium granted to him at the last meeting<sup>159</sup> The Committee also considered what improvements could be made to the Hallkeeper's House, but owing to the congested space it was thought that no improvements could be made meantime except to the range in the kitchen which apparently was not working properly. The Committee considered whether it would be advisable to appoint an assistant to the Hallkeeper. After a discussion it was decided that this would not be practicable. It was remitted to the Clerk to employ from the Corps of Commissionaires part-time

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<sup>153</sup> Minutes of the Buildings Committee 1950 to 1953, Page 76

<sup>154</sup> Minutes of the Buildings Committee 1950 to 1953, Page 99

<sup>155</sup> Minutes of the Buildings Committee 1950 to 1953, Page 19

<sup>156</sup> Minutes of the Buildings Committee 1950 to 1953, Page 20

<sup>157</sup> Minutes of the Buildings Committee 1953 to 1957, Page 90

<sup>158</sup> Minutes of the Buildings Committee 1953 to 1957, Page 21

<sup>159</sup> Minutes of the Buildings Committee 1953 to 1957, Page 52

assistants when required.<sup>160</sup> The architect reported that he had examined the house, and particularly the range, with a view to suggesting improvements. It was agreed that he should consult the new Hallkeeper and submit a scheme for improvement at a further meeting.<sup>161</sup>

At a meeting of the Building Committee of the Trades House on 12<sup>th</sup> April 1956 “it was agreed that the salary to be offered, along with a free house, coal and light would be £320 with, in addition, £30 with uniform and allowance for laundry as Officer. The question of superannuation was continued, as the Committee did not desire to make such arrangements until after a years’ experience of the new Hallkeeper was satisfactory”.<sup>162</sup>

At a Meeting of the Hall Buildings Sub-Committee on 27<sup>th</sup> April 1956, applications for the post of Hallkeeper and officer having been invited through advertisement, the Deacon-Convener explained that the Platform Committee had selected 11 applicants, and that these had been invited to attend to-day for interview. Since then, two had withdrawn their applications and a further two did not attend. From the seven interviewed, the Committee placed Mr. Hugh McLatchie and Mr. George Davidson on a short leet. The Clerk was instructed to write the other applicants intimating that the post had been filled.<sup>163</sup>

At a Meeting of the Hall Buildings Sub-Committee on 7<sup>th</sup> of May 1956, a further discussion was held with regard to the appointment of a successor of Mr. Alexander Davidson. The Sub-Committee again interviewed Mr. George Davidson (son of Mr. Alexander Davidson) and also, on this occasion, his wife.

The Sub-Committee unanimously agreed to offer him the post of Officer and Hallkeeper to commence on 1st June at a salary of £320 per annum as Hallkeeper and £30 per annum as Officer, with a free house, coal and light. Mr. Davidson accepted the post and the Clerk was instructed to draw up the usual Agreement containing the duties, terms and conditions and also an inventory of the furniture.

It was agreed that the services of Mr. Wilson, who had assisted Mr. Davidson for some years, should be terminated on 31st May, and that the allowance for cleaning should be reviewed by the full Committee.

The Clerk was instructed to arrange with Messrs. Shearer & Hunter to provide, the new Hallkeeper with day and evening uniforms similar to those supplied to the present Hallkeeper.

It was agreed that a testimonial should be raised for the retiring Hallkeeper and it was remitted to the Platform Committee to arrange for an appeal being made to the members of the House and the Deacons’ Association being issued.<sup>164</sup>

At a Meeting of the Hall Buildings Committee of the Trades House on 17<sup>th</sup> of May 1956 the Architect submitted drawings showing how a new bathroom could be installed in the Hallkeeper’s house by reducing the size of a bedroom. Mr.

