

C.S.

MAI/GEN/3#2

PUBLIC WORKS. GOVT BUILDINGS.
No. 57/34

1934.

Postmaster.

SUBJECT.

1934.
7th March.

ALTERATIONS TO POST OFFICE.

Previous Paper.

15

MINUTES.

Minute from Colonial Postmaster. 7/3/34.

①

Hon. Director Public Works.

In your report please.

MCH
as C.S.

Hon. Col. Secretary.

8. 1. 34.

The work entails the taking down of existing partition and erection of a new one to ceiling. The Postmaster also requires a trap hatch and counter for the issue of postal orders.

The estimated cost of the work is £15, as below, and if approved, I would suggest that it be carried out under XX (B) minor works. I consider the work necessary, and the partition, if erected to ceiling, would help to strengthen the first floor.

Subsequent Paper.

Estimate.

Materials.

190'	Timber, 2" x 4" @ 3"	2.7.6.	
200'	" lining @ 1/2"	4.7.6.	
6'	Teak for counter &c.	9.0.	
	Paints, nails, &c.	<u>16.0</u>	8.0.0.

Labour.

Taking down existing & re-erection of new partition	5.0.0.	
Painting.	<u>2.0.0</u>	7.0.0
		<u>£15.0.0</u>

R. White
for Col. Sec.
12/3/34

Colonial Postmaster,

What is the counter and trap hatch required for? Surely not for the issue of Postal orders to the Clerk.

To give efficient and expeditious service to the public Postal orders should be sold from the Post Office counter without the necessity of the Clerk having to go to you for every Postal order required. This could be done by issuing 5 or 10 of each denomination against the receipt of the Clerk, who would account for them to you when the issue is closed.

MCH
an es.
12.5.34.

Hon. Col. Sec. The Postal Orders have been increasing in sale for some time which brought the Postal Monies for each month up to a £1,000 or more, which is enough for one clerk. The method of issuing 5 or 10 at a time has resulted in a loss of cash which I have had to make good. In future the Orders will be issued from the trap door which will not only lighten the work at the counter but will prevent loss of cash & expedite service. For some time the C.P.O. monies have been taken by me in my office & the addressee was given a paper to enable him to get his parcels from the Court room. This

I never experienced this when Postmaster. MCH

scheme has worked quite satisfactory - the only risk is the safeguarding of cash when I have been called away to the Court room. The trap door would prevent the public from entering my office & safeguard the C. O. D. monies.

The counter required is only a small table about 3ft in length to place the Postal Orders and cash on. It could serve for the use of the typewriter when not in other use.

The Postal Orders will not be issued to the Public by a Clerk but by the Postmaster.

M. Lane, Col. Postmaster,
13/3. 34.

Submitted. I recommend that the proposed alterations be approved. The expenditure would be justified if only to improve the existing method of sale of postal orders to the public. Direct sale by the Postmaster should much improve this branch of postal business.

MCH
an es.
14. 3. 34.

The C.S.

I approve. Col. Postmaster's

suggestion appears to me to be

essentially practical and should make for

more expeditious and efficient working.

14. 3. 34.

Gen. D. W. noted ^{6/17/37}
Col. Postmaster, noted. ^{EMC}
Postmaster

to note.
a. J. H. L.
11/8/34

Minute from Col. Postmaster, 1/7/37.

(2) P. H.
19/3/34

Y.E.
Submitted.

"A" { It was in H. Henrich-Heaton's intention to consider major alterations to the Post Office in connection with next year's estimates and I suggest that for the present the D.P.W. be asked to submit an estimate for the minor alterations now suggested and also for the major alterations as the P.M. may propose for Y.E.s consideration.

Feb. 6/17/37
The Electric Dept's old office would be required if a new building was being built.

Hon. Col.
Sir Henrich Heaton made no mention to me regarding this.
"A" I agree.

2. The Postmaster might be allowed to occupy the E.D.'s old office temporarily. I fear the new Secretariat is a long way off.

met
6.7.37

D.P.W. Please furnish the details of the costs referred to after consultation with the Postmaster who will explain what is required for that.
Feb. 6/17/37

How to Sec.

The partition dividing the Post-Master's office from the main office can be removed & the postal boxes placed against the east wall at a cost of approx. £7.

