Nov 28 '89 to Dec 8 '91

S. E. G. W. L.

Minute Book
Sowerby's Ellison Glass Works Limited

28th Nov/89 At an Extraordinary General Meeting of Shareholders held at the Works on Thursday the 28th November 1889 at 1. 0 Clock p.m.

Present Mr. Noble Chairman
" Andrews
" Sowerby
" J. K. Armstrong
" Spence
& " E. Hewison

The following resolutions were proposed and agreed to

1 The Directors shall forthwith on behalf of the Company affix the Company's seal to the Agreement already prepared and made or expressed to be made between Anne Sowerby of the one part and the Company of the other part whereby she agrees to reduce her unpaid purchase money to £30.322.5.2 and certain provisions are made respecting interest on and repayment of £13.950. part of such reduced purchase money and for securing the remaining part of the said £30.322.5.2.

2 The Capital of the Company shall be increased by the creation of 1000 new shares of £10 each to be called preference shares. These preference shares shall confer on the holders thereof the right to a fixed

Cumulative preferential dividend at the rate of £6 per cent. per annum on the amount for the time being paid up on such shares and if after paying such dividend there shall in any year be surplus profits of the Company the same shall be appropriated as dividends on the preference shares and on the ordinary shares pari passu in proportion to the amount paid up on those shares respectively. Provided always that whilst any part of the sum of £13.950 mentioned in the agreement referred to in the first resolution shall remain unpaid all the dividends on the ordinary shares (including those lastly mentioned) shall be paid to Mrs. Anne Sowerby in reduction thereof. But as from the time when the £16.372. 5. 2 remaining part of the £30.322. 5. 2 mentioned in the said first resolution and interest shall have been fully paid in accordance with the debentures to be issued pursuant to the said Agreement or within 20 days after the appointed days this proviso shall be subject to clause 11 of the said Agreement. Provided also that where money has been paid in advance of calls upon the footing that the same shall carry interest the same shall not while carrying interest confer a right to participate in profits under this clause and it is declared that in the event of the Company being wound up the surplus assets thereof shall be applied in the first place in repaying to the holders of the preference shares the full amount paid up thereon and subject as aforesaid such surplus assets shall belong to and be divided among the other members of the Company and further that the Directors of the Company shall be at liberty to issue the said preference shares but not less than 250 of them at such time or times to such persons in such manner and to be paid for by such instalments or otherwise as they think fit and without being bound to offer the same or any of them to existing members of the Company.

3 Articles 65. 66 and 67 of the Company's Articles of Association shall be rescinded and the following substituted —

(65) "The Directors shall be seven in number so long as there shall be owing to the said Anne Sowerby under the Mortgage Debentures to be issued to her under the Agreement mentioned in the first resolution principal Moneys amounting to £3.000 or upwards and so long as aforesaid three of those seven shall always or whenever she or her executors

administrators or assigns so require be persons who have been nominated by her or them and the person or persons so nominated may be the Nominator or Nominators or some one of the Nominators and if after the principal moneys so owing shall have been reduced to or below £3,000 default shall be made in payment of any part of the reduced amount when the same ought to be paid then and in that case the power hereinbefore by this Article given to the said Anne Sowerby her executors administrators and assigns shall revive and shall continue so long as any part of the said £3000 or other the reduced amount shall remain unpaid subject as aforesaid the Number of Directors shall be not less than five nor more than Nine"

(66) "The Directors when and howsoever appointed may appoint one or more of their number to be Managing Director or Directors. The term Directors shall include both Managing and Ordinary Directors"

(67) "The remuneration of the Managing Director or Directors shall from time to time be settled by the Ordinary Directors"

It was agreed that the meeting to confirm the aforesaid resolutions be held at the Works on Saturday the 7th December 1889 at 1. O'clock

Wm Noble chairman.

7 December 1889

Dec/89

At an Extraordinary General Meeting of Shareholders held at the Works on Saturday the 7th December 1889 at 1. o'clock p.m.

Present Wm. Noble Chairman
" Sowerby
" Andrews
" Spence
+ " I. K. Armstrong

The Minutes of the meeting held 28th November were read and signed

The resolutions passed at the Extraordinary General Meeting of Shareholders held on the 28th Novr. were confirmed, and the Agreement with Wm. Anne Sowerby referred to therein was sealed and signed

The Secretary was instructed to inform the Shareholders that the Allotment of Preference Shares will take place on Saturday the 14th inst at. 1. o'Clock.

Wm Noble
7th December 1889

14th Dec/89

At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at The N. E. Bank. Newcastle on Saturday the 14th December 1889

Present Wm. Noble Chairman
" Sowerby
" Andrews
+ " Wm. Spence

The Minutes of the last meeting held 27th November were read, approved, signed

The Secretary reported that the agreement with Messrs Hyndart & Co London to travel Canada and the United States, on a commission of 5% 6 was arranged as proposed by the Company

A letter dated 12th December from Messrs John Harper Sons Landlords of the Birmingham Office agreeing to accept the fittings named in satisfaction of claim for delapidations, was submitted, and the Secretary's action in the matter was confirmed

A letter dated 13th December from Wm. Green stating that he had a chance of letting the third floor of the London premises was ordered to be referred to Messrs Debenham & Co who are to have the charge of letting so much as the Company do not require

The Allotment of preference Shares was adjourned

to the 24th Decr after confirmation of the resolutions passed on the 28th ult

W Noble chairman

24 December 1889

24th Dec/89 At an Extraordinary General Meeting of Shareholders held at the Works on Tuesday 24th Decr 1889

Present Wm Noble Chairman

" F. G. Sowerby

" N. Andrews

" G. H. Spence

" I. K. Armstrong by his proxy

The Minutes of the Extraordinary General meeting held 28th November were read and approved

The resolutions passed at the Extraordinary General meeting held on the 28th November were confirmed, and the agreement with Wm Anne Sowerby referred to therein was ordered to be sealed.

Horridge

Chairman

11 January 1890

24th Dec/89 At a meeting of the Directors of Sowerbys Ellison Glass Works Ltd held at the Works on the 24th Dec.r 1889

Present Wm. Noble Chairman
" " J. G. Sowerby
" " Andrews
" & " G. H. Spence
" " ~~H. Armstrong Captain Conway~~

The minutes of the meeting held 14th December were read. approved, and signed.

The Secretary reported that Wm. Green had agreed to pay for the second floor of the Company's London premises an annual rental of £75. as fixed by Messrs. Debenham Tewson. Farmer & Bridgwater.

Applications having been received for 640 Preference Shares
It was resolved to allot the following ~~Preference~~ Shares upon which £1 per share is to be paid on allotment in addition to the £1 per share paid on application

No 1	D. Noble	100	Shares
2	O. G. Westmacott	100	"
3	Capt A Noble	100	"
4	I. F. Heidner	20	"
5	H. Andrews	100	"
6	I. Andrews	50	"
7	G. H. Spence	10	"
8	A Sowerby	150	"
9	H. Dodds	10	
	Total	640	

It was resolved that the deposits & other payments upon the Preference Shares be credited to the present account with the North Eastern Banking Company

The following payments were authorized

Accounts	959.	18.	2
Monthly Salaries	87.	5.	0
Yearly Salaries	55.	0.	0
Acceptances due in January 90	270.	17.	5
	£1373	0.	7

Andrews.

11 January 1890

Jany 4th/90

At a meeting of Directors of Sowerby's Ellison Glass Works Limited held at Wm Andrew's Office 1 Dean Street. Newcastle on Saturday the 4th Jany/90

Present Wm Andrews Chairman
" Sowerby
& " Spence

Wm Andrews was voted to the Chair

The instalment £1372. 5. 2 due on 31st Decr to Wm A Sowerby under the new agreement with the company was ordered to be paid at once

The following letter dated 28th Dec/89 from Wm Noble was read & ordered to stand over until next meeting

Gloucester House
Newcastle on Tyne 28th Dec/89

The Secretary
Sowerby's Ellison Glass Works Ltd

Dear Sir

The resolution passed in my absence by your Directors on Tuesday makes it impossible for me to remain on the board. I must therefore ask you to receive this letter as my resignation in terms of the Articles of Association

Yours faithfully
(Signed) B. Noble

Henderson
11th
11 January 1890

Jany 11th/90

At a meeting of Directors of Sowerby's Ellison Glass Works Limited held at Wm Andrews Office Newcastle on Saturday the 11th Jany 1890

Present Wm Andrews Chairman
" Sowerby
& " Spence

The Minutes of the Shareholders meeting held 24th December, also those of the Directors meeting held 24th December & 4th January 1890 respectively were read. confirmed and signed

Wm Noble's resignation was considered & it was agreed to accept same with regret.

The Secretary read the following letter from Messrs G. Armstrong & Sons.

Newcastle 30th Dec 1889

Dear Sir

The Mortgage has been transfered to Wm George Wightwick Rendel of Cinderciun House near Newcastle upon Tyne by Indenture dated 16th December 1889. We rather think the interest will have to be paid to Wm Noble on account of Wm Rendel but you had better ask him

Yours truly
(Signed) Geo Armstrong & Sons

Wm Dodds
Sowerby's Ellison Glass Works Ltd

Spence to make cheque payable to Wm Rendel & forward to Wm Noble

The Secretary reported that the Special Resolution was filed in the 30th December 1889 & the Notice of Increase of the Nominal Capital on the 4th Jany 1890. (See acknowledgements annexed)

Messrs Ridley & Co's Offer to supply the Company's requirements of Silver Sand during the year 1890 at 14/3 per ton delivered alongside Gateshead Quay was accepted

Instructions were given to dismiss Wm. Rowley & to engage two other clerks as cheaply as possible

Resolved that Wm. Noble having resigned his office as a Director Wm. J. F. Weidner be appointed in his place

Wm. Sowerby intimated that Wm. Ford had applied for an increase of Salary which was not granted

Resolved that the following Mortgage Debentures to Wm.s Anne Sowerby be Sealed and Signed

Jany 1/90	No 1	all the Company's property whatsoever	£1000 & interest thereon at 5% per annum	
do	2	and wheresoever both present and	£1000	do
do	3	future including its Capital not	£1000	do
do	4	called up prior to the Commencement	£1000	do
do	5	of a winding up	£1000	do

Wm. Spence moved and Wm. Andrews seconded that a call of £3 per Share be made on the Preference Shares to be applied in reducing the Bank Overdraft. Wm. Sowerby moved as an amendment that no call be made & that the Bank be asked for a little more time, this however was not seconded and the Motion was put to the Meeting and carried.

A letter was read from Messrs Robinson & Stannard giving notice to the Company not to part with Wm. Sowerby's Debenture Bonds to any one but themselves or Wm. Sowerby and it was decided to reply that the Company would retain possession until instructions were received from Wm. Sowerby.

