# CHESHIRE RECORD OFFICE

# TERMS OF DEPOSIT

Cheshire County Council

Archives and Local Studies

The Cheshire Record Office, on behalf of Cheshire County Council, accepts official and private records relating to the county both for the safe storage, care and preservation of the records, and to make them accessible to the public under controlled conditions. This is in accordance with powers received under the Cheshire County Council Act, 1953 (ss.210-6), the Local Government Records Act, 1962, and the Local Government Act, 1972 (ss.224-9). Records are received either by outright gift or purchase, by transfer within the authority, by statutory deposit, or by deposit on indefinite loan. The following conditions apply to those received by deposit on indefinite loan.

**Ownership**

1. The placing of records in the custody of the County Council in no way alters or affects the ownership of such documents, which remains with the depositor.

2. The depositor is required to notify the Record Office of any change of address, and, if possible, to indicate to whom ownership of the documents should pass, after his/her lifetime.

**Insurance**

3. Deposited records are covered against all reasonable costs arising from their repair or restoration after damage from whatever cause while in the Council's custody. In the event of damage by fire, this cover is provided by the Council's fire insurance policy; in the event of damage from any other cause whether accidental or deliberate, cover is provided by the Council's own internal arrangements. However, in the event of total loss, from whatever cause, where repair or replacement is impossible, the Council can offer no compensation.

**Appraisal**

4. The Council reserves the right to return to the depositor any records deemed to be of no historical interest, or which fall outside the terms of the Record Office's collection policy, or, with the consent of the depositor, either to transfer them to a more suitable repository or to destroy them.

**Preservation**

5. The records will be stored in the Council's Record Office in conditions not less favourable than those considered acceptable for the storage of the Council's own records.

6. The records will undergo such conservation and restoration as is deemed necessary by the Principal Archivist. Records in a fragile condition will be withheld from public access.

7. Records may be numbered with a reference code for their own safety and for purposes of identification.

**Cataloguing**

8. The records will be listed and indexed in accordance with the Record Office's ongoing programme. A free copy of the list will be supplied to the depositor and to other bodies as considered appropriate.

**Access**

9. Records are normally open for public inspection free of charge in the Record Office Search Room in accordance with the Office's Rules for the Public Use of Records.

10. Records are normally subject to a closure period of 30 years. However, depositors may negotiate their own conditions of access with the Council (through the Principal Archivist) provided that access after the negotiated period is allowed.

11. Any production of records in association with any legal proceedings will be notified to the depositor, whose permission for production of the records in court, if necessary, will be sought.

12. Records may be temporarily removed from the Record Office for purposes of exhibition or other valid reason on the authority of the Principal Archivist.

**Reproduction and copyright**

13. The Council may photograph, photocopy or microfilm records for purposes of private study. For purposes of publication the consent of the depositor will be sought.

14. Copyright in all lists and finding aids and in all reprographic copies remains with the Council.

**Withdrawal**

15. The depositor may permanently withdraw his/her records at any time after giving two months notice. During this period of notice the Council reserves the right to copy the records in order to make the copies available for private use.

16. A depositor withdrawing records permanently may be required to contribute towards the cost invested by the Council in the collection's storage, conservation and cataloguing.

17. Where records are withdrawn for sale the Council requires the first option to purchase the collection.

October 1992

Cheshire County Council
Archives and Local Studies

**Cheshire Record Office and**
**Chester Diocesan Record Office**

Duke Street
Chester
Cheshire CH1 1RL

Fax: 01244 603812

**Jonathan Pepler**
***Principal Archivist***

Mr R L Vincent
Foxways
Church Lane
Hargrave
Chester CH3 7RN

Date
14 September 1995

| Our reference | Your reference | Phone | Ask for |
|---|---|---|---|
| 25/1/GG | | 01244 602573 | Ms Johnson |

Dear Mr Vincent

**PULFORD AND POULTON PARISH COUNCIL RECORDS**

Further to our telephone conversation, please find enclosed copies of our terms of deposit and location details, together with copies from the Pulford parish list describing the deposited Pulford township records.

Over 80 Cheshire parish councils have deposited their older records here and they are stored in secure, environmentally controlled strongrooms and are made accessible to researchers in our public searchroom.

Please contact us again if you wish to make a deposit or if you wish to visit the Record Office to see our facilities.

Yours sincerely

Eileen Johnson

Archivist

enc

11-9-95 County Record Office 72-3391

County Record Office has Pulford Township records which are records of administration in Pulford before the establishment of the Parish Council.

Details of records held and times of deposit to be sent in post.