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<sup>160</sup> Minutes of the Buildings Committee 1953 to 1957, Page 54

<sup>161</sup> Minutes of the Buildings Committee 1953 to 1957, Page 62

<sup>162</sup> Minutes of the Buildings Committee 1953 to 1957, Page 62

<sup>163</sup> Minutes of the Sub-Committee of the Buildings Committee 1953 to 1957, Page 63

<sup>164</sup> Minutes of the Sub-Committee of the Buildings Committee 1953 to 1957, Page 63

Underwood was instructed to obtain estimates for the work and to submit these to the Sub-Committee already mentioned for approval.

The Minutes of Meetings of the Sub-Committee appointed to consider applications for the post of Hallkeeper and to appoint a successor to Mr. Davidson, of dates 27<sup>th</sup> April and 7<sup>th</sup> May, were read and approved. The terms and conditions of the appointment was submitted and the Clerk was instructed to have these drawn up for signature by Mr. George Davidson. The Clerk was also instructed to arrange with Messrs. Morrison, McChlery & Co. to have an inventory of the furniture in the Trades Hall Building checked, and also to obtain from them a valuation for insurance purposes.

The question of granting an allowance to the retiring hallkeeper was remitted to the Platform Committee.<sup>165</sup>

At a Meeting of the Committee of the Trades House on Hall Buildings, on 21<sup>st</sup> August 1956, It was reported by the Sub-Committee that the repairs and improvements to the Hallkeeper's house had been started, the estimated cost being :—

Joiner Work, Plaster Work, Mason and Rooflight	£312 0 0
Plumber Work	£212 0 0
Electrical Work (excluding fittings)	£197 0 0
Painter Work	£128 10 0
Contingencies	<u>£42 10 0</u>
	£892 0 0 <sup>166</sup>

At a Meeting of the Committee of the Trades House on Hall Buildings, on 21<sup>st</sup> August 1956, the Deacon-Convener reported that a wallet containing a cheque for £225, together with a handbag, had been presented to the late Hallkeeper Mr and Mrs. Davidson, after Mr. Davidson's retiral.<sup>167</sup>

At a Meeting of the Committee of the Trades House on Hall Buildings, on 26<sup>th</sup> of October 1956, the Deacon-Convener reported that the work instructed at previous meetings in the passages to the Deacon-Convener's Room and the Kitchen, and the old cloakroom and staircase leading to the Saloon had been completed and that the alterations to the Hallkeeper's House were nearing completion. He also explained that the entrance to the old cloakroom had also been attended to be in keeping with the room beyond. Mr. D. Durward Clarkson asked if the dressing room off this room now being used as a cloakroom, could not be brightened by making it part of the same suite and in the same colour scheme. It was agreed to remit this matter to a committee consisting of Collector Andrew Lawson, Messrs. Hugh Brodie and George Laird, to consult the architect and to obtain estimates to be considered by this Committee at the next meeting.<sup>168</sup>

At a Meeting of the Hall Buildings Committee of the Trades House on 20<sup>th</sup> February 1957, The meeting considered as to the advisability of having continuous roller towelling placed in the ladies' cloakroom, but the Committee thought that the present system of hand-towels was more satisfactory. One member stated that it had been

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<sup>165</sup> Minutes of the Buildings Committee 1953 to 1957, Page 73

<sup>166</sup> Minutes of the Buildings Committee 1953 to 1957, Page 80

<sup>167</sup> Minutes of the Buildings Committee 1953 to 1957, Page 81

<sup>168</sup> Minutes of the Buildings Committee 1953 to 1957, Page 21

reported to him that the supply of hand-towels available was inadequate, and the Clerk was instructed to investigate this with the Hallkeeper.<sup>169</sup>

At a meeting of the Trades House of Glasgow, on 9<sup>th</sup> October 1957, The Deacon-Convener intimated that at the Meeting of the Audit Committee a question had been raised with regard to the responsibility placed on the Officer when taking chains of office other than those of the members of the Platform to and from functions held outside the Trades Hall, particularly in the evening. The Deacon-Convener further explained that it was the duty of the Officer of the House to wait on the members of the Platform only and not the Deacons and Visitor who, in the past, had each had an officer for this purpose.<sup>170</sup>