The Seal was ordered to be affixed to Preference Share Certificates as follows

No 1	B. Noble	100	Shares	Nos 1 to 100
" 2	O. G. Westmacott	100	"	" 101 to 200
" 3	Capt A Noble	100	"	" 201 to 300
" 4	J. F. Weidner	20	"	" 301 to 320
" 5	N. Andrews	100	"	" 321 to 420
" 6	Isabel Andrews	50	"	" 421 to 470
" 7	G. H. Spence	10	"	" 471 to 480
" 8	Anne Sowerby	150	"	" 481 to 630
" 9	N Dodds	10	"	" 631 to 640
	Total	640		

Wm. Sowerby intimated that he had received applications for advances in wages as follows Labourers 1/- per week & Teazers & Learmen 6 per Shift or an average of 3/3 per week which were referred to Wm. Sowerby. Wm. Spence and Wm. Weidner

The Secretary read a letter from The Glass Batch Supply Company Ltd asking if the Coy would undertake the Agency for the Sale of Batch fit for use on a commission of 1% on the Nett invoices, together with the manufacture of their Samples and what would be the cost for so doing. It was resolved that before giving a definite answer to ask if they would give us the Sole Agency for the Sale of the whole of the Batch produced by them, and what number of samples or quantity of Batch would be required to be made into Glass.

Wm. Sowerby's Commission on profits for four months ending 31st Dec 1889 was referred to Wm. Spence as to the calculation of profits if any during that period.

The following payments were authorized

Accounts	1024. 11. 1	
Salaries	87. 5. 0	
forward £	1111 16. 1	

Brotforward	1111. 16. 1	
Acceptances due in February	516. 16. 11	
Directors Fees due Dec 31st 1889	75. 0. 0	
£	1703. 13. 0	

Handsm.

Chairman

Feby 14th/90 At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at Wm. Andrews Office 1 Dean Street Newcastle on Friday February 14th 1890

Present Wm. Andrews Chairman
" Sowerby
" Spence
" Weidner

The minutes of the meeting held 29th January were read confirmed & signed.

The Secretary reported that he had received a letter dated 31st Jany 1890 from Messrs George Armstrong & Sons enclosing copy of a letter received by them from the North Eastern Banking Co asking for Wm. Sowerby's debenture bonds to be handed over to them in terms of her letter about the guarantee.

He also reported having ~~to~~ received a letter dated 1st Feby/90 from Wm. Sowerby requesting the Coy to hand over her debentures to Messrs Robinson & Stannard.

It was decided that until matters are arranged between Wm. Sowerby's solicitors & The Bank that the Secretary must retain possession same.

The applications from the Labourers & Teazers for an increase in wages was again brought forward and it was resolved to leave the matter in the hand of Wm. Sowerby.

It was resolved to accept the Sole Agency of the Glass Batch Supply Co Limited for the sale ~~of the Works~~ of the whole of the Batch produced by them on a commission of 1% on the nett amount of invoices and in addition the payment of the whole of Wm. Sowerby's travelling expenses when actually engaged in their business. and it was agreed to make the whole of the samples required by them at £4 per ton weight

Wm. Sowerby again applied for his Commission to December 31 89 and the Secretary was instructed to ask Wm. Noble for a Copy of the terms agreed upon

Wm Sowerby's application for an increase of Salary was deferred

An application for a Royalty on Wm. Sowerby's Patent for making Sheet Glass was also deferred until Samples are made & shown to the Board

Wm. Sowerby intimated that a considerable amount of breakage could be saved by the use of his Patent in which electricity is used in the place of the present system of putting off Thimbles &c ~~by him~~ and suggested that a Dynamo be

bought at once for the purpose of issuing same.

The Balance Sheet showing a Loss of £186.16.1 was ordered to be presented to the Shareholders

It was ordered that in future Directors meetings be held every alternate Tuesday at the Works at 2. p. M. the first to be held on the 25th Feby

Geo. William Spence

Feby 26th The General meeting of Shareholders of Sowerbys Ellison Glass Works Ltd called for today Stands adjourned to 5th March at same time & place owing to there not being a quorum present

G. W. Spence

I. Sowerby.

Feby 25/90 At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Tuesday 25th February 1890

Present Wm. Spence Chairman
" Sowerby
+ " Weidner

Wm. Spence was voted to the Chair

The minutes of the meeting held 14th Feby were read, confirmed, & signed.

Wm. Sowerby reported that a settlement had been arrived at with the Labourers at 1/- per week, and the Teazers at 2/- per week advance. making in the aggregate 19/- per week.

The Secretary read the following letter respecting the temporary arrangement made with Wm. Sowerby to manage the Works

Newcastle upon Tyne
15th February 1890

The Secretary
Messrs Sowerby's Ellison Glass Works Limited
Dear Sir

I made no arrangement with Wm. Sowerby, as he declined to discuss the matter referring me to his solicitors Messrs Robinson & Stannard. The arrangement made with them was that he should have a temporary appointment as acting manager at a salary of £30 a month besides travelling expenses and Salary as Director: such appointment to be terminable at anytime on a months notice, or on payment of a months salary in lieu of notice.

Yours faithfully
Signed B. Noble.

It was resolved to settle the matter by offering the sum of £16.13.4 in lieu of Commission for four months ending 31st December 1889 which offer Wm. Sowerby agreed to accept.

It was decided that Wm. Sowerby should ascertain the lowest price & full particulars from Messrs Holmes & Sons to fix a Dynamo large enough for the purpose of utilizing his Patent for Cutting off

The Secretary reported that the whole of the Call of £3 per Share on the Preference Shares amounting to £1.920 had been paid and it was resolved that the Banking account should not exceed £3.500 Overdrawn without the sanction of the Directors

The Secretary reported that the Stock had increased £940 in the month of January

The following accounts were authorized

Accounts	900. 16. 0
Salaries	87. 5. 0
Acceptances	496. 3. 3
G. H. Rendell Int due Mch 15th	82. 8. 2
£	1.566. 12. 5

Geo. William Spence

Mch 11/90 1890

March 5/90 At the General Meeting of Shareholders of Sowerbys Ellison Glass Works Ltd held at the Works on Wednesday 5th March 1890

Present. Wm. Sowerby. Wm. Spence. Wm. Heidner Wm. Noble & W Dodds.

By Proxy: Wm. Andrews. Wm. Anne Sowerby & Wm. Amy. M. Sowerby.

Wm. Noble was voted to the Chair

The Secretary stated that a quorum did not appear for the August 1889 meeting. or on the 26th February 1890 Consequently the latter meeting was adjourned until to day

The Minutes of the meeting held 27th Feby/89 were read and approved

The Balance Sheet for the year ending 31st Dec.r/89 was submitted and Wm. Heidner proposed and Wm. Spence seconded that same be adopted which was unanimously agreed to.

The following Directors retired. Wm. Sowerby, Wm. Green, & Wm. Jack.

Wm. Sowerby was reelected and Wm. Edward John Stannard and Wm. Norman Snowball Innes were elected Directors subject to their early qualification

The retiring auditor Wm. R. H Holmes was reelected.

It was resolved that the requirement of Article 70 directing that an Ordinary Director shall not receive any remuneration for any half year unless he shall attend at least two thirds of the Board meetings held during the same half year, shall not apply to the case of Wm Edward John Stannard who is resident in London and that the remuneration of £25 for each half year shall be paid to him if he attend two thirds of the monthly meetings and gives the affairs of the Company his additional attention through the medium of the post.

George William Spence

Mch 11/90

Mch 11th/90

At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Tuesday 11th March 1890

Present Wm. Spence. Chairman
" Sowerby
" Weidner

Wm. Spence was voted to the Chair

The Minutes of the Directors meeting held Feby 25th also those of the Shareholders meeting held 5th March were read. confirmed and signed

Wm. Sowerby reported that he had hired a Dynamo on a months trial at £1 per week which charge will not be made if the Company agree to purchase

The Secretary read a letter dated 5th March from Wm I. K. Armstrong tendering his resignation as a Director, which was accepted

It was resolved that the following Transfers be passed & registered.

March 5th. 20 Shares Numbered from 631 to 650 both inclusive from Richard Jack to Edward John Stannard.

March 8th. 20 Shares numbered from 681 to 700 both inclusive from Hugh Andrews to Thomas Snowball Innes. and New Certificates for

same were accordingly signed and sealed.

Certificate No 6 for 50 Shares numbered from 651 to 700 inclusive was cancelled. and a balance Certificate for 30 Shares numbered from 651 to 680 was ordered to be signed & sealed.

It was decided that all Materials and labour supplied to The Glass Batch Supply Cy Ltd be charged for with a profit of 25% added. and that accounts be rendered say weekly.

George William Spence
Mch 26/90

March 26th/90

At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Wednesday Mch 26th/90

Present Wm. Sowerby
" Stannard
" Innes
" Weidner
& " Spence

Wm. Spence was voted to the Chair

The Minutes of the Directors meeting held 11th March were read. confirmed and signed

Wm. Sowerby reported that progress was being made with his patent for Whipping off arms & that the Dynamo on hire was in use. Wm. Innes offered inspection & trial of a Dynamo which he had for Sale at abnt £15. and it was decided that Wm. Sowerby should have it examined.

Wm. Sowerby applied for a Commission of 5% on the profits in addition to his Salary after some discussion. Wm. Stannard proposed and Wm. Weidner seconded that a Commission of 5% on the nett profits derivable at the end of the year be paid to Wm. Sowerby which was carried.

The Secretary read a letter dated March 20th from Wm. Stannard pointing out that Wednesday

was a very inconvenient day for him to attend and asking for the day of meeting be reconsidered with the view to suiting the convenience of the Majority. and it was resolved to alter the day to every alternate Friday at 3. O'clock.

The following payments were authorized

Accounts	818. 10. 4
Salaries	87. 5. 0
£	905. 15. 4

George William Spence
apl 11/90

April 11th/90 At a meeting of the Directors of Sowerby Ellison Glass Works Ltd held at the Works on Friday April 11th 1890.

Present Wm. Sowerby
" Spence
+ " Weidner

Wm. Spence was voted to the Chair

The minutes of the Directors meeting held 26th March were read, confirmed, and signed.

Wm. Sowerby reported that the experiments with the Dynamo were not yet completed, but will be for next meeting, when he will submit Wm. Pitts report respecting the Dynamo offered by Wm. Innes

The election of a Director in the place of Wm. I. K. Armstrong whose notice expired on the 5th April was ordered to stand over until Wm. Sowerby's nomination is received

The following letter from the N. E. Bank was read

2 April 1890

Messrs Sowerby's Ellison Glass Works Ltd
Gateshead

Dear Sirs

Your account is at present overdrawn £3.572. 14. 5 would you be good enough to let us know what we are to regard as the limit

continued

We are
Yours faithfully
For The North Eastern Banking Co Ltd
(Signed) B Noble Manager

and the Secretary was instructed to reply that the Coy notes the remarks as to the Overdraft on the day named which was understood to be within the limit mentioned in previous letters from the Bank. The Coy however are quite prepared to consider their wishes if they desire to enter into a new arrangement and shall be glad of a reply before next meeting

G W Spence
apl 25/90

April 25/90

At a Meeting of the Directors of Sowerby Ellison Glass Works Ltd held at the Works on Friday Apl 25/90

Present Wm Sowerby
" Stannard
" Spence
" Innes
& " Weidner

Wm Spence was voted to the Chair

The Minutes of the Directors Meeting held April 11th were read, confirmed and signed

Wm Sowerby reported that the Dynamo hired from Messrs Ritson & Co was now fixed and in working order. the price complete delivered to the works is £40 with a guarantee to keep it in good repair for six months, and no charge will be made for rent if the Company decide to purchase.