The old telegraph office has just recently been repainted & may be occupied immediately, thus allowing the other work to be carried out before the next incoming mail.

2. The Post-Master has no further suggestions to make regarding more postal accommodation until such time as more space is available in the Town Hall.

J. D. W.
10/7/57.

Y.E.

Submitted.

May the present alterations continue at a cost of £7?

2. W.r.t. the space in the Town Hall used as the Post Office I might mention that it frequently occurs that parcels arrive when Council or Court is about to be held and this means that the parcels which are stored in the Court Room have to be removed and they cannot conveniently be kept actually in the P.O. Another point was that Sir H. Hamner-Heaton considered that the present facilities for the delivery of letters i.e. at the small barriers opposite the window, could be considerably improved so that there was much congestion at the entrance to the Town Hall on mail days.

One idea was to take over the Audit Office Broadcasting Room & Telephone Exchange - when vacated and use one side as a parcels office & the other side as Stamps, Postal Order & Money order section with entrance

direct from the main road & large counters
inside with the usual protective expanded metal
If the Postmaster doesn't wish anything further
than the present temporary alterations the works of
permanent alterations may be delayed in view of
the probable reduction in the P.T.E. vote for next year.

J.P.S.
14/7/57

Am. C.S.

The main alteration mentioned
may be carried out.

2. The present delivery window is
in an inconvenient place and it would
be an improvement if it could be placed
somewhere to avoid congestion in the
main entrance to the Town Hall.

3. The Postmaster should consider the
question of extending Postal space
by using the rooms you mention.
Some plan and an estimate of cost
could be prepared. Space is badly
needed for parcel post.

M.C.H.

14.7.57

J.P.S.

Please carry out the suggested alterations arranging
the time with the Postmaster -

J.P.S.
15/7/57

Hon; Col Sec,

Minor alterations completed. Regarding enlarged Postal space, the Postmaster is desirous of having the Audit Office, old Broadcasting Studio Telephone Exchange converted into one room for sorting and handling parcels, and the present passage from the south entrance of Town Hall included in the Post Office by the removal of the west wall, both rooms being fitted with counters and doors, as shown in red on sketch No 2. this would require an enlarged porch or an addition of a wing on either side. A new entrance to the main corridor would be required and the only available place would be at the east end of the Post Office (as shewn in pencil) and another porch on this site would, I think be both unsightly and inconvenient.

The suggested alteration as shown would deal with postal and parcel business, but it is not considered advisable to remove any permanent partition which forms part of the support of the first floor, to enlarge the Post Office.

The sum of £210 to cover this work has been put forward in draft estimates for 1938, bearing in mind that this could only be carried out in the event of the new building for Secretariat not being commenced in that year, if this should take place all available space in the Town Hall will be required for the accomodation of the C.S.O. staff, in which case it may be approved for the above amount to be diverted to the erection of an additional billiard room and reading room at the Defence Force Headquarters.

P. P. W.
P.P.W.
30/8/37.

*Entered to
26.1.26/37*

Y.E.

Submitted.

I am not in favour of the suggested alteration shown in sketch 2 and my reasons are

(a) It would stop direct entry to the Town Hall by the main entrance.

(b) It would be more inconvenient for access to the Treasury, P.W.D. etc.

(c) It would mean altering the design of the porch which in turn would throw ^{out} the line of the building - this remark might also apply to the proposed new porch.

2. What I should prefer would be - the present accomodation with direct entrance from the road and with a counter running from East to West of the space available - expanded metal & tube used for Stamp money boxes & Postal boxes.

The conversion of the audit office, broadcasting office Telephone Exchange to a parcels office with direct entrance from the road and a counter running from East to West. The would then be more room for the public at mail time & entrance from one side of the door office to the other would then be

available with the existing Post Office & Audit Office doors.
 2. The scheme cannot be undertaken until the Secretariat & Treasury Offices are completed.
 3. I suggest the matter be left over for the return of Mr. Hennessey. Heaton & that the P.W.D. be advised accordingly.

Ref
1/9/37

Hon. C.P.

I agree. Bring up when the Hon. G. Roberts returns. He can consider and make his recommendations.

MCH
1.9.37.

Minute to W. P. W. of 2.9.37. 3.
 — — Colonial Postmaster of 2.9.37. 4.