At a Meeting of the Hall Buildings Committee of the Trades House on 28<sup>th</sup> October 1958, a letter was submitted from the Secretary of the Old Glasgow Club complaining of inadequate heating facilities experienced by the Club at a meeting in the Reception Room. The Clerk explained that this matter had arisen on an occasion when the Club's meeting was the only function to be held within the Hall. The Hallkeeper had not put on the central heating, and the electric fire had been inadequate. It was agreed that on subsequent occasions when the Club meeting was the only function on a particular night the Saloon should be made available to them; it was also agreed that the architect be invited to give his views on whether the small hall should be wired for electric radiators.<sup>171</sup>

At a Meeting of the Committee of the Trades House on Hall Buildings on 8<sup>th</sup> April 1959, Recent complaints received regarding the Hallkeeper were fully discussed and it was remitted to the Platform to interview Mr. Davidson. The Platform was instructed to inform Mr. Davidson that the Committee were not satisfied with the manner in which he was carrying out his duties or with the state in which the Halls were kept. The Committee indicated that his emoluments were inadequate by present day standards and it was agreed that Mr. Davidson should receive an increase in salary to bring his basic salary up to £400 per annum and that the allowance for cleaning be increased to £150 per annum on condition that he discharged his outstanding obligations to various creditors and arranged for the Halls to be kept in good condition and to the satisfaction of the Committee.<sup>172</sup>

At a meeting of the Trades House on 27<sup>th</sup> May 1959, The Deacon Convener reported that the Hallkeeper had left home last week and that nothing had been heard of him since. The Clerk reported that he had ascertained that the Hallkeeper had received payment of and issued a receipt for a let of the Hall which had not been accounted for at the last monthly accounting and that he had also negotiated an unauthorised let of the Hall to the Universal Stock Dispose Co. for three days for an auction sale of carpets for which he had received a cheque in his own favour for £21. After discussion it was agreed that the Hallkeeper be dismissed, and it was remitted to the Platform to take what steps they thought to secure the services of another Hallkeeper and make such arrangements as they considered best for the running of the Hall in the meantime.<sup>173</sup>

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<sup>169</sup> Minutes of the Buildings Committee 1953 to 1957, Page 43

<sup>170</sup> Minutes of the Trades House 1957 to 1962, Page 12

<sup>171</sup> Minutes of the Buildings Committee 1957 to 1962, Page 23

<sup>172</sup> Minutes of the Buildings Committee 1957 to 1962, Page 50

<sup>173</sup> Minutes of the Buildings Committee 1957 to 1962, Page 53

At a Meeting of the Committee of the Trades House on Hall Buildings on 18<sup>th</sup> June 1959, the Clerk intimated that he discovered a deficiency in respect of the late Hallkeeper's intrusions with hall rents estimated at approximately £50, that he had reported this loss to the Insurance Company and the Police and that a warrant had been issued for the late Hallkeeper's arrest.

The Clerk also reported that he had received a number of applications in response to his advertisement for a replacement of the Hallkeeper, and after discussion it was agreed that the new Hallkeeper be offered a salary of £450 as Hallkeeper together with £50 as officer. It was also agreed that the cleaning allowance be increased to £200 per annum and that this sum be paid to the new Hallkeeper who would be wholly responsible for the cleanliness of the Halls.

A Sub-Committee consisting of the Platform, Deacon J. Alastair Montgomerie and Late Deacon R. Stuart Lang was appointed to draw up a short list from the applications and to make an appointment to the post of Hallkeeper and Officer after interviewing the persons on the list.