It was resolved to ask Messrs E. Scott & Co Electrical Engineers to test the Dynamo & report thereon as to its capabilities & value.

Wm Innes Intimated that the Dynamo which he had for sale was now sold.

Wm A Sowerby was elected a Director in the place of Wm R Armstrong resigned.

The Secretary read the following letter from the North Eastern Banking Coy Ltd

over

Newcastle upon Tyne
12th April 1890

Messrs Sowerby's Elliott Glass Works Ltd

Dear Sirs

The overdraft on 2nd inst was certainly not within the limit which Wm. Dodds told us that you had imposed upon yourselves i.e. £3.500

We have only one wish in the matter, which is that there shall be a distinct understanding and that the limit, whatever it may be, shall under no circumstances be exceeded

Yours faithfully
For The North Eastern Banking Co Ltd
(Signed) B. Noble. Manager

and was instructed to reply that the Company wish the limit of the overdraft to be considered as £4.000.

Instructions were given to the Secretary that in no case must the overdraft exceed £3.500 without the consent of the Directors

The following payments were authorized

Accounts	1010. 14. 8
Salaries	84. 5. 0
Acceptances	408. 6. 4
Subscriptions Infirmary 3/3/- Dispensary 3/3/-	8. 8. 0
	£1514. 14. 0

Feby 28th	The amount of	Debtors were	£5.935.
"	"	Creditors	2017
"	"	Acceptances	635
"	"	Bank Overdraft	2.969
March 31st	"	Debtors were	6.104
"	"	Creditors	2.019
"	"	Acceptances	496
"	"	Bank overdraft	3.579

Audited

Examined

9 May 1890

May 9th/90

At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Friday May 9th 1890

Present A. Andrews Chairman
J. G. Sowerby
G. H. Spence
& J. S. Innes

The Minutes of the Directors meeting held Apl 25th were read. confirmed & signed.

The Secretary read Messrs E. Scott & Co's valuation of the Dynamo. Cells &c on hire from Messrs Ritson & Co which stated that the utmost value complete was £30 and they could not recommend the Company to pay more than this sum for the whole.

It was resolved that they Company purchase the whole of the Plant at the lowest possible price with a guarantee from Messrs Ritson & Co to keep all in good repair for six months. £5 of the purchase money to be retained until the expiration of the guarantee

The Secretary read a letter from Wm Weidner in which he expressed a hope that at next meeting the Directors would instruct Wm Sowerby to cease making Stock, and also that they would fix the limit of the Bank overdraft at £3.500.

The following letter from the N. E. Bank was read

Newcastle upon Tyne
28th April 1890

Messrs Sowerby's Ellison Glass Works Ltd
Gateshead

Dear Sirs

With reference to your favour of 25th instant. we do not think that we should be asked to adopt so considerable an increase of limit without some explanation of your reasons for the request

We are
Yours faithfully
For the North Eastern Banking Co Ltd
(Signed) B. Noble Manager

And the Secretary was instructed to reply that in order to meet their views the limit of the overdraft would be considered as £3.500

A letter dated April 28th from Wm E. I. Stannard was read asking the Board to arrange if possible the next meeting for the 30th inst. instead of the 23rd as the latter date being so close to the

Whitsuntide holidays was very inconvenient for him to attend.

It was decided not to alter the date of the meeting

The Glass Batch Supply Coy Ltd having made an offer to purchase a second hand Engine at present lying idle in the Coy's works. it was resolved to refer the matter to Wm. Armstrong as to whether this was included in the property Mortgaged

Wm. Andrews proposed and Wm. Spence seconded that Wm. Innes & Wm. Weidner form themselves into a Committee to report on the condition of the works generally and the annealing plant in particular

G W Spence
May 23/90

May 23rd/90

At a meeting of the Directors of Sowerby's Ellison Glass Works Limited held at the Works on Friday May 23rd 1890

Present Wm. Sowerby
" " Innes
" " Spence
" " Weidner

Wm. Spence was voted to the Chair

The Minutes of the Directors meeting held May 9th were read. confirmed, and signed

The Secretary read a letter dated 21st May from Messrs Armstrong & Sons Solicitors stating that the Engine lying idle for which the Glass Batch Supply Coy Ltd had made the Company an offer could not be removed off the premises.

It was resolved that the fortnightly Directors meetings for the remainder of 1890 be held on the following dates & to commence at 2. O'clock

Friday 23rd May.	Friday 18th July	Friday 5th Sept	Tuesday 11th Nov
" 6 June	" 1 Aug	" 26 "	" 25 "
" 20 "	" 15 "	" 10 Oct	" 9 Dec
Tuesday 8 July	" 29 "	" 24 "	" 23 "

Wm. Sowerby applied for a Royalty for the use of his Patent for cutting off by electricity, and it was decided that Confectionery goods should be made for say one

month & then estimate of profit & Cost to be considered with a view of arriving at a basis of calculation for Royalty

The Secretary stated that the following Charges had been made to The Glass Batch Supply Coy Ltd to April 30th Use of Kiln & Grinding Machine 5.0.0

3 Kalsmines 4 Weeks 12.0.0

Coals 2.8.4

Total £ 19.8.4

The question of sending out a representative to Australia was considered and it was decided to ask Messrs T.C. Brown Westhead Moore & Co Cauldon Place Staff Potteries if they would join us in the undertaking

A letter was read dated 21st May from Wm. J.E. Wintzer offering to take a journey to the East of Europe on the following terms. £100 towards Expenses of first journey only. & 2½% Commission on all monies received from the New ground. and in the event of the venture being unsuccessful the 2½% Commission to be forfeited. It was resolved to defer the matter

The following payments were authorized

Accounts	846. 18. 3
Monthly Salaries	87. 5. 0
Acceptances due in June	454. 11. 1
£	1388. 14. 4

George W. Shand Spence June 6/90

June 6th 1890

At a meeting of the Directors of Sowerby's Ellison Glass Works Limited held at the Works on Friday June 6th 1890

Present Wm. Sowerby
" Spence
" Stannard
& " Innes

Wm. Spence was voted to the Chair

The Minutes of the Directors meeting held May 23rd were read, confirmed, and signed

The Secretary read a letter dated 2nd June from Messrs Brown Westhead Moore & Co. Cauldon Place declining to join the Company in their proposed journey to the Colonies &c owing to their goods being too expensive for these markets.

It was ordered that a copy of the letter be sent to Wm. Wintzer asking him to explain to Messrs Brown Westhead Moore & Co how their trade could be increased and if possible to induce them to alter their decision

A letter was also read dated June 4th from Wm. James G. Wintzer offering to undertake the journey to Australia for a Salary of £100 per Annum to begin with. the Company paying all travelling expenses.

Wm. Winzer's proposed journey to the East of Europe was again deferred.

Wm. Sowerby reported that he had reduced the prices of several of the old patterns in Dishes to their present market value viz about 4 per lb. which effected the old Stock in the Pins to the extent of £134.12.8

It was resolved that the following Transfers be passed & registered

June 5. 20 Ordinary Shares numbered from 611 to 630 both inclusive from Wm. Joseph Kennedy Armstrong to Wm. Anne Sowerby.

June 3. 20 Ordinary Shares numbered from 551 to 570 both inclusive from Wm. Benjamin Noble to Wm. Anne Sowerby.

and new Certificates for same were accordingly signed and sealed.

It was resolved that a list be made of Towns in Northumberland & Durham together with amounts of goods sold to each during the last 12 Months. also that the Company advertize for a Salesman accustomed to Auctioneering and travelling

Wm. Sowerby was authorized to erect 30 feet of boarding next to the Railway for advertisements to be let off

20 June 1890 H Andrews Chairman

June 20th/90

At a meeting of the Directors of Sowerby, Ellison Glass Works held at the Works on Friday June 20th/90

Present Wm. Andrews Chairman
" Sowerby
" Spence
" Weidner
& " Innes

The minutes of the Directors meeting held 6th June were read. confirmed & signed

The Secretary read a letter dated 11th June from Wm. & E. Winzer also one dated 9th June from Messrs Brown, Westhead, Moore & Co respecting the proposed Australian journey. and it was decided to write to Wm. Winzer Jr. asking if he would be willing to take the journey solely for this Company on the same terms as named in his letter of the 4th June and whether he can give any idea of the cost of the whole journey

The Secretary was instructed to advertise for a traveller to go to the English Colonies &c

A letter was read dated 5th June from Wm. J. W. Conford intimating that he was preparing for a South African journey at once & asking on what terms the Company would allow him to carry their samples. He also asked if the Company

would entertain the idea of his carrying them to Australia. New Zealand &c starting December next. The Secretary was instructed to reply that the Company would not on any account appoint a traveller or an Agent who would carry Competitors Samples or even represent more than two houses.

The Special Committees report on the Condition of the Works &c was read & a copy was ordered to be sent to each Director & that it be considered at next meeting

The appointment of an Auctioneer to sell the goods referred to in the Special Committees report was left in the hands of Wm Sowerby Wm Weidner & Wm Innes to settle and arrange all details in connection therewith

The Secretary reported the present Contract for Alkali expires on the 30th June & it was agreed not to make a new Contract at present

The Secretary was instructed to advertize for two travellers for Great Britain & Ireland.

The following payments were authorized

Accounts	574. 16. 2
Monthly Salaries	84. 5. 0
Acceptances due in July	261. 1. 4
Interest due to Wm Sowerby to June 30th	365. 12. 6
	£1288. 15. 3

Proceedings of Chairman of July 1890

July 8th/90

At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Tuesday July 8th 1890

Present Wm Andrews Chairman
" Sowerby
" Spenke
" Weidner
+ " Innes

The Minutes of the Directors meeting held 20th June were read, confirmed & signed

A letter was read dated 5th July from Wm Spinzer Jr. stating that he was quite willing to undertake the journey to the Cape, Australia, and New Zealand solely for this Company on the terms already named. He thought the cost of the journey calculated on a stay of 30 days at the Cape, 60 days in Australia, and 30 days in New Zealand would be about £300.

It was decided to defer the matter until next meeting & in the meantime to reply that a definite answer will be sent about the 18th inst.

The Secretary read a letter dated 1st July from Wm W. Conrad to the effect that he would hold himself free awaiting the Co's decision of the 8th instant. It was resolved to ask what Salary

he would accept to be employed as the Coy may direct

The Secretary reported that arrangements had been completed with Wm. Ralph Gibson Auctioneer to dispose of the Antiquated Stock referred to in the Special Committee's report & the Stamped agreement between him and the Company was read and confirmed

It was ordered that the applications in reply to advertisements for travellers for the Colonies & Gt Britain & Ireland be referred to Wm. Sowerby Wm. Weidner & Wm. Innes for consideration & to report thereon at next meeting

It was resolved to continue the Boiler Insurance as ~~before~~ at present

Wm. Kinzer's proposed journey to the East of Europe was again deferred until next meeting

The question of paying Wm. Sowerby a Royalty on his Patents was also deferred until next meeting

The Special Committee's report on the condition of the Works was ordered to lie on the Table.

