

WVS/WRVS Narrative Reports

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Registered office:

ROYAL VOLUNTARY SERVICE, Beck Court, Cardiff Gate Business Park, Cardiff, CF23 8RP.

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First Month's Meetings Report. R86/38

WEST HARTLEPOOL WOMEN'S VOLUNTARY SERVICES FOR NATIONAL DEFENCE.

An Inaugural Meeting called by the Mayor and Town Clerk was held in the Municipal Buildings on 27th January. Mrs. Myers, Regional Organiser, explained the object of the Women's Voluntary Services for Civil Defence. A Committee was formed and the officials nominated.

On February 2nd an unofficial meetings were held in the Town Hall at 11 p.m. 3 p.m. and 6 p.m. Mrs Harrison introduced the Co-ordinating officers and called upon Mrs. Kerr Muir to outline her scheme for First Aid lectures. 150 names were enrolled for a short gas course and 20 names for Transport Drivers.

On Feb. 6th a meeting was held in the Municipal Buildings. Mrs. Myers spoke of her visit to York and invited questions in view of the short time the Committee has been in existence. The Secretary reported the requirements of the new office and the Town Clerk agreed to provide everything necessary. Mrs. Kerr Muir reported she had started a First Aid Course of six lectures at Seaton Carew. Miss Hyde, officer for Ambulance Drivers, reported she had offers for private driving, but there was a definite shortage of Ambulance Drivers, Mrs Myers requested the Press to stress this fact. Mrs. Mitchell, officer for A.R.P. stated that she had enrolled approximately 200 women for a short gas course. Mrs. Wainwright, officer for Evacuation Services reported she had not been able to make much headway, as this is a Neutral Area, but was preparing plans which could be put into operation if necessary.

Feb. 13th a Committee Meeting was held in the Municipal Buildings to arrange a canvas for further First Aid lectures in different parishes.

Mrs. Clarkson sent in her resignation as joint secretary. The Committee awarded her a vote of thanks for her excellent work and helpful assistance and initiative.

Mrs. Harrison asked Mr. Congden the Manager of the Employment Exchange to clarify the work of the Secretary and general office routine.

This he did as follows:-

SECRETARY, who will be in charge of the centre and direct the general development of its work, dealing in particular with the stimulation of th.R.P. work and recruitment of the various services, Reports, Returns, Registers, Records and Statistics.

TRAINING OFFICER, who will work under the general direction of the Secretary and will arrange classes in co-operation with local authority to be taken by qualified instructors in the area.

INFORMATION AND ENROLMENTS OFFICER, who under the general direction of the Secretary, will be mainly engaged on interviews and enrolment.

At the Chairman's request, the Vicar of St. Aidan's had lent his Parish Hall for W.V.S. meeting on Friday, Feb. 17th at which Mrs. Harrison explained the objects of the W.V.S. and introduced Mrs. Nicholson who promised to give a course of First Aid lectures. Mrs. Wainwright proposed Sub. Committees be formed under the four co-ordination officers. Mrs. Delafied, (who already held the Home Office Badge unknown to our Committee) was appointed to act in conjunction with Mrs. Wainwright.

Wed. Feb. 22nd a Meeting of clerical workers was held in the Board Room of the Employment Exchange to arrange an office rota.

(Signed)

May Harrison
Chairman
R. D. Sewell - Woodcock
Hon. Secretary

GENERAL PUBLICITY

Mother's Meetings have been addressed and appeals for enrolments made.

Notices of meetings and accounts of same recorded in Press. A few posters sent out. Need for more.

FACTORY SCHEMES - Nil.

ITEMS OF INTEREST.

Four First Aid Classes by Mrs. Kerr Muir for general public finished. These have been attended by approx. 350 women, many of whom offering part time services.

Classes by Mrs. Nicholson & Nurse Wilkinson still proceeding. Mrs. Kerr Muir will start Home Nursing Lectures after Easter. Course of L.A.G.C. lectures being arranged which seven of our Committee will attend to enable them to speak on A.R.P. at small meeting. Office organisation good. Enrolments and Training Officers working splendidly. Mrs. Doncaster has had charge of Mother's Meeting Department.

Centre Leader is sitting on National Service Publicity Comm. to represent W.V.S. and has also been asked to sit on Social Service Emergency Committee and is awaiting further information.

Mrs. Kerr Muir (First Aid & Hospitals) is sitting on Nurses Reserve Committee.

FEB. 26th. Sub. Committee for evacuation met for discussion at Exeter Street.

MAR. 1st. First Aid Lectures started in St. Oswald's Parish Hall. W.V.S. explained by Mrs. Harrison. Lecturer - Nurse Wilkinson (Welfare Nurse) assisted by two St. John Ambulance Officers.

MAR. 3rd. Mrs. Harrison represented W.V.S. at National Service Committee Meeting.

MAR. 13th. Committee Meeting of W.V.S. in Employment Exchange - Mrs. Harrison presided. Mrs. Myers gave useful information and answered question raised by Mrs. Councillor Venables re finance of W.V.S. Reports from all officers.

Mrs. Doncaster acting Secretary in Mrs. Woodiwis' absence from home.

MAR. 20th. Evacuation Sub. Committee Meeting at Exeter Street. Mrs. Wainwright J.P. presided. Mrs. Delafield present. Letter was read from Home Office saying we were still a neutral area.

MAR. 28th. Public Meeting in Roman Catholic Parochial Hall. Mrs. Harrison gave details of progress of W.V.S. and future plans, and appealed for enrolments to make up deficiencies. Alderman T. Green spoke on "What to do in Emergency".