It was agreed that in future contracts for the let of the Trades Hall be issued from the Clerk's Office and that no payments would be made through the Hallkeeper whose sole responsibility in this connection would be the showing of prospective hirers over the premises.<sup>174</sup>

At a meeting of the Trades House Buildings Committee on 11<sup>th</sup> August 1959, it was reported that the Sub-Committee appointed to select a new Hallkeeper had made an appointment and that the new Hallkeeper, Mr. Thomas W. Colquitt, had taken up his duties as from 14<sup>th</sup> July, 1959<sup>175</sup>

At a meeting of the Trades House in September 1959, the post of Officer and Hallkeeper being vacant, the Deacon-Convener mentioned that the Hall Buildings Committee would appoint a Sub-Committee to interview applicants for the post.<sup>176</sup>

At a Meeting of the Hall Buildings Committee of the Trades House, on 15<sup>th</sup> October 1959, the Clerk intimated that he had received several applications for the post of Officer and Hallkeeper. The Meeting unanimously appointed those present to be a Sub-Committee to interview a short list of applicants which the Clerk was instructed to prepare.<sup>177</sup>

At a meeting of the Trades House the on 3<sup>rd</sup> November 1959, the Deacon Convener referred to *the death of our Officer and Hallkeeper, Thomas W. Colquitt, who was appointed only in July of this year. Mr. Colquitt, who served in the regular army in the Royal Scots Fusiliers with the rank of sergeant, had entered on his duties with enthusiasm and was very proud of his appointment. He was very efficient and had a fine appearance and a quiet dignity of manner which fitted him for the position which we hoped he would occupy for many years. His death in hospital, following a sudden illness, is a great loss to the House, and our sympathies go out to his widow and daughter in their bereavement.*

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<sup>174</sup> Minutes of the Trades House 1957 to 1962, Page 15

<sup>175</sup> Minutes of the Buildings Committee, 1957 to 1962, Page 15

<sup>176</sup> Minutes of the Trades House 1957 to 1962, Page 15

<sup>177</sup> Minutes of the Buildings Committee 1957 to 1962, Page 17

At and within the Trades Hall of Glasgow, on 14<sup>th</sup> of October 1959, the Deacon Convener noted that the post of Officer and Hallkeeper being vacant, the Deacon-Convener mentioned that the Hall Buildings Committee would appoint a Sub-Committee to interview applicants for the post.<sup>178</sup>

At a meeting of the Sub-Committee of the Buildings Committee on 27<sup>th</sup> October 1959. The Meeting interviewed a short list of five candidates for the post of Officer and Hallkeeper and it was remitted to the Platform to make a final choice between Mr. Frederick MacLeod and Mr. Benjamin Craggs after the wives of these two candidates had had an opportunity of inspecting the house and had been interviewed by the Platform.<sup>179</sup>

At a meeting of the Buildings Committee on 3<sup>rd</sup> December 1959, the Deacon-Convener reported that in terms of the remit by the Sub-Committee on Hall Buildings appointed to fill the vacancy of Officer and Hallkeeper, the Platform had unanimously decided to appoint Mr. Benjamin Craggs to be Officer and Hallkeeper in succession to the late Thomas W. Colquitt, and that he had made reference to this appointment at last Meeting of the House.

It was unanimously agreed to recommend—

- (1) that Mr. Alexander Davidson be reimbursed for his expenses in connection with his assistance in the fulfilment of the duties of Hallkeeper and Officer during recent weeks.
- (2) that he be enrolled as a House Pensioner; and
- (3) that an *ex gratia* payment be made to Mrs. Colquitt of £50 to reimburse her for the cost of removal and additional expenses to which she had been put recently.<sup>180</sup>

At a meeting of the Building Committee on 27<sup>th</sup> April 1960, the Clerk reported that the Hallkeeper had found difficulty with regard to the Central heating of the operation of the new central heating system and it was remitted to the Architect building. to look into the question with the suppliers with a view to having these difficulties resolved.<sup>181</sup>