It was ordered that Wm. Sowerby should get estimates for fencing new Tears as suggested in the report

Wm. Sowerby having explained the great saving of Coals by using Trisby feeders in the Furnaces and knowing of a Second hand feeder for Sale at the York Bottle Co's Works suggested that the Coy should buy same & fix it in the first new Furnace to be lighted as a trial, which was agreed to, and Wm. Sowerby was empowered to purchase the feeder referred to on the best terms obtainable

The Secretary was instructed to inform Wm. Green that the present travelling arrangements were very unsatisfactory and to hand him 4 Months notice from this date to terminate the existing Agreement

Hawdon

Chairman

8 July 1890

July 18/90 At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Tuesday 18th July 1890

Present Wm Andrews Chairman
" Sowerby
" Spence
" Weidner
" Stannard
" Innes

The Minutes of the last Director meeting held 8th July were read confirmed, & signed

The question of sending a representative to Australia &c was deferred.

A letter dated 9th July from Wm Croford was read stating that he was open for an engagement at a Salary of £200 per Annum and travelling expenses at about 21/- per day. or to receive a proposal. It was resolved to ask Wm Croford to meet the Directors at their next meeting.

The applications for the situations as travellers were laid on the table and the Secretary was instructed to ask Wm Hardman & Wm George to attend the next Directors meeting on August 1st if open for an engagement commencing Nov 8th

Wm Cuthers proposed journey to the East of Europe was again deferred.

The question of paying Wm Sowerby a Royalty for the use of his Patent for "Cutting Off" was again considered and it was decided to defer same for a month during which a trial is to be made, Accounts of making, breakages, & sales &c kept shewing the estimated profit with a view of deciding what Royalty ought to be paid

Wm Sowerby reported that he had not yet received the estimates for New Ears. He also reported that he had not been able to see the York Bottle Co respecting the Risby feeders for sale.

The Secretary read a letter dated 10th July from Wm Green acknowledging receipt of Notice and asking if the Company wish him to continue the London business, also if it would not be better to continue the travelling to Dec 31st as he would then have finished the journeys. It was decided to reply that the letter would be considered at next meeting. but it must be understood that this was no variation from the Coys letter of the 8th July

It was decided to contract for Alkali at the present price viz £6. 10 0 with Messrs Brunner Mond & Co for the six months ending Dec 31st or twelve months ending June 30th/91 if necessary.

Wm. Sowerby reported that the Coy's Horse was now almost useless and asked for permission to buy another at once. which was agreed to.

The following payments were authorized

Accounts	992.	0.	1
Salaries	87.	5.	0
Acceptances due in August	640.	11.	5
Directors Fees Wm. Spence	25.	0.	0
" Stannard	16.	13.	4
" Weidner	25.	0.	0
& " Innes	16.	13.	4
£	1803	3.	2

the two latter amounts to be paid at once

E. W. Spence

Aug 1/90

At a meeting of the Directors of Sowerby Ellison Glass Works Ltd held at the Works on Friday Aug 1/90

Present Wm. Spence
" Sowerby
" Weidner
& " Innes

Wm. Spence was voted to the Chair

The minutes of the Directors meeting held July 18th were read. confirmed & signed

The Secretary reported that Messrs Brunner Mond & Co. had accepted the Coy's offer of £6100 for Alkali usual terms for six months ending December 31st 1890

Wm. Sowerby's estimate for new Lears & pans were given as follows

2 Short Lears	60.	2.	6	each
2 Middle do	70.	0.	0	"
2 Long do	70.	0.	0	"

exclusive of taking down & rebuilding Brick work which would be very costly indeed. It was resolved to defer the matter until next meeting

Wm. Sowerby reported that he had seen the York Glass Coy Ltd with reference to the second hand Fisby Feeders for sale which they offered at the following prices

£40 for the Newest of the Machines which has only been worked about 12 months
& £30 each for the two older ones, free on rail at York

It was decided to ask if they would allow the Coy to have the newest on trial. if so. an offer would be made. & in the event of it being returned the Coy would pay for its use & repair any damage that may be done.

The Secretary reported that the experiment tried, to dispose of the Antiquated Stock by Auction Sales was a failure. there being a loss of £44. 7. 8 on the months work. and he was instructed to close the matter with Wm Gibson at once.

Wm Greens letter of July 10th was again considered & the Secretary was instructed to reply that the Coys notice of July 8th refers to the London business as well as the Country Travelling.

Wm Spence presented the Half Yearly Balance Sheet the Consideration of which was adjourned until next meeting

The following appointments with the travellers at present representing the Coy through Wm Green were made and accepted.

Wm W. Hardman £225 per year & 23/- per day (when on the road) (including Sundays) for travelling expenses. to commence from Nov 8th/90 or sooner if arrangements are made with Wm Green. the engagement to be for twelve months certain at the expiration of which six months notice from either side to terminate the Agreement.

Wm H. Compard £150 per year. 21/- per day (including Sundays) travelling expenses when on the road and £2 90 Commission on the Nett Sales from Customers on his ground the engagement to be for twelve months certain and six months notice from either side to terminate the agreement which commences on August 1st/90

Wm J. W. George £150 per year & £2 90 Commission on all Sales in London & district. 2/6 per day allowed for travelling expenses. six months notice from either side to terminate the agreement which commences on Nov 8th/90 or sooner if arrangements are made with Wm Green

G W Spence
Aug 15 1890

Aug 15/90

At a meeting of the Directors of Sowerby, Ellison Glass Works Ltd held at the Works on Friday Aug 15th 1890

Present W. Sowerby
" Spence
" Weidner

Wm. Spence was voted to the Chair

The Minutes of the Directors meeting held Aug 1st were read. Confirmed & signed

The question respecting New Leases was again deferred.

The Secretary read a letter from the York Glass Co dated August 12th offering to send the newest of the second hand Fisby Feeders on trial on the terms of the Company's letter 11th. If returned the Coy pays for the use & repairs any damage that may be done

A letter was read dated August 4th from Wm Green asking if the Coy would accept notice to quit the second floor on Nov 8th and it was decided that notice could only be accepted in accordance with the terms of his tenancy viz from quarter day

The question of sending a representative direct to Australia &c was again deferred.

It was resolved that the next Directors meeting be held on the same date as that of the Shareholders meeting viz Aug 27th at 1. O'clock instead of August 29th & that the Shareholders Meeting be held at 2 O'clock

The question of paying Wm. Sowerby a Royalty on his Patent for Chipping off was adjourned until next meeting

The Balance Sheet for the half year ending 30th June 1890 showing a profit of £350/10/1 was ordered to be presented to the Shareholders with the following report

The Directors beg to report that the accounts of your Company for the interim half year ending 30th June 1890 have been audited and Certified as usual and the Trading accounts for that period shows an estimated profit of £350. 10. 1

At the beginning of the present year the Glass Manufacturers of the district entered into an arrangement whereby the prices of various classes of goods were regulated upon an agreed system and under that arrangement we have been able to obtain better prices for some classes of goods than we were able to obtain last year. This is

proved by the fact that the trading for the half year ending 30th June showed a considerable loss

The Glass Trade during the present year has been very quiet and the desirability of increasing the sales has occupied a great deal of the time of your Directors, with the result that certain alterations in the selling department have been arranged which will begin to take effect at the latter part of this year.

Henderson

Chairman

Aug 27/90

At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on ~~Friday~~ Wednesday August 27th 1890

Present Wm. Andrews Chairman
" Sowerby
" Stannard
& " Weidner

The Minutes of the Directors meeting held Aug 15th were read, confirmed & signed

The question of paying Wm. Sowerby a commission on his Patents, was again considered, & it was resolved to give the "Whipping Off", & the "Pressed & Blown" Patents, respectively a three months trial on a commission of 5% on the goods sold and paid for, which commission it is agreed will be forfeited if it be proved that no profits have been made on the goods made by such Patents.

The amount due to Wm. Stannard for Directors fees, was ordered to be paid at once.

The following payments were authorized subject to Wm. Spence's examination.

Accounts	107/4. 18. 8
Salaries	99. 15. 0
Acceptance due in September	447. 9. 1
	£1.652. 2. 9

G W Spence
Sep 17/90

Aug 27th/90

At the General meeting of Shareholders of Sowerby's Ellison Glass Works Limited held at the Works on Wednesday August 27th 1890

Present Wm. Andrews
" Sowerby
" Stannard
" Weidner
& " Dodds

Wm. Andrews was voted to the Chair

The minutes of the Shareholders meeting held March 5th 1890 were read.

The Balance Sheet for the Half year ending 30th June 1890 showing an estimated profit of £350. 10. 1 was submitted. Wm. Stannard proposed & Wm. Weidner seconded that same be adopted which was unanimously agreed to

George William Spence
Sec 17/91

Sept 12th/90

At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Friday 12th Sept 1890

Present Wm. Sowerby
" Weidner
" Spence
& " Innes

Wm. Spence was voted to the Chair

The minutes of the Directors and Shareholders meeting of August 27th were read and the former Confirmed and signed

Wm. Sowerby intimated that he had received applications from Wm. Pitt & Wm. Ford respectively for an increase of wages. It was decided to defer both until next meeting & to advise Wm. Andrews that these matters would be brought forward

Letters from Wm. Green to Wm. Noble respecting the Half Yearly Balance Sheet and Wm. Spence's reply thereto were read

The following payment was authorized
G. H. Rendel Interest due Sept 15th £170. 12. 6

Passed
W. Sowerby
Chairman
6 sept 1890

Sept 26/90 At a meeting of the Directors of Sowerby's Ellison Glass Works held at the Works on Friday 26th Sept/90

Present Wm. Andrews Chairman
" Sowerby
" Spence
" Weidner
& " Innes

The Minutes of the Director meeting held at the Works on Sept 12th were read, confirmed & signed

The applications for an increase of Wages from Wm. Pitt & Wm. Ford respectively were again considered and it was decided to give to Wm. Pitt an advance of 1/- per week at present & to consider the question of a further advance early next year. Wm. Fords application was again deferred.

Wm. Sowerby intimated that he thought money could be made & the Company's Sales increased by the manufacture of Bottles and it was decided to give same a trial.

Wm. Sowerby stated he could buy green Tumblers equal to the Company's make at a less price than we could manufacture them and asked the Directors to consider whether it would be advisable to buy our best selling patterns abroad. If satisfactory arrangements could be made. And it was decided that Wm. Weidner and the Secretary should go over to Maestricht and ascertain what arrangments could be made & place the proposals before next meeting.

The following payments were authorized

Accounts	899. 14. 5
Salaries	99. 15. 0
Acceptance due in October	255. 16. 1
	£ 1.255. 5. 6

J. Weidner
Chairman
13 Oct 1890

0ct/13/90 At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Monday 0ct/13/90

Present Wm. Sowerby
" Deidner
& " Innes

Wm. Deidner was voted to the Chair

The minutes of the Directors meeting held 26th Sept were read, confirmed & signed

The Secretary read the following letter from Mess P. Regout & Co. Maestricht relative to the Co acting as their buying Agents in England.