Mrs. Wainwright J.P. proposed a vote of thanks to Alderman Green and to Father Dunne for use of the Hall.

WOMEN'S VOLUNTARY SERVICES FOR A.R.P.

MONTHLY CENTRE NARRATIVE REPORT.

CENTRE West-Hartlepool

MONTH ENDED

March 4th 1939

This report should contain a short statement of the activities of the centre during the month and include information under the following headings.

(1)
Meetings held.(2)
General publicity.(3)
Factory schemes.(4)
Any items of special interest.

- Jan. 27. Inaugural Meeting
in Municipal Buildings
- Feb. 2nd. Three meetings in Town Hall
11- 3.17 to explain W.V.S to
public & start First Aid
Lectures by Mrs. Kerr Muir
- Feb 6th Committee meeting in Council
Chamber. Co-ordinating officers
started work.
- Feb 13th Committee meeting Council Ch.
Resignation of Secretary -
Appointment of Information &
Enrolment officers & Training officer
- Feb 22nd Mrs Delafield Co-evacuation officer
Meeting of Clerical workers to form Rota for office work
- Addresses &
appeals in different
parts of the Town &
in Town Hall.
- Meeting recorded
in Press. (local)
- Nil.
- Five first Aid & Bandaging
Glasses weekly in West Hfl.
The at Seaton Carew by
Mrs Kerr Muir -
Mrs Nicholson (ex trained nurse)
& Nurse Muriel Wilkington
(Clinic & St. John Ambulance)
each take a ward.
The Chairman speaks to the
women first & keeps them on fire
with the work.
- Signed May Harrison
Centre Secretary. Leader

THIS RETURN SHOULD BE COMPLETED AT THE END OF EACH MONTH IN TRIPPLICATE AND ONE COPY SENT TO HEADQUARTERS, 41, TOTHILL STREET, WESTMINSTER, S.W.1. AND ONE TO THE REGIONAL ORGANISER ONE BEING RETAINED AT THE LOCAL CENTRE.

Evacuation Sub Com. formed
to deal with children in Air Raid
& be ready in case of Evacuation

Headquarters.

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Report 1

WOMEN'S VOLUNTARY SERVICES FOR A.R.P.

MONTHLY CENTRE NARRATIVE REPORT.

CENTRE

West. Harlepool

MONTH ENDED

March 4th - 1939

This report should contain a short statement of the activities of the centre during the month and include information under the following headings.

(1)
Meetings held.

Feb. 28th. Sub Committee for Evacuation - met for discussion.
Mar. 1st. First Aid Lectures started in St. Oswald's Parish Hall.
Mar. 3rd. Chairman represented W.V.S. at National Service Comm. Meeting.
Mar. 13th. Committee Meeting of W.V.S. Mrs. Myers present, also Mr. Congdon. Reports from Co-ordinating Officers.
Mar. 20th. Sub Committee for evacuation - Letter from Home Office read.
Mar. 28th. Public Meeting in Roman Catholic Parochial Hall. Lecture on "Emergency" by Alderman T. Green.

(2)
General publicity.

Mother's Meetings have been addressed and appeals for enrolments made.
Notices of meetings & accounts of same recorded in Press.
A few posters sent out. Need for more.

(3)
Factory schemes.

Nil
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(4)
Any items of special interest.

Four First Aid Classes for general public finished - attended by approx. 350 women. Classes by Nurse Wilkinson & Mrs. Nicholson proceeding.
Mrs. Kerr Muir will start Home Nursing Lectures after Easter.
L.A.C.G. lectures being arranged - 7 of our Committee will attend and afterwards speak on A.R.P. at small meetings.
Office organisation working smoothly. Centre Leader sits on National Service Publicity Committee to represent W.V.S. and has been asked to sit on Social Service Emergency Committee.
Mrs. Kerr Muir (First Aid & Hospitals) is sitting on Nurse's Reserve Committee.



Signed

May Harrison

Centre Secretary.

Leader.

THIS RETURN SHOULD BE COMPLETED AT THE END OF EACH MONTH IN TRIPPLICATE AND ONE COPY SENT TO HEADQUARTERS, 41, TOTHILL STREET, WESTMINSTER, S.W.1. AND ONE TO THE REGIONAL ORGANISER ONE BEING RETAINED AT THE LOCAL CENTRE.

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WOMEN'S VOLUNTARY SERVICES FOR CIVIL DEFENCE.

A meeting of the Committee was held in the Employment Exchange on Monday evening, March 13th. at 7.30 p.m.

Present :-

Mrs. W.R. Harrison, Centre Leader & Organiser in the Chair.
Mrs. T. Myers, Regional Organiser.
Mr. Congdon, Secretary of the National Service Committee.
also 33 members of the Committee (see Register).

The minutes of the last Meeting were read and confirmed.
The Secretary stated that arrangements have been made for

Speakers to address various Mothers Meetings each week with a view to enrolling the members for some branch of service, two meetings have already been addressed.

Mrs. Harrison stated that the following ladies were taking a special course to fit them to give lectures on anti-gas precautions to ladies who have signed Form E.60 and are desirous of taking these lectures :-

Mrs. Doncester.
Mrs. Soper.
Mrs. Kerr Muir.
Mrs. Makinson.
Miss G. Ainsley.

Mrs. Harrison's report from the National Service Committee contained the following figures :-

85 women needed for Hospital & First Aid Posts.
84 A.R.P. Wardeness.
211 Ambulance drivers & attendants.
Report Centres etc. 721.

A Publicity Committee was formed on which the Centre Leader represents S.V.S.