At a meeting of the Platform Committee on 29<sup>th</sup> September 1961, the question of installing an electric fire in the Hallkeeper's house in place of the present gas-fired Sofona was considered and the Clerk was instructed to purchase a 3-kw. Magicoal fire at a cost of £15 and have this installed in the Hallkeeper's house.<sup>182</sup>

At a meeting of the Trades House in October 1961, the Deacon Convener said:—  
*I think it is fitting that I should refer to the recent death of Alexander Davidson who was officer of the Trades House and Hallkeeper for nineteen years until he retired in 1956. "Along with the Clerk I attended his funeral on Saturday. Mr. Davidson was very proud of the position he held. He was indefatigable in the performance of his duties both as Officer and Hallkeeper. He was a man of high character, faithful, upright and always dependable. I move that the Clerk be instructed to record in our Minutes our grateful acknowledgment of Mr. Davidson's services while he was with us and our sympathy with his widow in her bereavement.*

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<sup>178</sup> Minutes of the Trades House 1957 to 1962, Page 74

<sup>179</sup> Minutes of the Trades House 1957 to 1962, Page 7

<sup>180</sup> Minutes of the Buildings Committee 1957 to 1962, Page 7

<sup>181</sup> Minutes of the Building Committee 1957 to 1962, Page 10

<sup>182</sup> Minutes of the Platform Committee 1957 to 1962, Page 62

The motion was agreed to in silence, all the members upstanding.<sup>183</sup>

At a meeting of the Trades House on 10<sup>th</sup> February 1962, it was mentioned that the visitors' report book had not been available for inspection by the Committee at the meeting on 1st November and the Clerk explained that the Hallkeeper had standing instructions to have the book available at all meetings of the. Hall Buildings Committee and undertook to look into the matter. He explained that, although the book was normally available and ought to be considered as a matter of routine, it recently happened that the meetings of the Committee broke up without having reached that stage of the agenda.<sup>184</sup>

At a meeting of the Building Committee on 10<sup>th</sup> October, 1963., Mr. Underwood also reported that an aluminium ladder had been purchased for the Hallkeeper and that repairs had been carried out to a portion of the Saloon flooring which involved the renewal of ceilings in the men's cloakroom, passage to Caretaker's house and the walls of the store. The cost amounted to £1,237 11s 11d made up as follows :-

	<i>Estimate Cost</i>	<i>Cost</i>
John Livingston & Sons Joiner, Glazier, and Builderwork.		£771 12 1
A. & D. MacKay Piasterwork .		£221 4 7
Fleming Bros. Steelwork	£148 0 0	£110 9 4
Alexander Lindsay, Ltd. Electrical work		£89 12 11
John Burns, Junr. Painterwork .		<u>£44 13 0</u>
		<u>£1,237 11 11</u>
Estimated cost by Muirhead, Muir & Webster		£1,100 0 0 <sup>185</sup>

The Architect submitted details of work which he thought should be put in Work to be instructed, and after consideration it was agreed that over the summer period the following work should be instructed :—

	<i>Estimated Cost</i>
Painting of Hallkeeper's House — Staircase.	£45 0 0
Stair to House.	£22 12 6
Painting of Library.	£9 2 6
Cleaning and Varnishing of lower dado panelling in Main Hall.	£37 7 6
Washing of frieze in Main Hall.	£30 0 0
Repairs to platforms for Main Hall	£10 0 0
Repairs to gutters at roof over Main Hall (in copper).	£155 15 4
Renewing of windows to back stair with wired figured-glass.	£36 0 0

It was also agreed to defer meantime any action on the following works recommended by the Architect:—

Washing of Saloon Ceiling.	£50 0 0
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<sup>183</sup> Minutes of the Trades House 1957 to 1962, Page 1

<sup>184</sup> Minutes of the Trades House 1957 to 1962, Page 35

<sup>185</sup> Minutes of the Building Committee 1962 to 1967, Page 16

Laying of Lino on Library Floor	£70 0 0
Cleaning of Stonework of front elevation.	£662 0 0
Replacement of Main Hall side lights.	----