Maastricht 0ct 8th 1890

Messrs Sowerby's Ellison Glass Works Ltd
Gateshead on Tyne

We beg to confirm the interview we have had with Messrs Adam Dodds & J. Deidner on the 7th inst

According to a communication of these gentlemen this you have a motive (on account of a reorganisation of your men) to put us the question whether we are inclined to charge your two travellers who travel over respectively the City of London. England except London, Scotland & Ireland with your goods (Pressed Glassware) also with our goods blown Glassware. demi Crystal. Special glass and Crystal plain Cut and engraved. all goods you dont make

We answer affirmatively to this question and accordingly accept your proposition on the following conditions.

1. Your travellers are obliged to offer exclusively our samples, accordingly no goods of your competitors.
2. We continue selling to our customers of England (London inclusive) Scotland and Ireland (you know the firms) excepted to Messrs Edward Muse & Co South Shields to whom we engage ourselves to deliver no more from the 1st January 1891
3. We engage ourselves not to accept new customers for the Home Trade in the United Kingdom from the 1st January 1891 till the 1st January 1892. Then we will be able to examine whether your Sale is important enough to continue in this manner and to point you the enquiries we receive from other firms.
4. We quote the lowest Nett prices on the base of Orders for 40 to 50,000 pieces. and omit as yet which we have said about the premium to allow on a certain amount at the end of the year. till we can judge the situation at the end of the year 1891

In order to avoid any misunderstanding we Repeat that this convention is only relative to the Sale of only blown goods (no pressed glassware)

and exclusively in the United Kingdom (England, Scotland, & Ireland)

According as regards the Exportation and pressed glass we remain entirely disengaged.

We trust that you agree with all points and are awaiting your confirmation.

We omitted to inform you that we make six different engraving viz. Sandblast. Wheelengraving. Gravure imprimée. Gravure guillochee. Gravure mixte and Stamp engraving for which you ought to send us orders. We mention this because you also make Sandblast & wheelengraving. and we need large orders for all these engravings. Please to take this into Consideration.

As regards the samples we beg to refer entirely to the interview your Mr. P. Regout &c. with your Mr. Dodds in case we agree

Your Moulds have reached us just now. We shall send you samples in a few days and await your further orders with pleasure

Yours faithfully

(Signed) Petrus Regout & Co

Resolved that the Secretary write confirming & accepting arrangement as per their letter

A letter was read dated Oct 8th from Mr. J. M. Bartlett quoting an advance of 1/6 per ton upon present Contract price for next years supplies of Coals

It was resolved to defer the matter until next meeting & in the meantime to forward the letter on to the Chairman for his opinion

Mr. Sowerby intimated that the present Dynamo was not large enough to keep pace with the orders coming in and the Coy were much behind in the execution of orders now in hand.

It was resolved to leave the matter in the hands of Mr. Innes & Mr. Pitt to inspect the proposed Dynamo at Messrs Ernest Scott & Co & arrange to have one immediately for one or two months on trial on the best terms possible.

A letter from Mr. C. M. Bonne respecting an Agency for Australia was read. and the Secretary was instructed to reply that owing to his unacquaintance with the glass trade the Coy could not entertain his offer.

George William Spence

Oct 2nd 190

Oct 24/90 At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Friday Oct 24th 1890

Present Wm. Sowerby
" Spence
" Weidner
& " Innes

Wm. Spence was voted to the Chair

The minutes of the Directors meeting held Oct 13th were read, confirmed, & signed

The Secretary read a letter dated 15th Oct from Wm. Andrews advising that the arrangements for next years Coals be deferred until the end of the present year & then to Contract for six months supply only.

It was resolved to advertize for quotations & to try a small quantity of any suitable in price and quality

A letter from Ernest Scott & Co. Newcastle dated Oct 16th 1890 was read. Confirming the arrangements made with Wm. Innes to supply a Dynamo Specially made to suit our purpose & if returned within two months to charge the sum of £15 for the hire.

Wm. Sowerby intimated that the Dynamo had arrived but was not yet fixed.

A letter dated Oct 16th from Wm. T. Ellis Forbes respecting an Agency for Australia where he is going for one year was read, and deferred

The Secretary reported that he had received from the Norwich & London Accident Ins Coy a quotation of 2/6 % for the Employers Liability Insurance & he was instructed to get further quotations & to close with the lowest.

The Secretary called attention to the amount of Directors Fees due to Wm. Green who will cease to represent us on November 8th & it was resolved to defer the matter until next meeting.

The following payments were authorized

Accounts	£446. 16. 9
Salaries	101. 18. 4
Acceptances due in November	649. 15. 11
	£1.528. 11. 0

George William Spence
Nov 11/90

Nov 11/90

At a meeting of the Directors of Sowerbys Ellison Glass Works Ltd held at the Works on Tuesday Nov 11th 1890

Present Wm Sowerby
" Stannard
" Weidner
" Innes
& " Spence

Wm Spence was voted to the Chair

The minutes of the Directors meeting held Oct 24th were read, confirmed & signed.

The Secretary read letters from the following firms with reference to the Company's requirements of Coals for 1891.

Bennell Colliery dated Oct 31st quoting 9/3 per ton Nett for 3000 Tons of Small Coals delivery in equal quantities over first six months.

Redheugh Colliery dated Nov 4th quoting 9/- per ton Nett for 1500 Tons of Small Coals delivery in about equal quantities weekly over first half of the year.

Durham Main Colliery dated Oct 25th intimating that they were not prepared to make Contracts over Next Year.

Wm Weidner stated that he had seen the representative of the Stella Coal Coy who quoted 7/- per ton delivered for good Steam Coals and it was resolved to order 10 Tons as a trial lot & to report the result at next meeting

Wm Sowerby reported that the Dynamo was now fixed and working satisfactorily in every respect

The Secretary read a letter dated Oct 29th from Wm T.C. Forbes respecting an Agency in Australia and asking for a Contribution of £50 towards his expenses and a small Commission.

It was decided to decline his Offer.

The Secretary reported the completion of the Employers Liability Insurance with The Employers Liability Assurance Coy at 1/9 p% on the Amount of Wages paid. Which was Confirmed

Wm Green Directors fees were again ordered to Stand over until his account is received

The Secretary intimated that the Alkali & Sand Contracts respectively expired on Dec 31st 1890.

It was resolved to let the Alkali Contract for Next year stand over & to order a sample ton of Silver Sand offered by Wm Eugene Bouvier Rouen at about 7/9 per ton at Rouen and to report the result as early as possible

The Secretary reported that he had not as yet received any definite Offer for the advertising Space

The Secretary intimated that Wm Green's engagement ceased on Nov 8th

G W Spence
Nov 25/90

Nov 25th/90 At a meeting of the Directors of Sowerby's Ellison Glass Works Limited held at the Works on Tuesday November 25th 1890

Present Wm. Sowerby
" Weidner
" Spence
× " Innes

Wm. Spence was voted to the Chair

The minutes of the Directors meeting held on the 11th inst were read, confirmed, & signed.

Wm. Sowerby reported that the sample Truck of Coals received from the Stella Coal Coy had turned out very unsatisfactory and were not at all suitable for our Furnaces.

The Secretary was instructed to write to The Redheugh Coal Coy & The Stella Coal Coy respectively asking their Manager to call & Wm. Sowerby would explain what class of Coal was required. & the question was again deferred.

The Secretary reported that all accounts to the termination of the Agreement had been satisfactorily settled with Wm. Green.

The Alkali Contract for 1891 was again ordered to stand over

The Secretary read a letter dated Nov 20th 1890 from Messrs Turnbull Son & Co. Drapers. Gateshead respecting the Advertising Board. stating that Wm. Turnbull through absence from business had not been able to call but he would do so as early as possible.

Wm. Innes intimated that he would call on the Agents for Reckitts Ford & one or two others & ask them to make offers for the whole of the Board.

A Petition was read signed by the Mould Room Workmen asking the Coy to concede the following advantages which they stated were in force with all other Mould Makers & Mechanics

To be paid time & quarter for overtime from 5 p.m. until 9 p.m., time and half from 9 p.m. until 6 a.m. & time and quarter for night shift. & also to cease work on Saturdays at 12. O'clock.

It was resolved to grant the 12 O'clock Saturday and to refuse the advance of Wages.

Wm. Sowerby applied for payment of Royalty due on his Patents and it was decided to pay the 5% agreed upon on goods sold leaving a margin of profit to be verified by Wm. Spence.

A letter dated 13th November from Wm. McGeorge was read stating that everything possible was being done to let the 3rd floor in 19 Basinghall Street

but the great objection was the small doorway leading to the Stairs which would cost about £10 to put right

It was decided to alter the doorway to the satisfaction of anyone ~~willing~~ agreeing to rent the floor

The following payments were authorized

Accounts	1032. 9. 4
Salaries	124. 10. 4
Acceptances due in December	551. 12. 3
£	1,708. 11. 11

Henderson
Chairman

Dec 9/90

At a Meeting of the Directors of Sowerby's Ellison Glass Works Limited held at the Works on Tuesday 9th Dec 1890

Present Wm Andrews Chairman
" Sowerby
" Spence
" Stannard
" Feidner
& " Innes

The Minutes of the Directors meeting held at the Works on 25th Nov were read. Confirmed, & signed

The Secretary intimated that Wm Bartlett in a letter dated 6th Dec had reduced his price for Coals for next year from 8/8 to 7/10 per ton.

It was decided to offer Wm Bartlett the same price as we are paying this year viz 7/2 per ton & if he refused to accept to bring the matter forward again at next meeting.

Wm Sowerby stated that he had seen Messrs Brunner Mond & Co's representative with reference to next years Alkali Contract & their lowest price is 7/5- per ton usual terms.

It was decided to accept their offer for 3 with option of continuing for six or twelve months

The Secretary reported that he had not as yet received any offer for the Advertising Board.

The Secretary read a letter dated 29th Nov from Messrs Fox & Gibson regretting that they could not see their way to represent the Coy in Australia.

A letter dated 5th Dec from Messrs P. Regnt & Co was read stating that they were compelled to alter that part of the Agreement of Oct 8th to cease supplying Messrs Edward Morse & Co after 1st Jany/91 to read 31st Dec/91.

The Companys reply thereto was also read objecting to the alterations which was unanimously confirmed.

Wm Sowerby reported that he had received an application from the Cutters & Engravers to be allowed to cease work on Saturdays an hour earlier viz 12 O'clock which he had refused. He also reported that he had withdrawn the 12 O'clock Saturday from the Mould Room workmen as from enquiries made he found the statement in their petition respecting Messrs G. Davidson & Coys having granted to their men what they were asking for to be untrue

The Secretary called attention to the payment of Wm Sowerbys Mortgage Debenture due 31st 1890 and explained that the Coy would not be in a position to meet same on the due date.

Wm Stannard on behalf of Wm Sowerby stated that he thought under the circumstances she would be willing to wait a month for payment.

It was decided to defer payment with the understanding that a letter will be obtained from Wm Sowerby indemnifying the Company against non payment on the due date.