The Chairman read a letter received from Lady Heading congratulating the Committee on the very good work they have done. Mrs. M. Kerr Muir, Co-ordinating Officer for Hospital and Casualty Services, stated that she had had six lectures on First Aid in the Town Hall, and the average attendance each Thursday was approximately 300. She had also held lectures each Wednesday afternoon at South Carrow, where the

class was most enthusiastic. She was now waiting to receive the Hospital Auxiliary Gallabus. She also reported that Mr. Price was now allocating the First Aid Posts.

Mrs. G.L. Wainwright, Co-ordinating Officer with Mrs. Belafield for Evacuation Services, stated that she had had a meeting of her sub-committee, and they had discussed various plans, but could not do very much as we are still a neutral area. Mrs. Harrison suggested that they should appeal for warm childrens' clothing and store it in case of emergency.

Mrs. Mitchell, Co-ordinating Officer for A.R.P. Services said of the 300 ladies, 103 had applied to take the extended course of lectures of 5 hours or more. She added that arrangements were proceeding for a series of short Air Raid Precaution lectures to cover the Town.

Miss A. Hyde regretted her inability to be present but sent her report and asked the Committee to give her names of car drivers, whom she will interview.

Miss Ainsley, Enrolling Officer, reported since her appointment the following applications have been received by the W.V.S.

A.R.P.	-	34
Transport Drivers	-	16
Hospital Services	-	70
Evacuation	-	11
Total	-	129

The total number of women enrolled with the W.V.S. since its inception is 427.

Mrs. Hyde warmly congratulated Mrs. Harrison, the Co-ordinating Officers and the Committee on their very excellent work, and said she could not criticise or offer many suggestions, as everything was working so well. She also stated that the West Hartlepool branch was the best organised branch in her territory, and Lady Reading appreciated this fact also. With regard to the request for a visit by Lady Reading it had been arranged that she should address

a Meeting in Durham during April and it would no doubt be possible to arrange for her to speak at West Hartlepool during the same week.

Mrs. Myers noted the difficulty in securing A.R.P. Warden's and agreed that the course was difficult, but urged the Committee to encourage the women to enrol as we needed all the reserves we could secure.

Mrs. Myers also stated that she had been appointed to the Emergency Committee of Durham, which would constitute an added link with the Government.

Councillor Mrs. Venables, representing the Council, was concerned as to where the money was coming from to run this Committee; she had to report to her Committee on the matter. Mrs. Myers replied that all expenditure ranked for 80% grant from the Government, and as all stationery and postage was paid direct from Headquarters, Halls were free, services voluntary, there only remained the offices and lighting.

EASTER WEEK HOLIDAYS.

It was decided to leave the matter to the discretion of the Lecturers as to whether or not they should carry on with the lectures during Easter week.

April 17th was fixed for next meeting.

May Harrison
Centre Leader & Organiser,
West Hartlepool.

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WOMEN'S VOLUNTARY SERVICES FOR CIVIL DEFENCE.

MONTHLY CENTRE NARRATIVE REPORT.

CENTRE WEST HARTLEPOOL.FORTNIGHT ENDED April 15th.

This report should contain a short statement of the activities of the centre during the month and include information under the following headings.

(1)
Meetings held.(2)
General publicity.(3)
Factory schemes.(4)
Any items of special interest.

3 Mothers Meetings
addressed on W.V.S.

New posters
sent out. , Nil

7000 gas masks disassembled
and re-assembled at short
notice in record time by 50
W.V.S. women.

14th Home Nursing Course
started by Mrs. Nicholson
in St. Aidan's Parish Hall.

600 Index Cards re-written
for Local Authority by W.V.S.
163 qualified for badges.

Signed

May Harrison
Centre Secretary. Leader.

THIS RETURN SHOULD BE COMPLETED AT THE END OF EACH MONTH IN TRIPLICATE AND ONE COPY SENT TO HEADQUARTERS, 41, TOTHILL STREET, WESTMINSTER, S.W.1. AND ONE TO THE REGIONAL ORGANISER, ONE BEING RETAINED AT THE LOCAL CENTRE.

Headquarters
Copy -

ROYAL VOLUNTARY SERVICES FOR CIVIL DEFENCE.

The following Members attended the Committee Meeting held in the Board Room of the Local Employment Exchange at 7. p.m. on Monday, 24th April, 1939.

Mrs. Harrison (in the Chair)
Mr. Congdon (Manager of Local Employment Exchange)
Mrs. Woodiwis (Hon. Secretary)
Mrs. Fairwright.
Mrs. Wilson.
Mrs. Hopburn.
Mrs. Turner.
Mrs. Doncaster.
Mrs. Delafield.
Mrs. Clarke.
Mrs. Wallace.
Mrs. Stetson.
Mrs. Kent.
Mrs. Franks.
Mrs. Boot.
Mrs. Kerr Hair.
Mrs. Mitchell.
Miss Cornforth.
Mrs. Soper.
Mrs. Yeats.
Mrs. Robinson.
Mrs. Mitchell.
Miss Ainsley.
Miss Dixon.
Mrs. Staveley.
Mrs. Pridoux.

WOMEN'S VOLUNTARY SERVICES FOR CIVIL DEFENCE.

A Meeting of the Committee of the above was held in the Employment Exchange, West Hartlepool, on Monday, 24th April, 1939, at 7 p.m.

Mrs. W.R. Harrison (Centre Leader & Organiser, in the Chair)

Mr. Congdon (Manager of local Employment Exchange)

Mrs. R.M. Somerville-Woodville, Hon. Secy.

Also 24 Members of the Committee (see Register)

The Minutes of the last Meeting were read and confirmed.