Deacon Lothian Barclay suggested and it was agreed that the Architect be instructed to prepare lay-out plans of the Halls for the use of any member of the Committee who so desired.<sup>186</sup>

At a meeting of the House on 3<sup>rd</sup> November 1964, before proceeding to the business of the meeting the Deacon Convener expressed to the Hallkeeper and Mrs. Craggs the deep appreciation of the members of the House of their hard work in clearing up the Halls so expeditiously and thoroughly after the recent fire.<sup>187</sup>

At a meeting of the Buildings Committee on 2<sup>nd</sup> November 1964, the Hallkeeper's remuneration was considered and in view of the increase in his remuneration *qua* Officer referred to in the Minute of the Finance Committee of even date it was decided to make no change therein meantime.<sup>188</sup>

At a meeting of the Buildings Committee held on 23<sup>rd</sup> March 1965, the Deacon Convener intimated that the assessors, instructed by the architect, had now settled with the Insurance Company the fire damage claim in respect of the loss sustained to the Buildings in the recent fire in adjacent premises. The Insurance Company had included in the settlement figure an *ex-gratia* payment to the Hallkeeper in respect of his loss of various personal effects, his own insurance policy having been allowed to lapse.

It was agreed to accede to Mr. Cragg's request to have a telephone installed in his house which could be used for outgoing calls. At present the line to his house was an extension from the call box and could only be used for incoming calls. It was also agreed to investigate the cost of having a similar extension installed in the Deacon Convener's room.

An estimate for a new vacuum cleaner was submitted from Alexander Lindsay Ltd., and it was remitted to the Clerk to arrange a purchase.

The Clerk reported that Guardian Assurance Co. Ltd. had indicated at the time of the fire that they felt that the Hall Buildings were under-insured. They had recently made a survey of the Building and stated that, in their opinion, a reasonable sum insured would be £175,000. Some discussion followed and it was agreed to accept the Insurance Company's figure and the Clerk was instructed accordingly.<sup>189</sup>

At a meeting of the Building Committee on 13<sup>th</sup> October 1965, the fitting of a new carpet in the Hallkeeper's house, at a cost of £62 17s. 6d., was approved.<sup>190</sup>

At a meeting of the Building Committee on 29<sup>th</sup> October 1965, the Architect submitted a report on remedial work which formed the basis of the claim against the adjoining

<sup>186</sup> Minutes of the Building Committee 1962 to 1967, Page 51

<sup>187</sup> Minutes of the Trades House 1962 to 1967, Page 16

<sup>188</sup> Minutes of the Building Committee 1962 to 1967, Page 17

<sup>189</sup> Minutes of the Building Committee 1962 to 1967, Page 40

<sup>190</sup> Minutes of the Building Committee 1962 to 1967, Page 11

proprietors. It was remitted to the Clerk Depute to intimate the claim formally on the basis of the Architect's report.<sup>191</sup>

The Clerk Depute reported that in consultation with Mr. Underwood he had written to Messrs. Gordon Brothers Limited to intimate a claim for damage sustained to the building by the operation of their contractors. The details of this claim were:—

For slater and plaster work	£87 4 5
For repairs to guttering (proportion)	£58 14 1
For redecoration work	£61 6 4
For damage to linoleum covering floor in Hallkeeper's House	<u>£21 0 0</u>
	<u>£228 5 8</u> <sup>192</sup>

At a meeting of the Building Committee on 14<sup>th</sup> June 1966, the Clerk reported that the Hallkeeper had recently found fresh evidence of vermin in the Hall and he had instructed Rentokil Laboratories Ltd. to arrange for extermination. Rentokil had offered an annual contract at a cost of £18 (payable quarterly) which would cover eight regular visits each year in addition to any extra visits required to control an infestation. The Clerk's action was approved, and it was agreed that he be authorised to enter into a service agreement on the best available terms.