Suggest record in Archives from May 1964 to March 1983

/10/7 (continued)

Parties agree that £200 17s. 6d. (subject to provisions of Tithe Commutation Act) shall be payable annually in lieu of tithes, viz. £164 7s. 6d. for Poulton, £36 10s. for Pulford, including tithes of glebe lands which shall be fixed at 15s. for great tithes, 2s. 6d. for small tithes.
Wit: Crispin Spence, schoolmaster.
Certificate of consent of Marquess of Westminster as patron of the living.

/8,9 Accounts of Easter Dues. 2 gatherings 1861,1865.

/10 Statement of first fruits and tenths payable by the Rector of Pulford. 22 Nov.1911.

/11 Copy of Ecclesiastical Commissioners' grant towards discharging first fruits and tenths payable. 15 Jul.1920.

/12 Charging Assessment for £63 13s. 6d. @ 4½% for 5 years. 1 Aug.1930.

/11 Churchwardens' Accounts and Vestry Minutes 4 vols. 1870-1967.

See also P 101/17.

/1 1870-1892.

Vestry minutes, 1870-1892; church rate assessments and churchwardens' accounts, 1870-1882.

/2 1882-1937.

Churchwardens' accounts, 1883-1907; church rate assessments, 1882-1888, 1894-1900; accounts of contributions to Chester Diocesan Church Fund, 1913-1933, 1936, 1937.

/3 1892-1949.

Vestry minutes, 1892-1949. At end of vol: list of rectors, temp. Ric.I - 1905; inventory, Easter 1907.

/4 1907-1967.

Church accounts.

/12 Statements of Church Accounts 14 docs. 1912-1924.

For years 1912-1915, 1919, 1920-1924.

/13 School 26 items 1870-1925.

Managers' Papers

/1 Board of Education memorandum on Foundation Members (Printed). 20 Dec.1902.

/2 Draft letter from the Rector expressing his opinion in the matter of school prizes and half holidays. 24 Dec.1903.

/3 Notes issued by the Chester Diocesan Church Schools Association for Managers' of Voluntary Schools (Printed). [1904]

/4 Bye Laws made by the Cheshire County Council Education Committee for areas in the administrative county (Printed). 12 May 1904.

/5 Board of Education Circular drawing attention of H.M. Inspectors to school timetables, attendance and other matters (Printed). 19 Jul.1904.

## Pulford Parish

/14/11 Sunday School Attendance Register. 1 gathering 1931-1934.

/12-16 Chester Diocesan Conference papers. 1924.

Report of the Chester Diocesan Finance Association as to the Diocesan Church Fund for 1923; conference agenda; draft standing orders and proposed amendment; budget for 1925.

/17 Copy of electoral roll. 1929.

/18 Drawing of and notes on earthworks at Dodleston; notes on site of Pulford Castle. n.d.

/19 Drawing of site of Pulford Castle. n.d.

## POULTON ST. CHAD'S MISSION ROOM

/15 Register of Services 1 vol. Dec.1900 - Oct.1905.

At end of vol: attendance register, 1911.

/16 Licence 1 doc. 10 Dec.1900.

For performance of Divine Service in the building formerly used as a school at Poulton, intended to be called St. Chad's Mission Room, on the road called The Straight Mile.

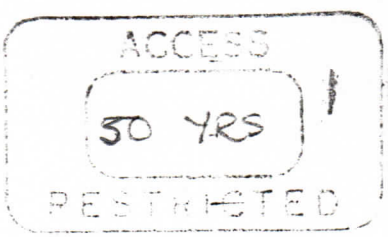
## PULFORD TOWNSHIP

/17 Town Book 1 vol. 1762-1830.

A narrow vol. bound in full calf. Accounts of overseers of the poor, 1763, 1764, 1766-1772, 1783-1789, 1792-1793, 1800-1801, 1805-1830, with some vestry minutes relating to same. In reverse : accounts of surveyors of highways, 1762-1764, 1771-1772, 1782, 1792-1793; minutes of vestry meeting, 1801, and churchwardens accounts, 1801-1803; accounts of overseers of the poor, 1801-1803; accounts of surveyors of highways, 1802.

/18 Miscellaneous Vouchers 7 docs. 1826-1829.

Found loose in /17.




EXCEPT REGISTERS

**CHESHIRE RECORD OFFICE**
**DUKE STREET**
**CHESTER**
**CH1 1RL**

RECEIVED on behalf of CHESHIRE COUNTY COUNCIL

From: Mr R L Vincent
Of: Poulton and Pulford Parish Council
Foxways
Church Lane
Hargrave Chester
CH3 7RN

On: 26 October, 1995

The records listed below as a Deposit subject to the general conditions of deposit approved by the County Council and such special conditions as are agreed in writing.

.....
Principal Archivist.