The Secretary reported as follows :-

Sixteen extra representatives of various Churches have been written to asking them to arrange for a speaker to address their Mothers' Unions on "W.V.S. for Civil Defence" and up to date we have had four replies.

The Committee were asked to reply to all R.S.V.P. invitations.

Mrs. Kerr Muir, Co-ordinating Officer for Hospital and Casualty Services gave her report as follows :-

"154 have enrolled for home-nursing, 85 accepted.

23 sent out to-day (24-4-39)

A great many women, after signing the E.D.60 Form wish to withdraw when confronted with the pink form which asks for a Doctor's or Minister's signature, and medical examination. They also imagine that after signing they ought to have special training, and Dr. McKeggie cannot train them unless they sign for "First Aid or Home-Nursing".

Mr. Congdon suggested that these women should be interviewed and have it explained to them that they cannot have special training unless they have signed for a definite duty.

Mrs. Mitchell, Co-ordinating Officer for A.R.P. reported :-

"A Meeting of the Sub-Committee was held at Burgin Hall, Hutton Avenue, on Monday, 24th April, 1939.

A course of gas lectures have been arranged in a series of 4, on each Tuesday afternoon and Wednesday evening, commencing on 25th April, 1939 and 1st May, 1939.

Lecturer - Mr. Todd Hunter.

Mrs. Biggart is arranging a First Aid Class in St. James' Parish Hall on Wednesday afternoons, and Mrs. Nicholson has agreed to lecture.

Ladies of the Committee of the W.V.S. are attending meetings of Mothers' Unions and Sisterhoods, the members to take short courses of First Aid, Home Nursing and Anti-gas Precautions, and to enrol volunteers whenever possible.

Miss Kinsley, Enrolment Officer reported as follows :-

"During the period under review, from 14th March 1939 to 21st April, 1939, 212 applications for enrolment have been received, the individual sections being as follows :-

A.R.P.	39.
Transport
Hospital Services
Evacuation	17.
Total	212

The total number of women enrolled by the W.V.S. since its inception, is 645; Auxiliary Nursing Services 144".

Mrs. Harrison proposed, and Mrs. Hepburn seconded, a vote of thanks to Miss Ainsley and her assistants for their excellent work in connection with the enrolment of members, to which the Meeting enthusiastically agreed.

Mrs. Doncaster gave her report as follows :-

Since the W.V.S. organisation has been formed, 420 women have been enrolled and turned over to the A.R.P. to be trained for Casualty Services.

The following figures show progress of training up to date :

	<u>Trained</u>	<u>Under training.</u>	<u>Awaiting training.</u>
P.A. Tests	92	142	37
First Aiders	62	90	18
Car Drivers	1		3

120 women are awaiting instructions

We were informed by Lady Reading that it is possible for us to have lecturers sent from Headquarters to lecture on Infant Welfare and Canteen work.

Mrs. Delafield proposed, and Mrs. Turner seconded, a vote of thanks to all who are doing W.V.S. work for the Town and everyone concerned in it.

Mrs. Delafield proposed and Mrs. Turner seconded, that a letter be sent to the local A.R.P. Authorities to ask them to accelerate training for A.R.P. services. (Enclosed).

The Secretary read three letters -

A letter of thanks from Lady Reading for her enjoyable visit to West Hartlepool.

A letter of thanks from Mr. Todd in acknowledgement of the work done by some 50 members of the W.V.S. in assembling 7,000 gas masks.

A letter from Mrs. Myers asking if we would like her to address a Home Meeting at West Hartlepool. *to accelerate recruiting -*
The Chairman

Mrs. Harrison asked each member to try and find someone to train as an A.R.P. Warden in their individual districts, or from the organisation which they represent. Various members promised to attend to same.

The Chairman referred to the question raised by a member of Evacuation Committee re payment for services under this organisation. She made it quite clear that members of the W.V.S. were not entitled to payment.

Members of the Committee were asked to knit 6" squares to be assembled into blankets, as the Home Office were short of these.

She also acknowledged, with thanks, 3 pairs of socks from Miss Bland and Miss Abbs. *operation stockings*

Mrs. Soper was welcomed as representative of the Red Cross.

A vote of thanks was made by Mrs. Harrison to the Town Clerk for the use of the Council Chamber on the occasion of Lady Reading's visit to West Hartlepool, and for the excellent tea provided by the Corporation.

Mr. Congdon gave his figures on Progress of Recruitment as follows :-

A.R.P.	76	shortage.
.....	65	"
Ambulance Drivers and Attendants	78	"
Private Car Drivers	83	"
Report Centres	44	surplus.

Therefore 300 more women are required to fill up the vacancies.

The next Meeting will be held in the Board Room of the

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Employment Exchange on Monday, 22nd May, 1939, at 7. p.m.

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WOMEN'S VOLUNTARY SERVICES FOR CIVIL DEFENCE.

MONTHLY CENTRE NARRATIVE REPORT.

CENTRE WEST HARTLEPOOL.

MONTH ENDED

17 May 39
April 30th 1939.

This report should contain a short statement of the activities of the centre during the month and include information under the following headings.

- | (1)
Meetings held. | (2)
General publicity. | (3)
Factory schemes. | (4)
Any items of special interest. |
|--|---|-------------------------|--|
| Ap. 14 National Service Com. Meeting. Arranged to help to get posters out. | Circularised shops asking permission to speak to girls. Also all cinemas. | Nil. | 6 classes being instructed in Home Nursing. Approximately 500 attending. |
| 17 Conference & Mass Meeting at Durham. Co-ordinating Officers attended. | | | 2 short course Anti-Gas Lectures being given to approximately 220. |
| 19 Lady Reading attended Centre and spoke to Committee and office staff. | | | 8 Mother's Meetings addressed. |
| 24 Committee Meeting. Reports from Co-ordinating officers. | | | 1 Cinema Staff addressed. |

Signed

May Harrison

Centre Secretary. Leader.

