

Town Clerk's Office

Limerick City Council

L/FR/TC/

Contents

<u>Introduction</u>	1
1. <u>Outgoing Letters from Town Clerk's Office</u>	
(i) Letter Books (1847-1930)	2
(ii) Letters to City Treasurer (1899-1909)	4
(iii) Letters to City Surveyor (1922-1932)	4
2. <u>Incoming Correspondence</u>	
(i) Letters regarding Special Committees and Council Business (1920-1922)	6
(ii) Other Incoming letters (1907-1910)	6
3. <u>Rough Minute Books and City Council Committee Recommendations</u>	7
(i) Rough Minute Books (1860-1936)	7
(ii) City Council Committee Recommendations (1915-1922)	8
4. <u>Public Notices issued by the Town Clerk's Office</u>	
(i) Newspaper Notices and Advertisements (1854-1952)	9
(ii) Public Posters (1912-1927)	9

Introduction

Before the City Management Act of 1934, the Mayor and City Council administered the city themselves. The council met once a month, but transacted most of its business through a series of committees established under the Municipal Corporations Act of 1840. Working under the direction of the Mayor and council was a management team of permanent officers. The most senior of these was the town clerk. The town clerk undertook a management role, similar to that of the modern city manager.

The collection dates from 1847 to 1934 (-1952) and consists of records created by the Town Clerk's Office. Individuals who held the office of the town clerk during this period were Joseph Murphy, John Ellard (1860-1882), Alfred Wallace (1882-1888), and William Nolan (1896-1936).

William Nolan was a very long serving member of staff of Limerick Corporation, having been appointed in 1896, and remaining in office until the appointment of the first city manager in 1936. The collection also includes correspondence relating to his role as Belgian Consul for Limerick, Clare and Tipperary (L/FR/TC/1/1/47). Previous to his appointment as town clerk, Nolan had also served as Mayor between 1895-1896.

This collection consists of letter books from the Office of the Town Clerk, which date 1847-1930. It also includes letters from the town clerk to other senior officers in the Corporation including the city treasurer (1899-1909) and to the city surveyor (1922-1932), and to other individuals. Also included are rough minute books and correspondence which relate to the town clerk's role as secretary to the City Council and the Special Committees. As well as a variety of notices issued to the public by the town clerk on behalf of Limerick Corporation in the form of newspaper advertisements and public posters

The 1934 Management Act abolished the role of the town clerk, and established the position of city manager.

This collection is very useful for researchers interested in the administration of Limerick Corporation throughout the nineteenth and early twentieth century. Researchers should also consult other corporation records such as L/MIN City Council Minute Books and L/SMIN Special Committee Minute Books, and Pre- 1934 collections such as L/WW Limerick Waterworks, L/FM Financial Management Pre-1934, and L/CS City Surveyors Office.

1. Outgoing Letters from Town Clerk's Office

(i) Letter Books (1847-1930)

Outgoing letter books from the Town Clerk Office of Limerick City Council. The letters relate to wide-range of topics including rates collection, communications between city council departments and committees, communications with other local authorities, correspondence with public and private bodies and institutions (e.g. Limerick District Asylum), and notes of condolences. Also, correspondence between the Town Clerk and the Local Government Board, the Valuation office, the City Treasurer, the City Surveyor, and other city council employees. Also included are list of fees received by the Town Clerk in respect of registration and licences for vehicles, bills, and copies of resolutions adopted in meetings of the City Council. Index generally included in each volume. From volume 2 onwards, letter books are damp press letter books. Letters generally include the signature of the town clerk. The first volume is signed by Joseph Murphy, volume 3-4 is signed by Alfred Wallace, and volume 6 onwards is signed by W.M Nolan. From c.1907 letters are typescript.

37 volumes

1/1	26 April 1847 - 28 May 1869 [24 April 1871]	c. 180 pp
[2]		
1/3	19 March 1886 – 20 January 1891 Some letters illegible Index included	c. 1000 pp
1/4	21 January 1891 – 28 October 1893 Name index included	c. 1500 pp
[5]		
1/6	28 May 1897 – 25 December 1897 Index included	c. 1500 pp
1/7	22 December 1897 – 8 June 1898 Index	c. 1000 pp
1/8	10 June 1898 – 20 January 1899	c. 1000 pp
[9-10]		
1/11	20 January 1905 – 12 October 1905 Index included	c. 280 pp
[12]		
1/13	12 January 1907 – 3 February 1908 Index included	c. 1000 pp
1/14	26 October 1907 – 2 October 1908	c. 1000 pp
1/15	17 January 1910 – 21 July 1910 Index included	c. 1000 pp
1/16	12 September 1911 – 28 May 1912 Index included	c. 1000 pp
1/17	20 September 1911 – 10 August 1914 Index	c. 1000 pp
1/18	17 January 1913 – 10 November 1913	c. 1000 pp