12/10/37
2/9/37

Hon. D.K.W.

Submitted in accordance with His

instructions
 Ref
12/1/37

Hon. Col. Sec.

During the erection of the new Secretariat Bld all available room in the Town Hall is going to be taken up. On the completion of the new Bld there will be a reshuffle of offices, therefore with regard to further alteration in the Town Hall. I submit that no action should at present be taken. The matter can be considered as a whole when the new offices are ready for occupation. G. Roberts

Y.E
Submitted for the information of Y.E. M.F.A. at present?

Res
15/1/37

Hon. C.

Thank you. N.F.A. at present.

MCH
15.1.37

PA
15/1/37

⑤ Minute from D.P.W. of 21.6.38.

M.
Submitted with plan. I have been through this with the D.P.W. and consider the proposed alterations will meet all requirements as well as facilitating postal business.

MCH
C.
22.6.38

This would do nicely if the staff were larger and business with the public less sporadic. Will you please see me with the D.P.W. on Saturday at 12.30. 2. Is it possible for the D.P.W. to give an approximate date now for the completion of the new Secretariat and transfer of the office? ~~Atty~~ 22/6

D.P. Wks.

Refered please.

W.H.
C.S.

23.6.38

Hon. Col. Sec.

With the progress that has been made to date, the new Secretariat Bld will be completed ready for occupation on the 31st December, 1938.

G. Roberts

D. P. Wks.

24/6/38.

H. Submitted. H's instructions
overleaf for 12.30 tomorrow
have been noted.

W.H.
C.S.

24.6.38

After discussion plans as drawn
approved subject to Post-Office proper
being same size as present Treasury and
cubits being substituted for hatches at
delivery office. The public is not to be
admitted on arrival of mail until mail has
been sorted

W.H. 27/6/38

C.S.O. 57/34

Sheet 6

D. P. Wks.

To note. The office as
present occupied by me is to
be reserved for other purposes.

Please pass to Postmaster
to note.

mcH
C.
27.6.38

Hon Col Sec.

Noted. Thank you.

mc
27/6/38.

Postmaster.

Passed to you accordingly

mc
27/6/38.

Hon. Col. Sec.

Noted, thank you.

mc pm
11/7/38

PA
11/7/38.

⑥ Minutes from H.C. the Governor of 13/6/39.

D. P. Wks.

I mentioned this to you
some time ago and understood
you to say that Belmont House
alterations would first have
to be completed before a
start could be made on the
Post Office.

WCH

CS
13. 6. 39.

Hon. Secy.

Timber is being
prepared & the work will commence
about the 23rd inst.

WCH
14/6/39.

Yk.

Submitted

WCH

CS
15. 6. 39.

I wish a plan of the
proposed alterations to be posted
up for a week before work is
done for the information of the
public in case any members of the
public wd. like to make representations.

The D.C. will naturally meet
the wishes of the Postmaster wherever
possible.

WCH 15/6/39

Postmaster.

To note
through plan

Please arrange to go
with the D.P. Wks.

WCH

CS
15. 6. 39.

A.C.S.
I have discussed this matter with
the O.C.P. Mr. Lellman will have a
touring of the plan prepared and posted on
Monday next.

J.
C. 29. 16/6/39

6. Government Notice No. 43 of 20.6.39.

P.A.
20/6/39

(4) Minutes from O.C. S.W.D. of 15/8/39.

Collectors of Customs.

The Magistrate and
Auditor has 3 rooms i.e. two
at the Town Hall and one
in this building. Would you
please see Mr. Hoare with a
view to coming to some
arrangement. If Mr. Hoare
does not require it perhaps the
C.O. can use the Audit room
in this building.

M.H.
C.S.
16.8.39

Hon. C.S.

I have spoken to the
Hon. A.R. Hoare in this
connection. He is prepared

To vacate the office in this building
to facilitate the accommodation
of the Customs office. Mr Hoare
advises me that the change, in so
far as he is concerned, can be made
immediately if desired.

W. Hoare
17/8/59

J.P. Wks.

To note. The Customs officers
books re. should be moved
to the Antic room in the
C.I. building.

W.H.
C.I.
17.8.59.

Com. Sec.

Customs Office transferred
to Secretariat today.

W.H.
18/8/59.

Seen.

W.H.
C.I.
21.8.59.