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WEST HARTLEPOOL - DURHAM.

10.5.1939.

Visited at request of Mrs. Harrison Centre
Leader at W.V.S. Offices at A.R.P. Centre,
Exeter Street, West Hartlepool.

Exceptionally well run Centre. All Section
leaders at office. I was able to chat to each
officer and her deputy who explained their work
showing connection between whole system.

System of house to house visitation to enrol
Civilian women who are being trained in groups of
160 useful lectures in Gas and First Aid with no

examination at end of course. As fast as one
group completes training the next is ready to
commence. Very popular and useful work. Women

lose fear of being taken from homes if sign E.D.60
or any form.

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SERVICE

MONTHLY CENTRE NARRATIVE REPORT.

ROYAL
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CENTRE WEST HARTLEPOOL.FORTNIGHT
MONTH ENDED May 15th, 1939.

This report should contain a short statement of the activities of the centre during the month and include information under the following headings.

(1)
Meetings held
Girls and women in 8 shops
addressed and several enrolled.
Welcomed Miss Shawyer to Centre.
Co-ordinating Officers discussed
problems with her.
2 'Short-course' Gas lectures
finish this week. Lecturer, Mr.
Toddhunter. Approximately 250
attend.

(2)
General publicity.

Represented
W.V.S. at
National Service
Publicity Meeting.

(3)
Factory schemes.

Nil.

(4)
Any items of special interest.
W.V.S. Speakers have spoken
to over 600 girls in shops,
works and cinemas since
May 8th. We propose to
continue this in all shops
employing more than six
girls.
Local Speakers Conference
arranged to discuss Lady
Reading's advice to speakers.

Signed

Centre Secretary

May Harrison
Leader.

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WOMEN'S VOLUNTARY SERVICES FOR CIVIL DEFENCE.

MONTHLY CENTRE NARRATIVE REPORT.

CENTRE West Harepool.fortnight
MONTH ENDED June 1st 1939.

This report should contain a short statement of the activities of the centre during the ~~month~~ ^{fortnight} and include information under the following headings.

(1)
Meetings held.

First-Aid Lectures started in St. James' Parish Hall May 2nd by Nurse Chapman.
May 22nd Monthly Committee Meeting.
Applications for enrolment reached 937:- in three weeks 245.

Practical bandaging classes arranged in St. Paul's Parish Hall weekly during June.
Lectures on Catering & cooking for numbers arranged from Headquarters syllabus, for those enrolling for Evacuation.
Lecturer Mrs Potts, Domestic Science Certificate.

(2)
General publicity.

Rota of W.V.S. staff attended at Forum Cinema all houses Mon. to Friday when Dawn Patrol was shown.
Many E.D.60 Forms were filled.

(3)
Factory schemes.

Nil -

(4)
Any items of special interest.

W.V.S. Speakers have addressed women & girls of six firms (approximately 200) advising them in which branch of Service they can be of use, & enrolling a considerable number.
Mrs. Myers, organising district organiser. Spoke to audiences three times on Thurs. May 25th stimulating recruiting; visited the office & had a conference with the Mayor

Signed

May Harrison

Centre Secretary

Leader.

Mayor

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Reports 1

WOMEN'S VOLUNTARY SERVICES FOR CIVIL DEFENCE.
MONTHLY CENTRE NARRATIVE REPORT.CENTRE WEST HARTLEPOOL.

Fortnight

MONTH ENDED June 15th 1939.

This report should contain a short statement of the activities of the centre during the month and include information under the following headings.

- | (1)
Meetings held. | (2)
General publicity. | (3)
Factory schemes. | (4)
Any items of special interest. |
|--|---------------------------|-------------------------|---|
| Practice Classes held in Bandaging at 11 a.m. 3 p.m. 7 p.m. every Tuesday. | Nil. | Addressed 2 firms. | 4 Mother's Meetings have been addressed. Several are knitting squares for blankets. |
| 2. Catering Lectures still continue weekly. | | | Supplied 6 "Casualties" for First Aid Post demonstration. |
| 3. First Aid Classes in St. James's Parish Hall discontinued till Autumn. | | | Supplied rota of 16 women to take charge of A.R.P. stall in Health Week. |

Signed

Centre Secretary.

THIS RETURN SHOULD BE COMPLETED AT THE END OF EACH MONTH IN TRIPLICATE AND ONE COPY SENT TO HEADQUARTERS, 41, TOTHILL STREET, WESTMINSTER, S.W.1. AND ONE TO THE REGIONAL ORGANISER ONE BEING RETAINED AT THE LOCAL CENTRE.

WOMEN'S VOLUNTARY SERVICES FOR CIVIL DEFENCE.

MONTHLY NARRATIVE REPORT.

CENTRE

West Hattlepool.

MONTH ENDED

31st July 1938.

This report should contain a short statement of the activities of the centre during the month and include information under the following headings:-

(1)
Meetings held(2)
General Publicity(3)
Factory schemes(4)
Any items of special interest.

July 5th. Mass meeting in the Town Hall, Ld. Reading. Speakers present to first aid certificates. Mayor in chair. Lady Grey proposed vote of thanks. Mrs. Hibbourn, Deputy Centre Leader recorded. Mrs. Wilson, Regional Administrator proposed vote of thanks to Mayor & Miss Jansell who played the organ.