	Index	
1/19	11 November 1913 – 24 June 1914 Index	c. 1000 pp
1/20	11 August 1914 – 11 December 1916 Index	c. 600 pp
1/21	15 May 1916 – 20 December 1916	c. 850 pp
1/22	2 January 1917 – 13 March 1917 Closed	c. 200 pp
1/23	14 March 1917 – 30 August 1917	c. 400 pp
1/24	11 July 1917 – 9 December 1922 handwritten letters only Index included	c. 300 pp
1/25	3 September 1917 – 8 December 1917	c. 450 pp
1/26	10 December 1917 – 30 May 1918	c. 400 pp
1/27	31 May 1918 – 22 October 1918 Index included	c. 300 pp
1/28	5 October 1918 – 12 March 1919 Index included	c. 300 pp
1/29	12 March 1919 – 25 August 1919 Index included	c. 300 pp
1/30	26 August 1919 – 31 December 1919 Index included	c. 300 pp
1/31	2 January 1920 – 29 April 1920 Index included	c. 300 pp
1/32	1 May 1920 – 10 August 1920 Index included	c. 300 pp
[33-34]		
1/35	2 January 1924 – 31 March 1924 Index included	c. 250 pp
[36]		
1/37	20 July 1926 – 30 November 1926 Index included	c. 400 pp
1/38	1 December 1926 – 30 April 1927 Index included	c. 400 pp
1/39	2 May 1927 – 30 September 1927 Index included	c. 300 pp
1/40	3 October 1927 – 31 January 1928 Index included	c. 300 pp
1/41	2 February 1928 – 25 June 1928 Index included	c. 300 pp
1/42	3 July 1928 – 30 November 1928 Index included	c. 350 pp
1/43	1 December 1928 – 21 May 1929 Index included	c. 400 pp

1/44	1 June 1929 – 31 October 1929 Index included	c. 300 pp
1/45	1 November 1929 – 30 April 1930 Index included	c. 300 pp
1/46	1 May 1930 – 30 September 1930 Index included	c. 450 pp

1/47	18 February 1915 – 30 November 1915; 8 January 1917 – 27 [July] 1917	Damp press letter book of William Nolan. Includes letters signed by W.M Nolan, acting as Belgian Consul for Limerick, Clare, and Tipperary. Includes letters received from Belgian refugees, and letters relating to the administration of the Belgian Refugees Committee for Ireland. Also included are letters written by Nolan as town clerk.
		c.200 pp

(ii) Letters to City Treasurer (1899-1909)

See also L/FM/15

2/1	2 December 1899-9 July 1909	Correspondence file between William Nolan, (town clerk and secretary of Committees) and the City Treasurer relating to financial matters. Includes mainly notifications sent by Nolan regarding matters such as poor rates, account keeping, Estimates of Expenses, Annual Accounts, salaries and staff appointments, payment of financial accounts, acceptance of tenders and other subjects which were passed as resolutions at Committees Meetings. Also includes correspondence relating to Old Age Pension Act 1908. Includes financial reports prepared by city treasurer such as 'Comparison of Wages Paid to Employees in 1898 and 1907' (14 October 1907) Includes also some letters from John Dundon (law agent for county borough of Limerick) regarding legal matters. City Treasurers included Michael Woulfe (1899- 1904), David Finn (1905-1909), John Morrissey (acting treasurer, 1909)
		c. 400 items

(iii) Letters to City Surveyor (1922-1932)

See also L/CS

Files of letters from William M. Nolan (town clerk) to J.J Peacocke (city surveyor) mainly relating to orders made at Standing Committees which effected the Department of the surveyor. Topics discussed in letters include cleansing and repairs staff; planning applications; applications for street repairs; financial matters; public complaints regarding housing conditions, roads, footpaths, flooding, sewage and other matters. Letters include comments such as 'complaints were made as to the state of

the Roadways at Sexton and Thomas Streets. Your attention was called to the erection of a hoarding in Mungret street' (22 September 1923) and 'a sub-committee was appointed to draft a Housing Scheme and consider question of floating Corporate Stock to finance same' (9 November 1928). Also includes copies of Breviate of Committee Recommendations

3/[1-3]		
3/4	5 December 1922-19 December 1925	c. 100 pp
3/5	11 January 1926-11 December 1928	c. 100 pp
3/6	12 December 1928-10 May 1932	c. 150 pp

2. Incoming Correspondence

(i) Letters regarding Special Committees and Council Business (1920-1922)