The Clerk reported that on the occasion of a recent application to the Dean of Guild Court by Gordon Brothers Ltd., he had obtained assurances from their Solicitors, which had satisfied him and Mr. Underwood, that normal access to and egress from the Hallkeeper's house by way of Gordon Brothers' premises (where there was formerly a pend entrance) would be guaranteed when the alterations were completed. It had also, at the insistence of the Fire master, been a condition of allowing Gordon Brothers to proceed without objection, that some satisfactory arrangement should be made to enable Gordon Brothers' premises to be used as a route for emergency fire escape for those using the Halls. The Clerk was instructed to take these matters up with Gordon Brothers.

At a meeting of the Buildings Committee on 9<sup>th</sup> November 1966, the Hallkeeper had mentioned to the Architect that he was experiencing difficulty with the hot water system in his house and it was agreed that the Architect and the Clerk would have authority to instruct the necessary repairs and also various other minor alterations which the Hallkeeper had requested.<sup>193</sup>

At a meeting of the Buildings Committee on 21<sup>st</sup> February 1967, Mr. Underwood reported on the following matters: —

(a) *Hallkeeper's House*

Following upon receipt of notice from Mr. Russell, the Hallkeeper, the Architect had deferred the carrying out of the alterations authorised at the last meeting. He suggested and it was agreed that the new Hallkeeper should be given an opportunity of expressing his views before any further work was done.

It was reported that following upon receipt of notice from Mr. Russell the Hallkeeper, the Platform had advertised for a successor and following upon interviews Mr. John L. G. Young had been offered the post of Interim Officer and Hallkeeper on the same

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<sup>191</sup> Minutes of the Building Committee 1962 to 1967, Page 20

<sup>192</sup> Minutes of the Building Committee 1962 to 1967, Page 40

<sup>193</sup> Minutes of the Building Committee 1962 to 1967, Page 22

terms as had been agreed with Mr. Russell. Mr. Young had accepted and would take up his duties on 27th February 1967.<sup>194</sup>

At a meeting of the Buildings Committee on 15<sup>th</sup> June 1967, Mr. Underwood commented upon the following matters: —

The extractor for the cooker to assist in the extraction of cooking smells; the estimated cost was £28. The staircase leading from the Hallkeeper's house to the ground floor required painting; the estimated cost was £77. Both items were approved.

**2. Emergency Exit**—Despite numerous promises that the work would be completed before this date no progress had been made but workmen were now on the job and completion in a satisfactory manner would be reported in due course. The Architect agreed that to enable the exit/entrance to be used in an emergency the bolt on the door would require to be remounted. In answer to an observation the Clerk confirmed that the new Hallkeeper had received instructions to use the entrance/exit through Gordon Brothers property on occasions to protect the servitude in favour of the House.<sup>195</sup>

## Trades House Officers and Hallkeepers 1876 to 1967

Name	From	To	Incorporation	Hall Keeper
McCallum David		1881		
Talbot Alfred	1881	1884	Cordiner	
Farrell John	1884	1918	Bonnetmaker	
Hollaman Thomas H.				1901 to 1913
McAllister James				1913 to 1920
MacPherson David	1918	1920		
Mather William	1920	1925		1920 to 1925
Goldie, Alexander S.	1925	1933		1925 to 1933
Mather William	1933	1937		1933 to 1937
Davidson Alexander	1937	1956		1937 to 1956
Davidson Margaret (asst)				1942 to 1956
Hamilton James (asst)				1946 to 1956
Davidson George	1956	1959		1956 to 1959
Colquitt Thomas W.	1959	1959		1959 to 1959
Craggs Benjamin,	1959	1966		1959 to 1966
Russell David	1966	1967		1966 to 1967
Young John L. G.	1967			1967 to

<sup>194</sup> Minutes of the Building Committee 1962 to 1967, Page 44

<sup>195</sup> Minutes of the Building Committee 1962 to 1967, Page 55