George William Spence

Dec 23/90

Dec 23/90

At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Tuesday 23rd Dec 1890

Present Wm Sowerby
" Spence
" Weidner
& " Innes

Wm Spence was voted to the Chair

The minutes of the Director meeting held 9th Dec were read, confirmed & signed

The Coal Contract for 1891 was again ordered to stand over

The Secretary reported the completion of the Alkali Contract for six months expiring 30th June 1891 with Messrs Brunner Mond & Co at £7. 5. 0 per ton usual terms

A letter dated 12th Dec from Messrs P. Regnt & Co was read agreeing to adhere to the original agreement of October 8th

The following letter from Wm A Sowerby was read

Field House
Gateshead upon Tyne
9th Dec 1890

Dear Sir

Wm Stannard has reported to me the matters which transpired at todays meeting of your board of Directors and I regret to learn your financial condition is not in a better position Under the circumstances I am willing to wait until the 31st Jany 1891 for payment of the bond of £1.000 due on the 31st Dec inst but all interest must be paid when due & in the meantime I will not take any advantage of the provision of Clause 14 of the agreement of 28th Nov 1889 between myself & your Company

Yours truely
(Signed) Anne Sowerby

Wm Adam Dodds
Secretary
Sowerby's Ellison Glass Works Limited

Wm Sowerby reported that at the last meeting of Manufacturers it was decided to advance the prices of Tumblers from the 31st Dec as follows Third quart & half pints 9d per doz & fifth quart 6d per doz.

The Sand Contract for 1891 was ordered to stand over until the sample lot arrived from Wm Bonnier of Rouen

Wm Spence gave notice that at the next meeting he would move that in order to meet the payment due to Wm Sowerby a call be made on the Preference Shares

The Secretary was instructed to send a Copy of such notice to each Director in calling next Directors meeting

It was resolved to Cancel the present agreement with Dr. Barlow on the 31st Dec, & that in future the Doctors fee must be paid by each Boy engaged

Wm. Spence. Wm. Innes & the Secretary were deputed to enquire into the Poor Rate Assessment with a view of getting same reduced.

The following payments were authorized

	£	s.	d.
Accounts	7	11.	5
Monthly Salaries	133	3.	4
Yearly do	58	10.	0
Acceptances due in January 1891	362	6.	11
Interest due to Wm. Sowerby	365	12.	6
	£ 1,674	4.	2

L. W. Spence
Jany 6/91

Jany 6/91 At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Tuesday 6th Jany 1891

Present Wm. Sowerby
" Spence
" Veidner
& " Innes

Wm. Spence was voted to the Chair

The Minutes of the Directors meeting held 23rd Dec were read, confirmed, & signed.

The question of contracting for the present years consumption of Coals was again considered and the Secretary intimated that Wm. Bartlett could not reduce his quotation of 6th Dec viz 7/10 per ton less 2½% discount. A letter was read dated 24th Dec/90 from The Charlaw & Saeriston Collieries Coy Ltd stating that they had sent in two Trucks of small Coals (two different kinds) for trial at the price of 7/ per ton nett. delivered into the Coy siding. Wm. Sowerby reported that he had tried the Coals separately and the Truck from Kimblesworth suited the Furnaces very well indeed & were better than the lot from Saeriston. he however would like to give Kimblesworth a further trial on a larger scale and it was resolved to order 50 Tons for that purpose

It was resolved to advertize through Messrs Debenham, Jeusm, Farmer & Bidgwater London for a tenant for the 2nd floor of 19 Basinghall Street London at an annual rental of £75.

The following letter dated 2nd Jany/91 from Wm Stannard was read

2nd Jany/91

Dear Sir

Ellison Glass Works

I should be glad if you will let me have particulars of the dates fixed for the Board Meetings during the ensuing year.

I should be glad if final action upon Wm Spence's motion to make a further call upon the Preference Shares could be suspended until the second meeting in January. When I hope to be present. It is a matter which seriously effects Wm Sowerby, and as I know she is averse to a call. I should be glad to have the opportunity of conferring with my brother Directors upon the whole subject

Yours faithfully
(signed) Edward J Stannard

A Dodds Secretary

Wm Spence's motion that in order to meet the payment of £1.000 due to Wm Sowerby a call be made on the Preference Shares was adjourned provided a further letter from Wm Sowerby is forwarded at once holding the Coy harmless from any Consequences which may arise through non payment of the stipulated instalment due on 31st Dec 1890

Wm Sowerby proposed with a view of increasing the orders that each Country Traveller should as far as practicable take four journey's per year instead of three as at present. Which was Carried

It was ordered that the next meeting of Directors be held on the 20th inst

Headdm

Chairman

Jany 20 4/91 At a meeting of the Directors of Sowerby's Ellison Glass Works Limited held at the Works on Tuesday the 20th January 1891

Present Wm Andrews Chairman
" Sowerby
" Spence
" Stannard
" Weidner
† " Innes

The Minutes of the Directors meeting held 6th Jany were read, confirmed & signed.

Wm Sowerby reported that the second trial lot of Coals received from Kimblesworth Colliery had turned out like the first satisfactorily. he also reported having seen Wm Bartlett who hoped to be in a position in a few days to quote a low price for a coal which he thought would suit our purpose. The matter was therefore deffered until next meeting

It was resolved to accept Messrs Ridley & Co's offer dated 22nd Dec/90 to supply the Co's requirements of Fontainbleau Silversand over the year 1891 at the price of 13/3 per ton free alongside Jarrow Quay as hitherto. terms nett Cash on delivery

The Secretary intimated that an offer of £70 per year had been received from Messrs Randall Beard & Baker through Messrs Debenham, Tewson & Farmer & Bridgewater for the second floor of 19 Basinghall Street E.C. the tenancy to be for three years from Lady Day next.

It was resolved to refuse the offer and to instruct Messrs Debenham, Tewson, Farmer & Bridgewater to advertize in a London paper and also the Pottery Gazette that two floors were to let which owing to their close proximity to the Co's Showrooms were most suitable to an Earthenware or China Manufacturer.

The Secretary read a letter dated 8th Jany/91 from Wm A.W. Marsh asking the Co to hand over the designs he made for Stained Glass a few years ago which were understood to be his property and on which if repeated in Stained Glass he had to receive a Royalty. It was resolved that the Stock Sheets from which the Sale of Stained Glass Stock was effected should be examined by Wm Spence & particulars laid before the Board

The Secretary reported having received from Messrs G. Armstrong & Sons their account for legal Charges for the last five years which had been sent

to Wm. Spence for examination

Wm. Spences motion that in order to meet the payment due to Wm. A Sowerby on 31st Dec/90 a call be made on the Preference Shares was again postponed until 3rd March and in the meantime the letter to be received from Wm Sowerby is to be laid before Messrs Geo Armstrong & Sons for their advice

Wm. Sowerby reported that in consequence of his having refused to pay No 5 Shop for what he considered imperfect goods. the whole of the present Glass Makers had given a fortnights notice terminating their engagements on the 31st Inst.

It was resolved to accept the notices.

The following dates were fixed for the fortnightly meetings to be held during the year 1891 commencing at 2. oClock.

Feby 3	Mch 31	May 26	July 21	Sept 15	Nov 10
" 17	Apl 14	June 9	Aug 4	" 29	" 24
Mch 3	" 28	" 19	" 18	Oct 13	Dec 8
" 17	May 12	July 7	Sept 1	" 27	" 22

The following payments were authorized

Directors Fees to Dec 31st/90	100. 0. 0
Monthly Salaries	133. 3. 4
Acceptances due in December	579. 1. 0
Wm. Sowerbys Royalty 9pct for December	4. 15. 10
	£ 817. 0. 2

G W Spence Feby 3/91

Feb 3/91

At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Tuesday 3rd Feby/91

Present Wm. Spence
" Sowerby
& " Innes

Wm. Spence was voted to the Chair

The minutes of the Directors meeting held 20th Jany were read. confirmed & signed.

It was resolved to accept the offer from Messrs The Charlaw & Sacriston Collieries Co Ltd to supply the Co's consumption of Small Coal from the 1st Feby to 30th June 1891 at 6/9 per ton delivered into the Co's siding less 2½ pct for Cash on the 10th Month following delivery or 3 Months Bill nett from the said date. Strikes of workmen Accidents &c always excepted

It was resolved to accept the offer received through Messrs Debenham Tewson & Farmer & Bridgewater from Messrs Randall Beard & Baker Auctioneers 66 Basinghall St. E.C. of £75 per annum for the 2nd Floor in 19 Basinghall St from Lady Day next. such tenancy to be made Concurrently with the Company's lease & to be used for offices only

The following letter was read

P. T. O

Field House
Gateshead upon Tyne
21st Jany 1891

Dear Sir

I Consent to wait for payment of the Amount of the debenture of Jnr Coy for £1,000 due on the 31st Dec last. until the 30th June 1891 & I agree to waive all privileges accruing to me under the agreement between myself & Jnrs Company dated 28th Nov 1889 until the 30th June/91

Jnrs faithfully
(Signed) Anne Sowerby.

Wr A Dodds

The following letter from Messrs G. Armstrong & Jnr Solicitors was read giving advice on Wm Sowerby's letters of Dec 9/90 & Jany 21/91 respectively.

Newcastle 23 Jany 1891

Dear Sir

We return Wm Sowerby's letters of the 9th ult and the 21st inst. There is no necessity for having them stamped.

It is quite safe to rely upon Wm Sowerby herself and if, as we presume, the agreement to wait for payment is quite voluntary on her part without any consideration. Stamping the document would do no good.

Yours truly
(Signed) Geo Armstrong & Sons
D.L.F.

A. Dodds Esq

Wm Sowerby reported that the Pressed Glass Makers notices excpired on the 31st Jany and the whole of the men including foremen went out on Strike

Wm Sowerby also reported that Jnr Cork Glass House foreman went out on Strike without giving proper notice. It was decided to take the advice of Messrs Armstrong & Sons on the Matter.

A Directors meeting was ordered to be held on Feby 10th to consider the Balance Sheet & draw up a report to be presented to the Shareholders

The following payments were authorized

Accounts £832.12.3

Feby 10/91 G W Spence

Feby 10/91 At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Tuesday 10th Feb/91

Present Wm Sowerby
" Spence
& " Weidner

Wm. Spence was voted to the Chair

The minutes of the Directors meeting held 3rd Feby were read, confirmed, & signed

Wm. Spence reported having seen Messrs Armstrong & Sons respecting Jas Cork. Glass House foreman going out on strike without giving proper notice, and their advice was, not to take proceedings against him.

The Secretary read two letters dated 4th & 6th Feby respectively from Messrs Waterfall & Barber stating their willingness to act as the Co's Agents in Australia if satisfactory arrangements can be made. and it was decided to ask if they were prepared to represent the Co as Commission Agents only.

Wm. Spence intimated that he had examined Messrs Armstrong & Sons Acct for the years 1886 to 1890 shewing a balance of £295. 4. 0 due to them which as far as he knew is correct. it was however ordered to lie on the table.