Accession Number: 05201
Class Reference: PC 86

Poulton and Pulford Parish Meeting and Council minutes

1945 to 1983

# Chester City Council

Development Officers
Grosvenor Park Lodge
Chester CH1 1QQ
Telephone (01244) 348365
Fax (01244) 348405

TO CLERKS OF ALL
PARISH COUNCILS &
PARISH MEETINGS
IN CHESTER DISTRICT

Your reference

My reference 3.13n/DH/dh

Please ask for

Telephone: (01244)

12 February 1997

Dear Roger

**CHESTER DISTRICT HISTORY OF PARISH GOVERNMENT PROJECT**

You may recall that in February 1994 I circulated information to all Parish Councils and Meetings in the District, about proposals for a research project aimed at producing an account of the evolution of civil parish government in the District, over the past 300 years or so. Since then, around 50 volunteers have been searching sources such as Parish Council and Meeting Minutes, Churchwardens' Accounts, Vestry Minutes and the records of Parish Constables, Overseers of the Poor and Surveyors of the Highways.

I am now in the process of writing up this research and for the interest of yourself and your members I enclose a specimen draft chapter. This looks at what the records used can tell us about the rural 'home front' during the times of various conflicts, from the early eighteenth century onwards.

Most of the records used have been deposited in either the Cheshire Record Office or Chester City Record Office. However, we are aware that a number of Parish Councils and Meetings may still hold early, non-current records, such as minute books. Your Council or Meeting might wish to consider the benefits of depositing these for safe keeping, in a record office. Records are normally deposited on the basis that the depositor is entitled to withdraw them at any time, if required. If you would like further advice on this matter,

INVESTOR IN PEOPLE

WALLED TOWNS FRIENDSHIP CIRCLE

PAUL DURHAM Chief Executive Fax (01244) 324338
MIKE NEILSON Director of Corporate Services Fax (01244) 324338
CHRIS HARDY Director of Development & Leisure Services Fax (01244) 321302
GEOFF BLACKBURN Director of Environmental & Housing Services Fax (01244) 310535
ROBIN MOSLEY Director of Policy Development Fax (01244) 400122

you may find it helpful to contact either the County Archivist, Mr Jonathan Pepler (01244 603391) or the City Archivist, Mrs Marilyn Lewis (01244 402107).

As we wish our published account to be as comprehensive a record as possible, I enclose a form requesting information on (a) the date of formation of your Council or Meeting and (b) the current and non-current records held by your Council or Meeting. I would be extremely grateful if you would be willing to complete this and return it to me, using the reply paid label enclosed.

Also enclosed is an article I wrote recently for the national 'Local History Magazine', which explores the value of minute books as historical sources. This may also be of interest to your members.

Yours sincerely

David Hayns
Community Development Officer

CHESTER CITY COUNCIL : COMMUNITY DEVELOPMENT SECTION

CHESTER DISTRICT HISTORY OF PARISH GOVERNMENT PROJECT

SURVEY (FEBRUARY 1997) OF:

1. DATES OF FORMATION OF PARISH COUNCILS AND MEETINGS
2. RECORDS HELD BY PARISH COUNCILS AND PARISH MEETINGS

CORRECT NAME OF COUNCIL OR MEETING:

POULTON & PULFORD PARISH COUNCIL

CIVIL PARISHES COVERED BY COUNCIL OR MEETING:

POULTON AND PULFORD

DATE OF FORMATION OF COUNCIL OR MEETING: 1954

DID THE FORMATION OF THE COUNCIL OR MEETING INVOLVE THE AMALGAMATION OF ANY FORMER PARISH COUNCILS OR MEETINGS? PLEASE GIVE AS MUCH DETAIL AS POSSIBLE:

NOT KNOWN

RECORDS (PARTICULARLY MINUTE BOOKS) HELD BY YOUR COUNCIL/MEETING:

| Type of record (e.g. Minute Book) Please state whether current or non-current | Covering dates |
|---|---|
| EARLY RECORDS (MINUTE BOOKS) UP TO 1983 ARE HELD IN COUNTY RECORD OFFICE (PLEASE SEE ATTACHED INFORMATION). | |
| CURRENT RECORDS FROM 1983 ARE HELD BY THE CLERK MR R.L.VINCENT | |

THIS FORM HAS BEEN COMPLETED BY: MR R.L.VINCENT

ADRESS "FOXWAYS", CHURCH LANE, HARGRAVE
CHESTER
Postcode CH3 7RN Telephone 01829 781425

Please return to: The Community Development Officer, Grosvenor Park Lodge, Chester CH1 1QQ, using the reply-paid label. Thank you.

*Chester City Council*
COMMUNITY DEVELOPMENT