W.A.
19/8/59.

No 1

PWD

DPW

TREASURER

TREASURY

P. MASTER

CUSTOMS

EXCHANGE

B. CAST

AUDIT

MATCH

COUNTER

DESK

PAPERS

P. OFFICE

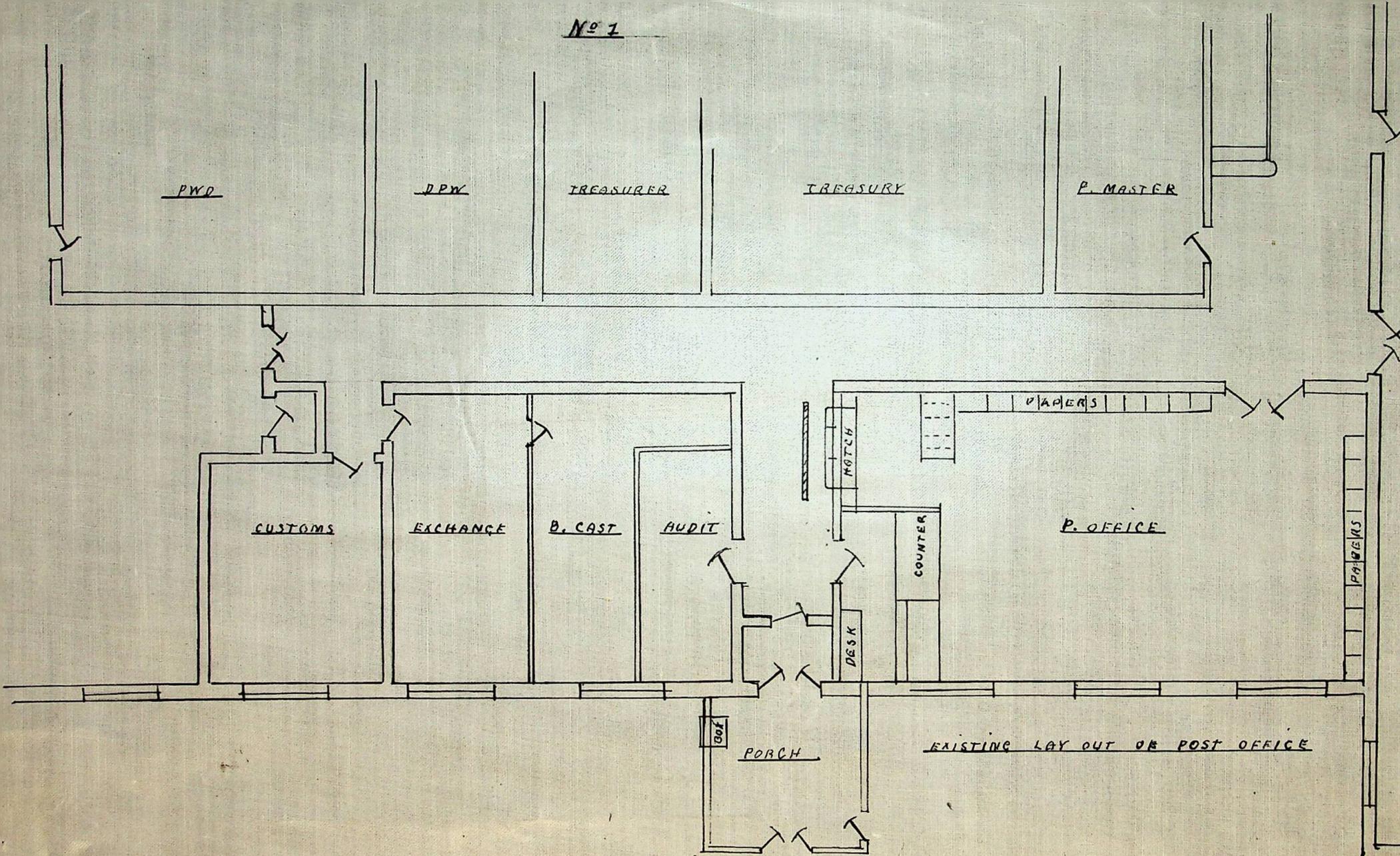
PAPERS

DOOR

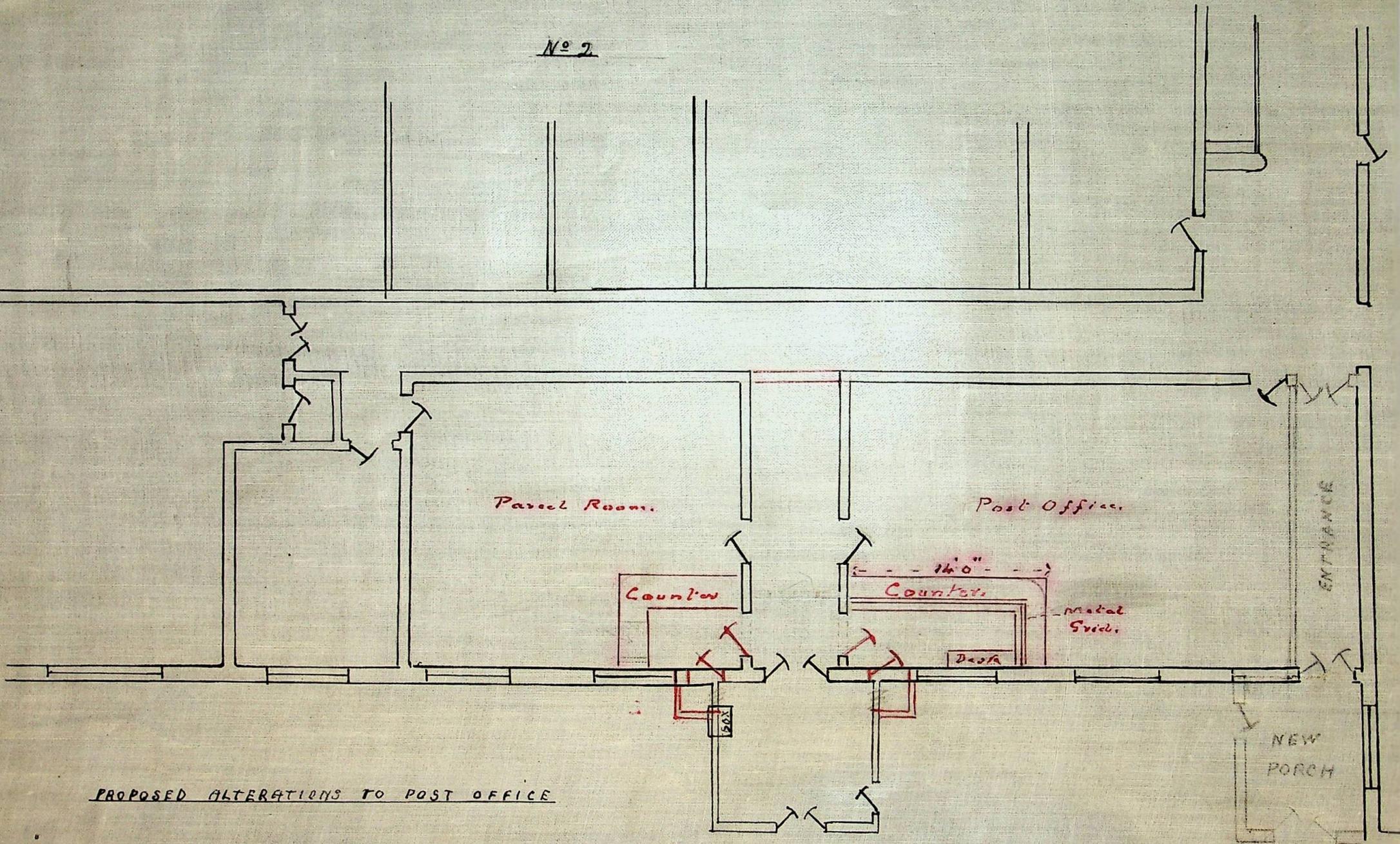
PORCH

EXISTING LAY OUT OF POST OFFICE

G.L.E.
30-7-57



N^o 2



PROPOSED ALTERATIONS TO POST OFFICE

G.L.C.
30-7-29.

No.

(It is requested that, in any reference to this minute, the above Number and the date may be quoted.)

MINUTE.

7th March, 1934

From The Colonial Postmaster,

The Post Office,

Stanley.

