

DELEGATES OF THE PRESS.

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FINANCE COMMITTEE.

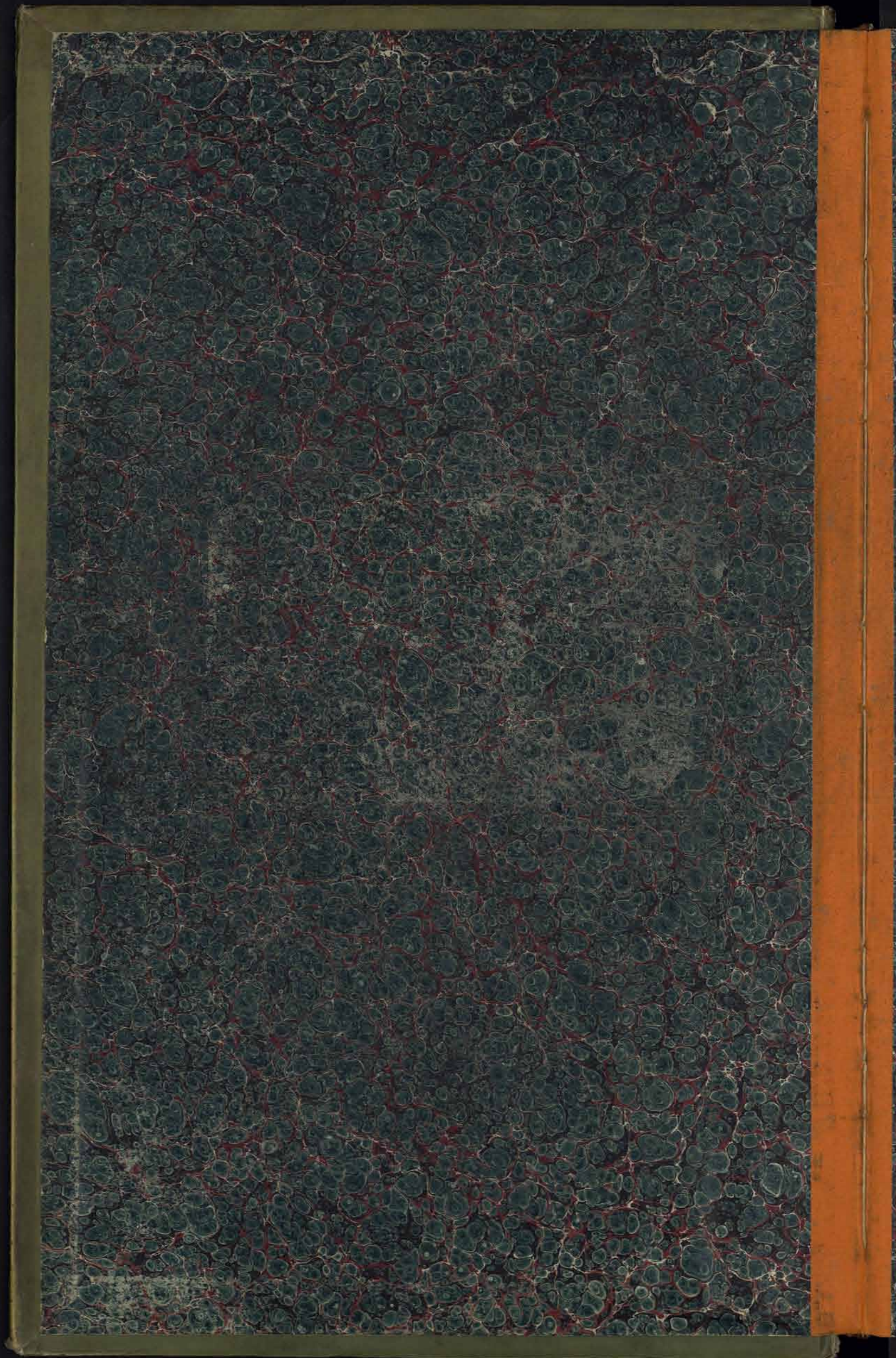
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MINUTE BOOK.