See also L/MIN and L/SMIN

Correspondence files relating to the administration of council business by William Nolan, town clerk, and recommendations of various committees submitted to Limerick Borough council for consideration. Includes correspondence received by William Nolan, town clerk from the various committees and other organisations relating to Borough Council of Limerick. Files are arranged alphabetically by subject into five sections, and then chronologically. Section one (A-D) consists mainly of meeting agendas and briefs of committee recommendations submitted to the borough council. Briefs are numbered sequentially by year. Also includes letters to the Town Clerk from various organisations such as the Mechanics Institute, Cumann na mBan, St. Michael's Temperance Society regarding their representatives selected to serve on various council Special Committees and documents relating to the Irish Constabulary. Section Two (E-J) consists mainly of letters received by William Nolan regarding recommendations and reports submitted by the Gas Committee, Finance Committee, and Electricity Committee and topics such as jurors. Section 3 (K-N) consists mainly of letters received by William Nolan regarding recommendations and reports regarding the Carnegie Free Library and Museum, Limerick Market, Mayoral Elections, Housing, Irish Municipal Association, and National Health Insurance Act. Section 4 (O-S) consists of letters relating to the Public Health Committee, poor rate collection, shipping, railways, pensions, resignations of councillors and others. Section 5 (T-Z) consists of letters relating to the Technical Education Committee, and Water Works Committee, Tuberculosis, and war pensions, and other topics. Includes some letters addressed to 'The Mayor of Limerick'.

1/1	11 October 1920-22 September 1922	c. 250 pp
1/2	19 March 1921-14 August 1922	c. 300 pp

(ii) Other Incoming letters (1907-1910)

2/1	8 February 1907-29 September 1907	File of letters from Geo P. Sherdan, Architect, Dublin to William M. Nolan regarding the electric wiring of the Carnegie Library. 3 items
2/2	13 December 1910	Letter from John Dundon (law agent) to William ddM. Nolan regarding advertisement of the Improvement Scheme under the Housing of Working Class Acts. 1910. 1 item

3. Rough Minute Books and City Council Committee Recommendations
(See also L/SMIN and L/MIN)

(i) Rough Minute Books (1860-1936)

Town Clerk's Office Rough Minute Books. Volumes consist of minutes of Limerick City Council and special committee meetings, which were recorded fully in the Special Committee Minute Books (L/SMIN) and the City Council Minute Book (L/MIN). Minutes generally written by Town Clerk.

[1-2]

3/2/3	2 January 1860-15 December 1864	c. 280 pp
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[4]

5	1 January 1870-9 November 1875	c. 450 pp
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6	1 December 1875-8 November 1883	c. 600 pp
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7	15 November 1883-9 March 1888	401 pp
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[8-14]

15	May 1921-c. April 1923 Entries annotated by pencil marks. Includes also handwritten 'List of Subscriptions from Limerick to the Belfast Distress Fund' (9 Oct 1920-1 February 1921) and list regarding recipients of Irish White Cross Allowances in Limerick parishes on 18 January 1922.	
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[16-18]

19

[16-18]

19	23 October 1925-31 March 1936	File consisting of notes and rough minutes relating to the sub- committee for Estimate Retrenchment. Includes also briefs and reports circulated by the town clerk, and letters received by the town clerk from various departments regarding annual expenditure.
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60 pp.

(ii) City Council Committee Recommendations (1915-1922)

Volumes consisting of council meeting agenda's and breviates of committee recommendations of various Limerick Corporation Committees. Breviates were circulated among members of the Council by the Town Clerk, and the recommendations then considered at Council Meetings.

2/1	1 January 1915-2 December 1915	c. 50 pp.
[2-5]		
2/6	c. April 1920-7 December 1922	c. 90 pp
2/7	30 December 1918- 2 March 1920 Includes a report on the city's water supply in 1920,a brief report on the working of the City Home in 1922, a report on the street cleansing service in 1926 with recommendations for improvement	c.60pp

4. Public Notices issued by the Town Clerk's Office

(i) Newspaper Notices and Advertisements (1854-1952)

Volumes containing newspaper cuttings of public notices placed by the city clerk, and after 1934 by the city manager and town clerk. Newspaper cuttings relate to topics such as Gas Committee elections, grazing to let, notice of tenders, annual revision of valuation, changes to bye-laws, city council rates, job vacancies, notice of attention to make various orders, notice of impact of new legislation introduced in Westminster Parliament, or after 1922 in Dáil Eireann. From 1939 includes advertisements relating to precautions taken by County Borough of Limerick during World War Two.

1/1	28 December 1854-29 March 1875 Includes also list of Corporation contracts from 1853 to 1857 which records name of contractor, particulars of contract and amount. Particulars of contract include entries such as 'for building wall around pump', 'lighting St. Michaels Parish' and 'advertising'.	c. 50 pp.
[1/2-3]		
1/4	24 January 1912-20 November 1929	c. 230 items
1/5	22 May 1930-25 July 1952 (-1956) Includes index. Includes correspondence with newspapers regarding advertising charges.	c. 400 items

(ii) Public Posters (1912-1927)

2/1 8 June 1912-14 June 1927 File of public posters issued mainly by the Office of the Town Clerk.

Includes poster regarding public bath safety (1912); poster regarding reward for information on persons injuring trees (1918); posters regarding Public Park Bye Laws (1918-1926); posters regarding Performance of Number 2 Army Band (1926), and Ladies Swimming Club (1927).

7 items