July 17th. Evacuation meeting held in Presbyterian Church Hall - Mr. Dvor Brown, M.A., B.Sc. Director of Education gave a talk on evacuation as it affects the workers. Good attendance & questions asked & answered.

Mr. Wainwright, J.P. Co. Ord. Officer for evacuation presided & Mr. Delapfield, Co. Ord. Officer for evacuation proposed a vote of thanks & Mrs. Hibbourn recorded.

July 20th. Address to R.H.E.R. women - 1 enrolment.

July 20th. Address to Marks & Spencer. 36 addressed & possibly all will enrol.

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July 8th. Questionnaire (inland) sent to all evacuation people.

July 10th. Rota of workers for M.O.H.'s office.

July 15th. Rota of workers (evacuation) for Board of Education, folding & delivering all evacuation papers.

July 14th. Holiday notices sent to all the Staff.

July 16th. Notices sent to "Hospital Supplies" Domestic & Sewing Enrollees.

July 24th. Sent notices to vac. people calling meeting for July 27th.

July 25th. Rota of clericals to three schools, marking children's name labels for evacuation.

July 26th. Rota of workers at R.P. Headquarters copying records of Respirators.

Centre Secretary.

July 2 Blankets of knitted squares received.

July 17th. Centre Leader from Washington Co. Durham visiting office for information.

Thank you.

Spring Centre Leader

3 Enclosures

WOMENS VOLUNTARY SERVICES FOR CIVIL DEFENCE
MONTHLY NARRATIVE REPORT

Reports 1

CENTRE WEST HARTLEPOOL

MONTH ENDED 31 August 1939

This report should contain a short statement of the activities of the centre during the month and include information under the following headings:-

(1) Meetings held

(2) Any items of special interest

Aug. 14. Mr. Ivor Brown addressed
meeting of Evacuation
Sub-Committee

Aug. 14. Relay of helpers to fold and send out Evacuation circulars.

Relay of clerical workers for M.O.H.

Relay of clerical workers for A.R.P. Headquarters.

11. Mrs. Gordon, County Leader visited Mrs. Harrison, Centre Leader
to discuss Hospital Supply Depot.

14. Mrs. English, prospective Centre Leader for Heworth, visited
Centre and was shown files etc. by the Secy Mrs. Somerville
Woodiwis.

Mrs. Harrison has bespoken Miss Halpin to open our Winter
Campaign Sept 27th.

22. Relay of Clerical workers for A.R.P. Exeter St.
Statement of all lectures to W.V.S. Sedgfield (Mrs. Ramsden)

26. Notices to Evacuation Staff to stand by.

28. Notice of meeting for sewers to give their services to hospital
Supply Depot.

Seen matrons of Hospitals re mending etc.

Letter to Mail appealing for old clothes for Evacuees.

Clerical workers provided for Durham House and Hazelhurst.

29. Evacuation Officers met Board of Education Director for discussion.
Centre Leader & Deputy met Head Officer of P.A.C. re homeless
in case of Air Raid.

30. Executive met in the Grand Hotel Lady Bradford and Mrs. Gordon
for a discussion on Central Supply Depot and decided to affiliate
with the County.

30. Typist supplied to Durham House from 10-30 to 5 p.m.

31. Meeting of Hospital Supply workers to arrange their work.

Signed

May Harrison
Centre Secretary & Leader.

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WESTMINSTER, S.W.1 AND ONE TO THE REGIONAL ORGANISER ONE BEING RETAINED AT THE LOCAL CENTRE.

WOMEN'S VOLUNTARY SERVICES FOR CIVIL DEFENCE

Reports. 1

MONTHLY NARRATIVE REPORT

CENTRE.....WESTHARTLEPOOL.....

MONTH ENDED 30 Sept. 1939.

This report should contain a short statement of the activities of the Centre during the month and include information under the following headings:—

Meetings held	General Publicity	Factory Schemes	Items of Special Interest
Sept. 1	Four clerical workers sent to Education Office. Messrs. Moorhouse kindly sent six girls. Mrs. Harrison and Mrs. Hepburn met Mrs. Denton, the Misses Christopher Brown and Mrs. Biggart to discuss further arrangements for Hospital Supply Working Party.	Twelve workers to Exeter Street for A.R.P. work.	
Sept. 2	List of Billeting Officers sent to the Mayor. 52 sandbags made into haversacks. Notices to call Committee to Office. Sunday workers for haversacks provided.	List of four cooks sent to Mayor.	
Sept. 3.	Attended Board of Education Emergency Meeting to arrange Evacuation. Spent remainder of day gathering clothes for needy children.		
Sept. 4.	Delivered parcels of clothing to Schools. Very busy day with interviews and forms.		
Sept. 5.	Sewers finished 500 haversacks made from sandbags. Sewing Meeting started, working four days a week. Schools still being supplied with clothing. Three clericals to Hazelhurst for a few days. Three clericals to Hazelhurst to attend to gas masks and enquiries at the Counter. Stocked Report Centre with crockery, food, etc. Arranged for two helpers to attend to prepare teas, etc.		
Sept. 6.	Arranged sewing and hospital supply meetings at Seaton. Endless mothers and children fitted with clothes for Evacuation. Large bundles of clothes sent to all Clinics. Altered another 250 haversacks. Conference at P.A.C. Office with Councillor Harbron on "Food" for Emergency Centres.		
Sept. 8.	Meeting at Seaton. 52 helpers interviewed for three Emergency centres in the Town.		
Sept. 9.	Labels sewn on all the blankets.		
Sept 10.	52 women attended at the three Emergency Food Depots for instructions in case of an air raid.		
Sept 11-14.	Routine office work. Enrolling male as well as female applicants. Clothes Committee still busy. Difficult to maintain supply.		
Sept 18.	Attended National Council of Social Service Meeting in Mayor's Parlour. Giving clerical help. Three clericals for Hazelhurst to help with babies gas masks.		