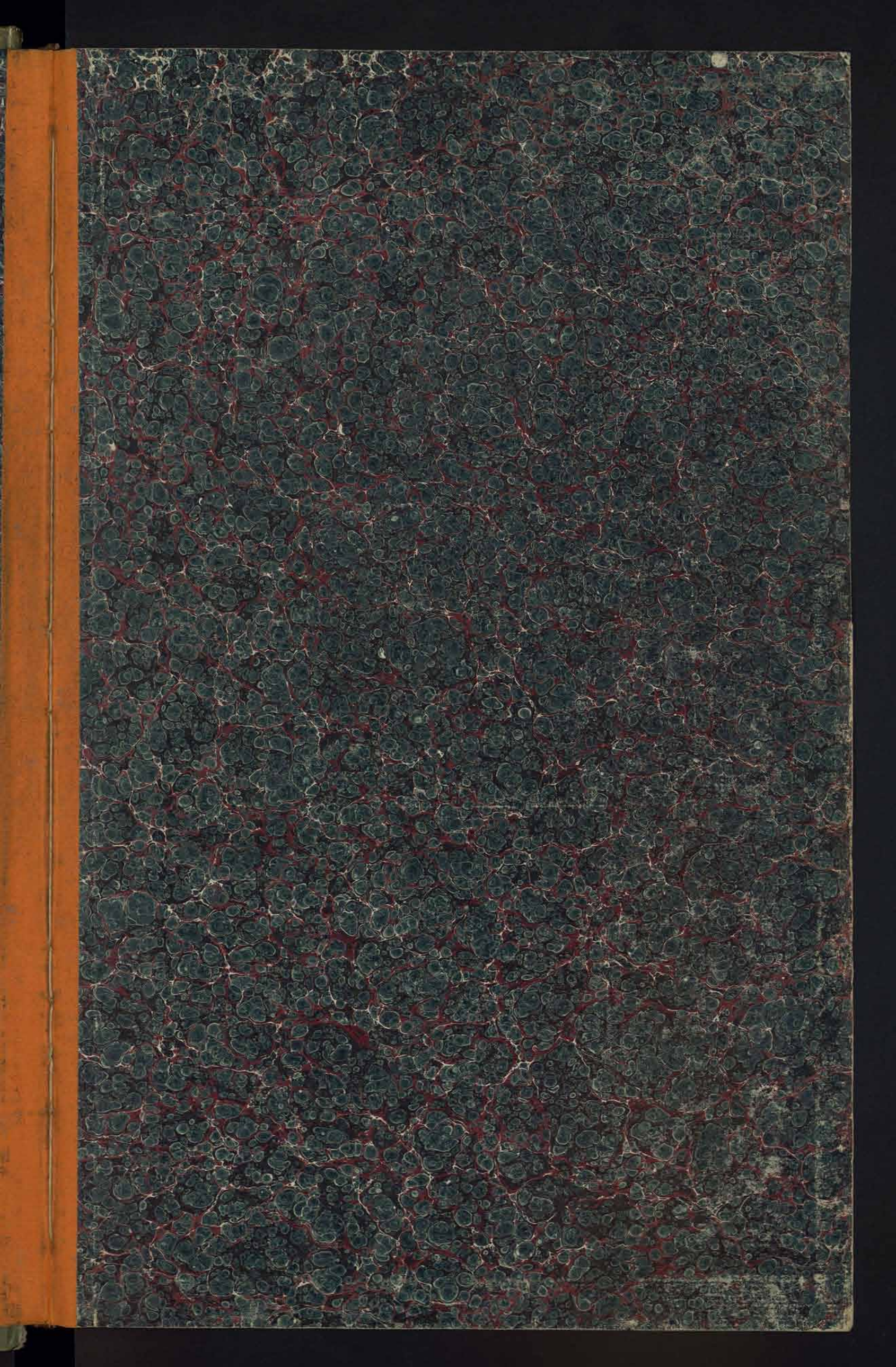
*From April 25 1867.*  
*To Nov<sup>r</sup> 10, 1885.*

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# The Finance Committee of the Delegates of

The Press was constituted by the following Order of the Delegates, dated March 21<sup>st</sup> 1867.