To

THE COLONIAL SECRETARY,

Stanley, Falkland Islands.

I have the honour to apply for renovation to be made to the Postmaster's office.

At present it is too public. Members of the public have been known to stand about purposely to listen to a discussion about mails on the Telephone.

Secondly, a person desiring to speak about their postal business to me is overheard by those waiting to be served at the public counter.

Sometime ago I spoke to the Director of the Public Works about this matter and he said that it could be easily renovated to meet my requirements.

I should be grateful if you would give this matter your approval.

M. Carey
Postmaster.

(2)

MINUTE.

(It is requested that, in any reference to this minute, the above Number and the date may be quoted.)

1st July, 19 37.

From

The Colonial Postmaster.

STANLEY.

To The Honourable,

The Colonial Secretary,

STANLEY.

I have the honour to draw your attention to the inadequate space in the Post Office for sorting printed matter.

The newspaper mail has grown considerably and even a month's mail is difficult to accommodate in the space provided.

Last mail when the paper boxes were filled the remainder had to be sorted on the floor and many papers were trodden on.

I have a suggestion to submit for a temporary improvement.

The Office I am working in to be taken away and the Official boxes placed back to the wall. This would make considerable floor space for the time being and that I may be permitted to use the old telegraph office.

As the Post Office will be clear of mails after the departure of the s.s. "Fitzroy" it will be an opportunity for men to work here if the suggestion is approved.

M Carey

Colonial Postmaster.

No. 57/34.

(It is requested that, in any reference to this minute, the above Number and the date may be quoted).

MINUTE.

2nd September, 19 37.

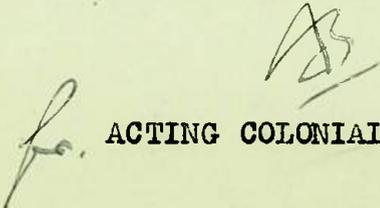
From The Colonial Secretary,

To The Director of Public Works,

STANLEY.

Stanley, Falkland Islands.

With reference to the plans submitted by you in connection with the proposed alteration to the Post Office, I am directed to inform you that His Excellency the Acting Governor has decided that the question should await the return of the Director of Public Works.

 ACTING COLONIAL SECRETARY.

4

No. 57/34.

(It is requested that, in any reference to this minute, the above Number and the date may be quoted).

MINUTE.

2nd September, 19 37.

From The Colonial Secretary,

To The Colonial Postmaster,

STANLEY.

Stanley, Falkland Islands.

Recd 2

With reference to your minute of the 1st of July, 1937, on the subject of the alterations in the Post Office, I am directed by the Acting Governor to inform you that the question will be taken up on the return of the Director of Public Works from leave.

AS
ACTING COLONIAL SECRETARY.

No. _____

MINUTE.

(It is requested that, in any reference to this minute, the above Number and the date may be quoted.)

21st June 1938.

From

To Hon Colonial Secretary.

Director of Public Works.

Submitted the attached plan shewing the proposed alterations to the Town Hall for the purpose of improving the accommodation for the Post Office.

Proposals are in pencil only so that the plan can be altered if necessary.

I will fill in and complete when the proposals have been approved.

Miss Carey has seen the plan and agrees that the proposed alterations will meet requirements.

S. Roberts.

21/6/38.

No. 43.

GOVERNMENT NOTICE.

Colonial Secretary's Office,
Stanley, Falkland Islands.

20th June, 1939.

It is hereby notified, for general information, that with a view to facilitating postal business it is proposed at an early date to make the alterations to the Post Office indicated on the plan below.

By Command,

WCH

Colonial Secretary,

M.P. No. 57/34.

From H. E.

H.C.S.

What action is
being taken about
the alterations to
the Post Office?

~~11/11/66~~ 12/6

7

No.

MINUTE.

(It is requested that, in any reference to this minute, the above Number and the date may be quoted.)

15th August. 1939.

From

To The Honourable,

O.i.c. Public Works Dept.

Colonial Secretary.

Stanley, Falkland Islands.

ALTERATIONS TO POST OFFICE.

Submitted, work on the south side of the Town Hall, which will include dismantling the Customs Officer's Office is to be commenced immediately.

2. May I be informed of the arrangements made for the accomodation of the Customs Officer; please.


O.i.c. P. W. Dept.