P.T.O.

To be completed in Triplicate at the end of each month.

One copy to Headquarters, 41, Tothill Street, London, S.W.1.

" " Regional Organiser.

" " be retained at Centre.

S.2.

Signed May Harrison
Centre Representative.

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- Sept. 19. Meeting with Mrs. Gordon at Durham. Centre Leader and Deputy attended.
 22. Conference with Mayor re forming Social Clubs for Services.
 23. Six clericals to Hazelhurst A.R.P. More parcels sent to Evacuation areas.
 26. Looked over various Clubs re Canteens for Mayor.
 27. Public Meeting re Canteens in Technical College. Mayor in Chair. W.V.S. Leader to explain scheme. Executive Committee formed. Large representative audience.
 28. Sub-Committee formed for County Hospital Supply Service. Mrs. Makinsen and Mrs. Mitchell J.P. in charge. Mrs. Turner Secretary. First supply gauze come.

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WOMEN'S VOLUNTARY SERVICES FOR CIVIL DEFENCE

Reports 1.

MONTHLY NARRATIVE REPORT

CENTRE WEST HARTLEPOOL.

MONTH ENDED 31st October 1939.

This report should contain a short statement of the activities of the Centre during the month and include information under the following headings:—

Meetings held	General Publicity	Factory Schemes	Items of Special Interest
October 2nd.	Mr. Kruse (Y.M.C.A) called and asked us to staff a Canteen for Green Howards.		
3rd.	Appealed at Red Cross Hospital Sewing Meeting for games etc. for soldiers and felt hats to be made into slippers for Evacuees.		
4th.	Meeting to arrange Caterers and helpers for Canteen. Meeting of Citizens Advice Bureau.		
5th.	Meeting of "Tipperary" Club executive. Swab making started in Aseptic Room for C.H.S.S.		
6th.	Six parcels of slothes and toys sent to Evacuees per Education Committee.		
13th.	Mrs. Hepburn attended meeting of Canteen Committee.		
14th.	Clerical workers sent to Education Office for indexing National Registration Cards for children.		
20th.	W.V.S. helpers sent to assist with Ration Cards.		
24th.	Attended Meeting of Social Service Executive.		
27th.	Attended meeting of Tipperary Club Ex. 640 garments including Surgeons coats sent to local hospitals - also 400 roller bandages.		

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" " Regional Organiser.

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Signed May Harrison.
Centre Representative.

MONTHLY NARRATIVE REPORT

Report 1

CENTRE WEST HARTLEPOOL

MONTH ENDED 30th November 1939

This report should contain a short statement of the activities of the Centre during the month and include information under the following headings:—

Meetings held	General Publicity	Factory Schemes	Items of Special Interest
Novr. 3rd.	Attended Social Service Meeting called by Allied Press in Middlesbrough.		
Novr. 6th.	Scrubbers sent to Howbeck, Stranton and the Cameron Hospital.		
Novr. 8th.	Air Raid Precautions Lecture arranged by W.V.S. and given by Capt. Hayton. Monthly reports sent out.		
Novr. 9th.	Full Committee meeting in Board Room of Unemployment Exchange, and Miss Woolcombe present.		
Novr. 13th.	Parcels of babies clothes and clothes suitable for expectant mothers sent off. Parcels of toys to Education Office.		
Novr. 14th.	Parcel of hats sent to Women's Social Service to make into slippers for evacuees.		
Novr. 10th.	Arranged with M.O.H. that our Co-ordinating Officer for the Nursing services be appointed as liasion officer for W.V.S. at First Aid Post.		
Novr. 16th.	Consultation with Director of Education on 1907 Circular issued by the Ministry of Health.		
Novr. 17th.	Attended Meeting of Canteen Committee. Supplied room for Canteen Committee Meeting. Supplied typist for shorthand at Meeting. Typing for Canteen committee.		
Novr. 18th.	Large bundle of goods received from Seaton Sewing party for hospital use.		

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" " Regional Organiser.

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Signed A. Hepburn
Centre Representative.

Deputy

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- Novr. 18th. Procured and distributed 30 lbs of wool for soldiers comforts.
- 18th. Social Service Centre sent in patch work quilts and felt slippers made from old felt hats. Several blankets and operation socks received from W.V.S. members.
- 19th. Asked Miss Hyde to find out if it would be a good plan to run Canteens at the First Aid Posts during an emergency.
- 20th. Interview with representative (Mr. Harter) of National Savings Committee. Offered to help to staff office when needed. Gave useful information on helpers etc.
- 21st. Arranged First Aid Lectures to be given to the 42 helpers in case of Air Raid.
- 22nd. Interview with Mr. Grey and Miss West from U.A.B. re procedure regarding clothes for evacuated children. Mrs. Woodiwis present.
- 23rd. Miss Pemberton (Assistant C.H.S.S. to Lady Bradford) came to Centre for swabs made and to inspect nightshirts and give instructions for sending away same. 10 lbs of white wool for operation stockings received and 55 yds grey flannel for men's bed jackets.
- 27th. Arranging for room for workers for comforts for the troops and for C.H.S.S. helpers.
- 30th. Open day at Centre to show C.H.S.S. work.