It was decided to issue the following Circular fixing 17th March for the Annual Meeting of Shareholders

Dear Sir

I am instructed to inform you that the date for the Annual General Meeting not having been fixed by the Shareholders at the ~~last~~ meeting held in August last, the Directors have fixed Tuesday 17th March for the next meeting, of which notice will be sent you in the usual course.

George William Spence
Secy

Feby 17/91

Feby 17th/91 At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Tuesday 17th Feby/91

Present Wm. Sowerby
" Spence
" Weidner
& " Innes

Wm. Spence was voted to the Chair

The Minutes of the Directors meeting held 10th Feby were read, Confirmed, and signed.

The Draft agreement drawn up by the Company's Agents Messrs Debenham, Tewson, Farmer & Bridgwater London. with reference to the letting of the second floor in 19 Basinghall Street E.C. was read and approved subject to the Landlord agreeing to the alterations in the Staircase required by the proposed tenants.

The Secretary read further letters dated 11th & 13th February respectively from Messrs Waterfall & Barber, also the Company's reply to the former, dated 12th Feby, and it was decided to send the whole of the Correspondence to Wm. Andrews & Wm. Stannard, for their views, to be laid before the Board at next Meeting, and in the meantime to ascertain on what terms Messrs Waterfall & Barber would take the Agency.

George William Spence

March 3/91 At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Tuesday the 3rd March/91

Present Wm. Sowerby
" Spence
" Stannard
" Weidner
& " Innes

Wm. Spence was voted to the Chair

The Minutes of the Directors meeting held 17th Feby were read, Confirmed, & signed.

The Draft agreement referring to the letting of the 2nd Floor in 19 Basinghall Street E.C. was reconsidered and alterations agreed to.

The Secretary read a letter dated 19th Feby from Messrs Waterfall & Barber re Australian Agency and it was resolved to give them the Sole Agency on the following terms. to be embodied in an Agreement to be drawn up by the Company's Solicitors Messrs G. Armstrong & Sons. All accounts to be charged direct to their Sheffield house. Payments Cash less 2½% discount in 30 days from date of invoice. Commission 5% on all orders received through them from new accounts opened and 2½% on all orders sent direct. Prices as per list. f.o.r or f.o.b Newcastle on Tyne only & Packages charged extra according

to sizes.

The Balance Sheet for the year ending 31st Dec.r 1890 showing a loss of £1.511.6.7 was considered & ordered to be circulated among the Shareholders with a letter pointing out the increase in the expenditure for Coals & Interest & the decrease in the Sales as compared with last year. and to intimate that it is expected with the new mode of travelling together with the new branches of trade which have recently been opened out that the loss shown on the Balance Sheet will be converted into profit in the future.

The following report from Wm Sowerby was read a copy of which was ordered to be sent to each Director

Travellers

The changing from mode of travelling has been attended by good results. The expenses are only slightly increased. and the following will show the results

		£. s. d.
In January of 1890	Wm Green's sales amounted to	341.14.6
" February "	" "	487.12.9
In January of 1891	Wm George's sales amounted to	664.5.2
" February "	" "	791.4.6.0
Showing in the two months an increase of		609.3.11
In January of 1890	Wm Hardman sales amounted to	390.1.5
" February "	" "	442.6.2
In January of 1891	Wm Hardman sales amounted to	523.15.1
" February "	" "	732.16.11 596.19.2
Showing an increase of		288.6.8
The total local sales for 1889 were		1,804.19.3
" " 1890 "		2459.5.2
Showing in increase of		654.5.11

Altho the above is very satisfactory the general sales are not so. In Jany & Feby of 1890 they were £4.043.11.4 and for the same months in this year £3.497.0.0 a falling off of £546.11.4.

Cutting Shop & Warehouse

There have undoubtedly been heavy breakages in this department, caused by the moving of the cut goods from the old to the new warehouse.

The system carried on during previous years of executing cut orders was a very bad one and on which no proper control could be kept. on moving the stock. I found as many as five & six different articles in one bin, and lying about in all sorts of out of the places. This department has now been

entirely remodelled and the breakages reduced to a minimum. I have applied for a reduction of 10% in wages but it has been refused by the men.

We have at present nine apprentices in this shop and ten men. I am discharging five of the latter. The boys are paid one half of mens wages. We shall therefore be greatly reducing our cost for cutting, as the former are able now to do an ordinary mans work.

Miller the foreman of this shop has hitherto been paid £2. 10. 0 per week and he has consented to accept £2.

Patents

Cutting Off. This department is now in thorough working order. Money has been spent here to enable us to get into the market as quickly as possible.

The Sales have been as follows.

	£.	s.	d.
December 1890	84.	4.	0
January 1891	114.	10.	0
February "	154.	14.	6

and March will show a still further increase. Sheets of illustrations are now being printed, and when distributed, will no doubt assist the Sales

Pressed & Blown

This Patent has not been pushed to the extent of the former, as there has been for some considerable time a probability of a strike. I thought it advisable to push on with that Patent which we would be able to work without the press men. The Sales have been as follows.

	£.	s.	d.
December 1890	8.	14.	0
January 1891	4.	10.	4
February "	12.	11.	10

Mould Shop

We have been extremely busy in this department.

It would be useless to ask for any reduction in wages here. To lessen the expenses however, I have given two men notice whose combined weekly wages amounts to £3. 5. 0.

Foreign Blown Glass

The Sales are increasing in this department, and as a good profit is made it is satisfactory to note the improvement

	£.	s.	d.
In 1889 the Sales were	318.	14.	8
" 1890 " "	625.	0.	6
" Jany & Feby 1891	369.	10.	1

Office

The expenses in our office are heavy. This is owing to the great amount of detail there is to be gone through. I cannot see that any reduction can be effected here. I would suggest that Messrs Holmes Spence & Co be asked to audit our Books at a yearly charge of £50 or less. Mr. Dodds in future to make out all monthly sheets.

Bottle Making.

This department is working in a most satisfactory manner. The appliances at our command are primitive, in fact we are working our tanks in the most expensive way. The goods we are making being small command only a poor price in the market. It is entirely a matter of output. Of course we have been unable to reach our present satisfactory state without incurring considerable expence. We have had unforeseen difficulties to get over but we are now in a fair way of showing good results. The Bottles we are making are of first class quality and are meeting with a steadily increasing sale. We are refusing almost daily orders and therefore I ~~should~~ would ask your sanction to put up another Tank when I think it advisable. Of course gas should be used, as it effects a great saving and produces a superior glass.

Below is the result of our working for February

	Selling Value £ s d	Cost £ s d
Week ending 7th Feby	33. 19. 0	41. 5. 2
14 "	44. 14. 1	46. 13. 0
21 "	51. 3. 10	40. 5. 1
28 "	56. 12. 8	44. 16. 1

In the week ending 14th February we made 18.478 bottles weighing 6.738 lbs at a cost of 1.56 per lb
In the week ending the 21st we made 24.504 bottles weighing 9.989 lbs at a Cost of -90 per lb. This will show the immense reduction there is in cost of producing when the output increases

General Suggestions

During last year a considerable sum of money has been spent in putting things into working order, and in pushing new descriptions of goods. It is perhaps to be regretted that money was so spent, but it is also to be remembered that none has been wasted, and that we shall certainly reap the benefit this year.

The Masters association is working well

Since its formation prices have increased altho except in Tumblers we have reaped no direct benefit

I am now thoroughly convinced in my own mind that we are pricing the greater part of our manufacture at too high a price. Last year we had a selling average of 4.009d per lb gross. We may be certain that this price limits our Sales. Take any of the other manufacturers and you will find their total selling value to be at the outside 3¼d per lb. Taking the number of Moulds at their Command. they have in Comparison a very much larger output than we have.

To prove that we are wrong in our pricing the following examples are, I consider, convincing.

We have a Pot of Metal ready to work holding we will say one ton of glass. Into this Pot we put a man to work making a Tumbler weighing 6 lbs per dozen, and for which we pay him in wages say £5. per ton turns work. and in which time he works the Pot out. Into another Pot we put another man to make a Tumbler weighing 12 lbs per dozen and for which we pay him the Same wage. he will of course work the Pot out in one half the time that the other man takes to do it in. we should therefore be making twice the weight in the turn. and all standing Charges Coal &c in fact everything with the exception of Materials would be lessened by one half.

A still more simple Calculation. Take an ordinary pressed Tumbler, and an ordinary pressed Dish.

	No Quantity made.	Weight	Selling Value	Wages per lb	Total Wages
Tumbler	1290.	1080	405	5.12.6	£ 9½ per lb	1. 11. 11
Dish	1977	370	790	11. 11. 3	55 "	1. 16. 7

On the heavier goods we pay less per lb for making. It is therefore perfectly plain that the greater your weight turned out the lesser your Cost must be.

I am certain in my own mind that our method of pricing is the principal Cause of the poor results we have shown for some years. It is old fashioned and altho working well enough in former years I should advise that we go boldly into the Matter. bring out a new Price list and by reducing our goods to a prices something like those of our Competitors see if we cannot alter the present most unsatisfactory state of affairs.

It is impossible to see any other Cause for our poor returns. leaving out of Course the question of glass makers wages. Those who are behind the Scenes daily and who therefore have seen the great efforts made during the past year to improve the

position of these works naturally feel about as others do. that on the face of the Balance Sheet their labour has been wasted to a certain extent. Of course it is useless my asking for a gas plant to be put down at present the saving would be immense.

We can reckon on the following reductions in wages &c during the present year.

One glasshouse manager	106. 0. 0
Cutting Shop Foreman (Miller)	26. 0. 0
Mould Shop	169. 0. 0
Pot making	13. 6. 0
Warehouse	18. 4. 0
Wash house	5. 0. 0
Glass house Managers	26. 0. 0
Conduct Money	10. 0. 0
Rates. say	100. 0. 0
Doctor	20. 0. 0
£	493. 10. 0

With a view of increasing the sales Wm. Somerby was instructed to go through the Price list and report what reductions he refers to in his report as being necessary.

Wm. Spences motion re call on Preference Shares was again adjourned.

Wm. Somerby reported that the strike among the press men was still going on & that there were no signs of any immediate settlement.

Wm. Somerby intimated that the orders for the Bottle department were increasing and that profits were now being made. he therefore asked for permission to build another Tank if the output from present one was unable to meet the demands. which was agreed to subject to the returns continuing satisfactory

The following payments were authorized

Accounts	£33. 8. 8
Salaries (February)	119. 1. 5
Acceptances due in March 1891	689. 13. 6
G. H. Rendel Int due to March 15 1891	170. 12. 6
Wm. Somerbys Royalty 2½ pct for January	6. 2. 0
do do February	4. 12. 0
£	1726. 10. 4

Wm. Spences report was also read. see below

George William Spence

Dec 17/91

10 Arcade
Newcastle on Tyne
February 28th 1891

To the Directors of
Sowerby's Ellison Glass Works Limited

Gentlemen

The result of the last years trading is so different to what it might have been expected from the Monthly estimates of the working of the business that it cannot fail to be a great disappointment to every body interested in the prosperity of the Company and on making a careful comparison of the working expenses & the sales during the year 1890 as compared with 1889. I have arrived at the following results which I think will put this matter ~~right~~ into as simple a shape as possible & make it as easy to be understood as it well can be. The total expenditure in 1890 exceeded that of 1889 by the sum of £661. The general items of expenditure show in many cases an increase & others a decrease & setting one against the others. these may be said practically to balance each other with the exception of the item of Coal which is £649 more than the expenditure of 1889 owing to the great increase of prices. This item therefore really as near as possible accounts for the increase of expenditure during the year. but in the year 1890 there has been paid a much larger sum for interest viz £1.355 as compared with £844. paid in 1889; therefore the general expenditure for the year apart from the question of interest & the question of the large increase in the cost of Coal may be considered as slightly reduced as regards all the other items. but this reduction in cost is much less than the reduction in the quantities of goods Manufactured. which in 1889 was 1.990.600 lbs and 1890. 1.834.773 lbs shewing a decrease of Manufacture of 159.827 lbs & this quantity would represent one months working. equal to a cost of about £2.400 as shown by the monthly Cost Sheets & the expenditure should have been reduced a similar amount.