The business under the management of the Delegates of the Press having largely increased of late years by (1) the enlargement of the Premises and of the Machinery of the Rebb Press, the addition of the Type-Foundry and the Manufacture of Electro-plates; (2) the paper manufactory at Wolvicate Mill; (3) the extension of the printing business of the Linnæus Press; and (4) and principally the enlargement of the Publishing business of the Delegates, and the greater warehousing and sale-transactions connected therewith, and it being probable that a further extension will take place on the reconstruction of the Partnership in June next, and it being necessary for the success of the business that a vigilant superintendance be kept over all the trade-accounts, and that proper accounts be kept of all receipts and payments, of the profit and loss of the whole concern and also of each book, and also of the books in the Warehouse and in the hands of the selling Agent, Mr. Macmillan; It was resolved

- (1) That it be expedient to place the Finance and the trade accounts of the whole concern under the superintendance of a permanent Committee of the Delegates.
- (2) That the Vice-Chancellor for the time being, and four of the Delegates constitute the Finance Committee.
- (3) That all payments made to the Press, and all payments to be made by the Press be accounted to them; and that they keep proper account-books of the same; and that they render an abstract of the same to the Delegates annually at least, and in the Michaelmas Term.



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(4) That the business of the existing Warehouse Committee be henceforth transferred to the Finance Committee.

D<sup>r</sup>. Scott, Mr Griffiths, Mr Price and Mr. Boardman were appointed Members of the Finance Committee.

April 25<sup>th</sup> - At a Meeting held in the Delegates Room, Clarendon Building, Present the Vice-Chancellor (H. Leighton) D. Scott, Mr Griffiths, Mr Price.

- 1 The Vice-Chancellor was requested to pay the following bill to the Clarendon Press (Leaved side), for printing, and paper for quarter ending March 31, 1867 £ 1235. 16. 1
- 2 It was resolved to recommend the Board of Delegates to authorize the Vice-Chancellor to make a temporary Loan of £ 2,000 to the Press Press out of the Press Money on his hands.
3. The Vice-Chancellor was requested to ascertain whether he had received any money from Mess<sup>rs</sup> Aldous & Co. Publicans of Waterloo Place London on account of Sanson Grammars supplied to them out of the Warehouse in 1862 - 1864.
- 4 Also whether he had received any money from Mess<sup>rs</sup> Longman & Co. on account of D. Swift's Law of Nations, and appeared by the account of Mess<sup>rs</sup> Longman that £ 30. 1. 9 was due on December 4<sup>th</sup> last.

(signed) F. H. Leighton, V. C.



## Minutes of the Finance Committee, 1867.

May 8<sup>th</sup> A Meeting held in the Delegates Room in the  
Clarendon Buildings, Bristol.

The Vice-Chancellor (S. Lightton), S<sup>r</sup> Scott, Mr. Griffiths,  
Mr. Price, Mr. Bernard.

- 1 The Minutes of the last Meeting were read and re-confirmed.
- 2 The Vice-Chancellor reported that he had not received any  
moneys from Mess<sup>rs</sup> Allen on account of the Sanscrit  
grammar, nor from Mess<sup>rs</sup> Longman & Co. on account of  
Swiss' Laws of Nations.
- 3 A letter was read from S<sup>r</sup> Fegelles, the Editor of the *Revue*  
of the M. S. of the *locaux* Manuscripts from the Ambrosian  
Library at Milan, asking that the fac-simile of the M. S.  
might be lithographed; the request was granted, and  
S<sup>r</sup> Scott kindly undertook to make arrangements for  
the work.
- 4 Letters were read from Mr. Combe Mr. Hall and Mr.  
Latham relative to the management of the business  
of the Press under the coming Partnership, (and especi-  
ally in reference to the proposal by Mr. Latham that he  
should divide his time and residence between Oxford  
and London) and it was resolved to defer the final  
decision on the proposal until a future Meeting, the  
contents of the letters being in the meantime communi-  
cated to Mr. Gardner the London Partner.
- 5 A letter was read from Mr. P. Hall asking for assis-  
tance to raise capital to take up his shares in the proposed  
extended Business (the Round Rock Business in London)

(Signed) F. L. Lightton, V. C.



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May 16<sup>th</sup> At a Meeting held in the Delegates Room, Clarendon Building, Present the Vice Chancellor (D. Lighten) S. Scott, Mr. Griffiths, Mr. Price, Mr. Bernard.

1. The Minutes of the last Meeting were read and confirmed.
2. In reference to the application of Mr. P. Hall, one of the Trade Partners for assistance towards enabling him to take up 100 (A) Shares throughout the whole year, it was agreed to recommend to the Board of Delegates "that a Loan of six thousand pounds (£6,000) be made to Mr. Edward Richard Hall, one of the present Trade Partners at the rate of 3% per cent per annum, to enable him to take up Shares in the proposed extended business of the Press; the Principal to be secured on the whole of Mr. Hall's Property in the business, and the Interest to be the first charge on the Dividends on Mr. Hall's Shares."