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ROYAL VOLUNTARY SERVICE
REPORT OF CO-ORDINATING OFFICER FOR NURSING SERVICE. 1256

As co-ordinating officer for auxiliary nursing services of the R.V.S. I felt that training for this service was not going on quickly enough, so I started a British Red Cross detachment.

There had never been a women's detachment in the town before.

In June 1939 many women had taken First Aid Certificates, but the Home Nursing classes had not been begun, so I found a handful of women with two certificates from the last War, and with these 12 I got a Red Cross Detachment registered. At the

beginning of November we had 140 women with two certificates and most of them have done 50 hours in hospital. As all Red Cross women do not want to do nursing, I propose to divide them into (a) Nurses, (b) Cooks, (c) General Service, (d) Motor

Drivers. We are trying to form a section - 12 - Motor Drivers.

All the women with two certificates have provided themselves with indoor uniforms and a very inspiring sight they make on parade.

Besides these with two certificates there are 84 with one certificate, and I have now started their Home Nursing lectures. By the end of the year I hope to have over 200 qualified women. Out of these I propose to form a mobile unit who will go where the country wants them. This detachment has grown in numbers and eagerness to be efficient beyond my expectations, and is a credit to the Women's Voluntary Services.

WOMEN'S VOLUNTARY SERVICES FOR CIVIL DEFENCE

MONTHLY NARRATIVE REPORT

CENTRE West Hartlepool.

MONTH ENDED 31st December,

This report should contain a short statement of the activities of the Centre during the month and include information under the following headings.

Meetings held	General Publicity	Factory Schemes	Items of Special Interest
Dec. 1st.	- Attended Mayoress' Meeting to arrange for parcels for aged and very young poor at Xmas.		
4th	- Attended meeting of Canteen Committee.		
5th	- Meeting with Secretary of Canteen Committee.		
5th	- Meeting with Mayoress to arrange poor children's Xmas Treat.		
6th	- "Bring and Buy" sale with W.V.S. helpers for West Hartlepool Hospital Supplies, arranged by Misses Christopher Brown and Mrs. Denton.		
7th	- Sub-committee meeting County Hospital Supply Service, Parcel night-shirts sent off.		
8th	- Emergency Committee Meeting, Mayor's Parlour.		
10th	- Sub-committee meeting, Canteen. Fitted family with clothes, for U.A.B.		
13th	- Typed agendas for Tipperary Club Committee Meeting.		
14th	- Attended meeting of Tipperary Club. 4 parcels to Education Office and for Expectant Mothers.		
15th	- Sent names of people with cars to County Centre Leader, for use in case of emergency.		
16th	- Attended meeting for Mayoress' Xmas Treat.		
19th	- Helped at Bridge and Whist Drive for Mayoress' Xmas Treat Fund (Result £25 net.)		
19th	- Attended Canteen Committee Meeting.		
19th	- Arranging workers for Canteen Rota.		
19th	- Attended meeting of Mayoress' for Poor Children's Xmas Tea. Masses of clothing received from Girl Guides.		
19th	- Opening of Tipperary Club.		
19th	- Interviewed 2 cases re. clothes from U.A.B. Sent large parcel of woollies to local Search-Light men. Received from North-Eastern Gazette War Relief Fund 50 lbs. of wool for distribution.		
19th, 20th, 21st, and 22nd	- Report and Ambulance Centres knitting soldiers comforts with wool from Eastern Gazette Fund. Got out posters telling parents to leave children in the country over the Xmas Holidays.		
20th	- W.V.S. helpers at Tipperary Club.		
20th	- 300 envelopes for Mayoress' Xmas Cheer Fund addressed and filled, and Centre Leader attended meeting with Mayor. Attended meeting for Mayoress' Xmas Appeal.		

To be completed in Triplicate at the end of each month.

One copy to Headquarters, 41, Tothill Street, London, S.W.1.

" " Regional Organiser.

" " be retained at Centre.

Signed Alice H. H. H.
Centre Representative.

1939, December, 31st

This report should contain a short statement of the activities of the Committee during the month and details of the work done in the following manner:

Date	Description of work done	Page
Dec. 21st	- Extra helpers for Mayoress' Xmas Cheer Fund (addressing and filling envelopes)	1st
	- Minister of Home Security's Message sent to Committee.	2nd
29th	- Helped at Mayoress' Xmas Party in Theatre for 2,000 children of the unemployed.	3rd
	- Meeting with Mayoress to arrange for Xmas party for poor children's home.	4th
	- "Bring and Buy" sale with W.V.S. helpers for East London Hospital, arranged by Misses Christopher Brown and Mrs. Benton.	5th
	- Large night-club for W.V.S. helpers, arranged by Misses Christopher Brown and Mrs. Benton.	6th
	- Typing of letters for Mayoress' Xmas Cheer Fund.	7th
	- Attended meeting of Mayoress' Xmas Cheer Fund.	8th
	- Attended meeting of Mayoress' Xmas Cheer Fund.	9th
	- Attended meeting of Mayoress' Xmas Cheer Fund.	10th
	- Attended meeting of Mayoress' Xmas Cheer Fund.	11th
	- Attended meeting of Mayoress' Xmas Cheer Fund.	12th
	- Attended meeting of Mayoress' Xmas Cheer Fund.	13th
	- Attended meeting of Mayoress' Xmas Cheer Fund.	14th
	- Attended meeting of Mayoress' Xmas Cheer Fund.	15th
	- Attended meeting of Mayoress' Xmas Cheer Fund.	16th
	- Attended meeting of Mayoress' Xmas Cheer Fund.	17th
	- Attended meeting of Mayoress' Xmas Cheer Fund.	18th