3. It was agreed to refer to the full Board, and without any recommendation the proposal made by Mr. Latham that he should divide his time between Oxford and London; and also the letters from Messrs. Combe, Gardner and Hall concerning that proposal.

(Signed) E. H. Lighten.

June 19<sup>th</sup> At a Meeting held in the Delegates Room, Clarendon Building Present, the Vice Chancellor (D. Lighten), S. Scott, Mr. Griffiths, Mr. Price.

1. The Minutes of the last Meeting were read and confirmed.
2. Mr. Bartles bill for repairs at the Press, amounting to £200 was presented; the Vice Chancellor was requested to pay £200 for repairs, fixing Machines and Boilers; the remainder

*for*



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- June 19<sup>th</sup> amounting to £ — being charged for work belonging properly to the Partnership, was ordered to be paid by the Partners and charged to the Partnership Account.
- 3 The Vice-Chancellor was also requested to pay Mr Gardner's arrears amounting to £32.2.7 for repairs to the old University School-room and to the house at present occupied by Mr Price the late Schoolmaster.
- 4 It was resolved to recommend to the Delegates, to sanction the appointment of Mr John Ball, of the firm Mess<sup>rs</sup> Dutton, Ball & Co; Accountants, Newgate Street, London, as Valuer of the Book-debts, Stock in trade, &c. of Mess<sup>rs</sup> Gardner & Sons Paternoster Row, London (these business being about to be transferred to the new Partnership.)  
(signed) F. H. Leighton

July 26<sup>th</sup> At a Meeting of the Finance Committee held in the Delegates' Room Blomfield Building.

Present: The Vice-Chancellor (F. H. Leighton), Mr Griffiths  
Mr Price.

- 1 The Minutes of the last Meeting were read and confirmed.
- 2 The Partners Mess<sup>rs</sup> Gardner Hall and Latham (Mr Cornhill being absent from Oxford) attended; and the amount of capital required for the new (the Round Book) business, and the mode of providing the same were considered; and it was resolved that the subject be referred for further consideration to the Board, at a Meeting to be held on July 31<sup>st</sup>.



## Minutes of the Finance Committee, 1867.

July 31. A Meeting of the Finance Committee held in the Delegates Room, Marlborough Building.

Present the Vice-Chancellor (S. Lighton) (S. Scott, Mr. Griffiths, Mr. Price,

1 The Minutes of the last Meeting were read.

2 The Partners, Mess<sup>rs</sup> Gardner, Hall, & Latham (Mr. Bomb being absent from England) attended. The amount of additional Capital required for the new Partnership, and estimated by the Partners at the following items, viz.

The Publ. Press (additional)	£10,000 .. 0 .. 0
The Learned Press (additional)	£2,000 .. 0 .. 0
The Wolvercote Paper Mills (additional)	£2,000 .. 0 .. 0
The Round Book Business, for purchase and for working Capital	} £16,000 .. 0 .. 0

was discussed, and the means of raising the same were considered. A conference was then held with each Partner separately, and on that appearing that they were ready to contribute each his own quota in cash, with the exception of Mr. Hall who on the Delegates, see Order May 21, 1867, had agreed to lend the requisite sum, and that the Delegates were unwilling to advance it, either as a charge on the whole concern, or as a charge pro rata on each Partner's Shares, it was agreed to reduce the estimate by £6,000, viz. by £2,000 on the Publ. Press, £2,000 on the Wolvercote Mills, and £2,000 on the Round Book Business. Mess<sup>rs</sup> Gardner & Latham requested the Committee to ask the Delegates to make them Loans of £2,400 and £1,500 respectively at 5 Percent per annum, to be paid on or before Dec 31. 1867, on security of their personal Heads, to which proposal the Delegates at their Meeting held immediately afterwards, see Delegates' Order July 31. 1867, assented. Also in consideration of the reduced estimate of Capital required, it was agreed that the sum



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July 31. To be advanced on Loan to Mr. Edward Richard Hall should be reduced from £6,000 to £5,500; see Order (2) of Finance Committee, May 18<sup>th</sup> 1867; It was also agreed that in consideration of the Pound-book Transactions of Mess<sup>rs</sup> G & B Gardner & Sons being transferred to the Partnership without any pecuniary payment to Mr. Gardner, Mr. Gardner be allowed to take up one other Share, making the number of her Shares to be seven, throughout the whole concern; and also that Mr. Hall should take up two more Shares in the Worcester Mill, so that he should have four Shares throughout the whole concern.

Oct 15. A Meeting of the Finance Committee held in the Delegates Room, Abchurch Building.

Present: The Vice-Chancellor (S. Stoughton), Mr. Scott, Mr. Griffiths, Mr. Price

1. The Minutes of the Meeting held July 26<sup>th</sup> were read and confirmed.

2. The Vice-Chancellor was requested to pay the following bills.

Mr. Hayes, binding books for the Chancellor — £15. 16. 0

Mess<sup>rs</sup> Coombes & Co. Printing & Sept 30: 1867

Paper to " "

£1878. 5. 11

3. Mess<sup>rs</sup> Macmillan's Account of Sales for the year ending Jan 30: 1867 was received, and Mr. Price was requested to obtain explanation as to certain apparent errors in it.

4. Mr. Price was requested to write to Mess<sup>rs</sup> Macmillan, and call their attention to the bad cutting by the Binder of Professor Sait's Quaternions.



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Oct 15<sup>th</sup> It was ordered

- 5 That the Wall adjoining the Meeting Room in the Public Press should be rebuilt and charged to the Delegates.

That the Partners be allowed to erect partitions and erect the Rooms on the 3<sup>rd</sup> Floor at the East end of the North Wing at the Press, and that the Delegates be consulted as to the expediency of lowering the sills of the Windows.

- 6 In consideration of the valuable services rendered by Mr. Griffiths the Warehouseman in revising the Printers' bills it was agreed to recommend to the Delegates that his Salary be raised to £150 per annum from Sept. 29<sup>th</sup> last.

(adopted by the Board, Oct 31. 1867.)

- 7 It was ordered that the price of Mr. Hitchin's catalogue of M.S. in the Library at Ch. Ch. should be 6/6.

- 8 The price of Mr. Ellis' catalogue, which had been fixed at 16s. by Dr. Scott and Mr. Price was confirmed.

- 9 In consideration of Electric-plates being taken of Mill's Greek Testament, it was agreed to recommend to the Delegates, that the present impression be of not more than 1,500 copies; and that the Printers be ordered to proceed as expeditiously as possible.

(signed) J. D. Leighton, Vice-Chancellor.

Oct 31 The Meeting of the Finance Committee held in the Delegates Room, Clarendon Building

Present, Mr. Vice-Chancellor (Dr. Leighton) Dr. Scott, Mr. Griffiths, Mr. Price, Mr. Bernard,

- 1 The Minutes of the last Meeting were read and confirmed.



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- Oct 31<sup>st</sup> 2 The Vice-Chancellor was requested to pay to  
 1 New Lewis Bindery, in account of recording  
 the press on Kenophon's Opuscula ——— £10..16..0
- 3 Mess<sup>rs</sup> Barthe & Son were ordered to report on the best mode  
 of making a Passage from the present Warehouse in the North  
 Wing to the old School Room; also on the alterations neces-  
 sary for the adaptation of the latter Room to the purposes of  
 a Warehouse; and also to send an Estimate of the cost of  
 the alterations.
- 4 The Vice-Chancellor read a letter from Mr Latham, one  
 of the Partices, asking for the assent of the Delegates  
 to a Loan of £2,000 to the Wolvercote Mill by Mr Stacey,  
 the Manager of the Mill. The letter was ordered to be re-  
 ferred to the Board.
- (The Board refused its assent, Oct 31. 1867)

- Nov. 7<sup>th</sup> At a Meeting of the Finance Committee held in the Dele-  
 gates Room, Blacenden Building.
- Present The Vice-Chancellor (Dr. Lighton), Dr. Scott,  
 Dr. Jeffrey, Mr Bruce, Mr Bernard.
- 1 The Minutes of the last Meeting were read
- 2 The Vice-Chancellor read a letter from Mr Latham, asking  
 the sanction of the Delegates to an additional capital of  
 £2,000 for the Wolvercote Mill; and it was resolved to re-  
 quest all the Managing Partices to attend a Meeting of  
 the Committee on Saturday Nov 9<sup>th</sup> at 2 P.M. for the con-  
 sideration of the whole subject.
- (The Meeting proposed for Nov 9<sup>th</sup> was, at the request of Mr Latham  
 postponed to Thursday Nov 14<sup>th</sup>.)