The £661 additional expenditure above mentioned should be represented by some available Asset & in empairing the Stock at the beginning of the year. there is an increase in 1890 of only £814 in comparing the Sales ~~of 1889~~ which amounted in 1889 to £28.460. with the Sales of 1890. the latter year only realised £27.534 shewing a decrease in 1890 to the amount of £923 to which add the extra expenditure 1890 £661 makes a total of £1584 & deducting the increase

in stock £153 makes a deficiency of £1431 which accounts in a short form for the loss during the year of £1471. It is clear therefore that the loss for the year is made up of two parts: first the excess of expenditure over 1889 & secondly the small amount of goods realised. It seems clear that as the stock of goods manufactured is nearly the same both at the beginning and end of this year that the actual sales consist of goods manufactured during the year & these have realised nearly a £1.000 less than in 1889. although in 1890 a higher price was obtained for tumblers which represent fully 50 per cent of the entire manufacture.

It would appear from these facts I think that the class of goods generally made during the year must have been of smaller value than in 1889 although the cost has been more unless the difference may to some extent be accounted for by a large increase of breakage. which appears to have been considerably in excess of any former year through an arrangement with the Masters association that all second class goods should be broken up. the stock at Dec. 90 turns out to be about £1.200 less than it ought to have been according to the monthly accounts of make & breakages. The increase of Stock above mentioned £814. is made up £134 increase in manufactured stock and £683 increase in purchased foreign stock.

As it does not appear to be probable that any advance in price of goods will be obtained. the question of the cost of production requires serious consideration

Yours faithfully

(Signed) G. H. Spence

P.S. I will examine the selling prices for the two years.

March 17th/91 At a meeting of the Directors of Sowerby's Ellison Glass Works Limited held at the Works on Tuesday 17th March 1891

Present Wm. Sowerby
" Spence
" Stannard
" Innes
† " Andrews

Wm. Spence was voted to the Chair

The Minutes of the Directors meeting held 3rd March were read. confirmed & signed.

It was resolved that the Agreement with Messrs Randall Beard & Baker re the letting of the 2nd floor in 19 Basinghall Street E.C. be signed & sealed which was accordingly done by Wm. Spence Wm. Innes & the Secretary.

Wm. Sowerby reported that the Glassmakers strike was settled on the 13th March by arbitration and after 6 hours sitting the following was the result.

The Company were ordered to pay the wages claimed by the men viz 9/6. but it is not compelled to meet any deputation from the Workmens Union The Arbitrators were Wm. J. A Jobling Wm. T Davidson Wm. G Sowerby. & Wm. Turnbull representing the Masters. and one Glass maker from each of the four principle Glass Works on the Tyne. representing the men.

The Secretary reported that he had received the following letter respecting the Rateable value of the Works viz

Tench Hall
Gateshead March 12th/91

Dear Sir

I have given very careful consideration to your appeal against the rating of the Sowerby's Glass Works. I cannot see my way to reduce the Assessment below £705 gross and £588 rateable being a reduction of £38 7 in the rateable. I shall submit these figures to the Assessment Committee on Tuesday the 17th so if they are not satisfactory to you. you had better attend that meeting

Yours faithfully
(Signed) Henry Wallace

Wm. A. Dodds
Sowerby's Glass Works

Wm. Spence's motion re call on Preference Shares was again adjourned

Wm. Sowerby's report which was read at last meeting was considered and referred to Wm. Spence Wm. Innes. & Wm. Gardner as a Committee for further consideration

It was resolved that a copy of Wm. Sowerby's report also a copy of Wm. Spence's be circulated among the Shareholders

The next Directors meeting was ordered to be held on the 2nd April instead of Easter Tuesday the 31st March

George William Spence

apl 14/91

March 17/91

At the General meeting of Shareholders of Sowerby's Ellison Glass Works Limited held at the Works on Wednesday the 17th March 1891

Present Wm Sowerby
" Noble
" Andrews
" T. Hewison
" Stannard
" Innes
& " Dodds

Wm. Spence was voted to the Chair

The Minutes of the meeting held 27th Aug 1890 were read confirmed & signed

The Balance Sheet for the year ending 31 Dec 1890 showing a loss of £1511. 6. 7 was submitted.

Wm. Stannard proposed that it be adopted and the motion was carried unanimously.

On the motion of Wm. Noble the retiring Directors Wm. A Sowerby. Wm. Andrews. Wm. Spence & Wm Weidner were reelected

Wm. Andrews proposed that the retiring Auditor Wm. R. N. Holmes be reelected and the motion was carried

The meeting was adjourned until after the report of the valuation of Plant &c is received and also the report of the Committee on Wm. Sowerby's report

George William Spence

aug 26/91

March 19th/91 A meeting of the Committee to Consider Wm. Sowerby's report on last year, & his suggestions as to the future was held on the 19th March 1891 & adjourned

Present Wm. Spence
" Innes
& " Sowerby.

March 23/91 At the adjourned Meeting of the above Committee held on 23rd March 1891

Present Wm. Spence
" Innes
& " Sowerby

The enquiry was completed. Wm. Spence and Wm. Innes to draw up a report to be laid before the Directors

April 14th/91 At a meeting of the Directors of Sowerby's Ellison Glass Works Limited held at the Works on Tuesday 14th April 1891.

Present Wm Sowerby
" Stannard
" Spence
" Innes
" Weidner
& " Andrews

Wm " Spence was voted to the Chair

The Minutes of the Directors meeting held 17th March 1891 were read, confirmed, & signed.

The Secretary stated that a quorum did not appear for the meeting fixed for the 2nd April Consequently no meeting was held.

The report of the Committee appointed to Consider Wm Sowerby's report having been circulated among the Directors was considered as read & adjourned for further Consideration.

Wm " Spence's motion re call on Preference Shares was again brought forward. The Secretary reported that the Bank overdraft was £743. 10. 4 being £743. 10. 4 above the limit arranged between the Coy and the Bank on the 23rd March 1891. he also reported that in order to pay wages &c

last week it was necessary for Mr. Stannard to arrange with the Bank to further extend the limit to meet the Coys requirements until a Directors meeting could be held. which was accordingly done. Mr. Stannard stated that he had seen the Manager of the North Eastern Bank previous to that meeting & after fully explaining the difficulties the Coy had got into through the recent strike with the Pressed Glass Makers. he was glad to say that the Bank were prepared to assist the Coy, ~~providing the so called Preference Capital was allowed to remain intact.~~ which arrangement has ~~been~~ Confirmed. which arrangement was confirmed

£805

Mr. Spences motion was therefore withdrawn

The Draft agreement re Australian Agency with Messrs Waterfall & Barber. drawn up by the Coys Solicitors Messrs G. Armstrong & Sons was read, agreed to, and ordered to be sent to Messrs Waterfall & Barber for their approval.

Messrs Armstrongs a/ct for £295. 4. 0 was again considered & it was decided to ask for a reduction of 25%.

A letter dated 30th March from Mr. A. W. Gerry re the London Office was read. stating that a Caretaker for the Building was necessary and suggesting that Mrs. Francis who is employed by the Coy as Charwoman & to keep the Pattern Clean &c. be allowed to live in one of the rooms at the top of the Building free of charge. with the understanding that she acts as Caretaker & all that the Coy are responsible for as tenants.

It was resolved to ask if she is Charwoman for the other tenants in the Building & if so, she might accept a less wage from the Coy or pay for the use of the room.

A letter dated 25th March/91 from Mr. R Green was read.

The following payments were authorized

Accounts	971. 9. 10
Acceptances due in April	699. 11. 0
Monthly Salaries	126. 2. 6
Royalty a/ct to March 31st	7. 16. 11
£	1.805. 0. 3

G W Spence

Apl 28/91

April 21st/91 A meeting of the Committee to further Consider
Wm Sowerby's report was held on the 21st April/91
Present Wm Sowerby
" Spence
" Innes
Enquiry Completed and a second report
was agreed to be drawn up for the Directors

April 28/91 4

At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Tuesday 28th April/91

Present Wm. Sowerby
" Spence
" Weidner
& " Innes

Wm. Spence in the Chair

The Minutes of the Directors meeting held 14th April were read. confirmed, & signed.

A letter was read dated 21st April from Messrs Waterfall & Barber agreeing to the Draft agreement. It was resolved to sign the original agreement and forward it on to Messrs Waterfall & Barber for completion

The Secretary read a letter dated 23rd April from Messrs Armstrong & Sons agreeing to accept a Bill at 3 Months for £270 in settlement of the balance of their account for £295. 4. 0 and it was decided that the Secretary should call & endeavour to get a further reduction

A letter was also read from Wm. & H. George stating that the Chairwoman Mrs. Francis was willing to accept a reduction in wages of 4/- per week and act as Caretaker to the Building &c in addition to her present work, providing she is allowed the use of one room at the top of the Building to live in free of Charge. at one weeks notice. Committee

It was resolved to let the room to Mrs. Francis on the terms of Wm. George letter as above

An application for an advance of 2/6 per week in wages from Wm. J. Wright was considered and it was decided to grant an increase of 2/6 per week only at present.

The Committees report was laid on the Table and in the absence of Directors other than those on the Committee the consideration of same was adjourned.

The following accounts were passed for payment

Accounts	1145.	4.	11
Acceptances due in May	644.	1.	0
Salaries	133.	14.	2
£	1.923.	0.	1

George William Spence

May 14th/91

At a meeting of the Directors of Sowerby's Ellison Glass Works Limited held at the Works on Thursday 14th May 1891

Present Wm Sowerby
" Spence
" Innes
& " Weidner

Wm Spence was voted to the Chair

The minutes of the Directors meeting held 28th April were read, confirmed, & signed

Respecting the Australian Agency. The Secretary reported the completion of the Agreement with Messrs Waterfall & Barber. Sheffield.

The Secretary also reported having seen Messrs Armstrong & Sons Solicitors with reference to their account against the Company and after careful consideration they agreed to allow a further rebate of £10 which is the utmost they can do.

It was agreed to adjourn the passing of the account.

The Secretary read letters bearing the following dates. April 28th. 30th. May 4th & 6th from Messrs Shoo Morton & Co. Wolverhampton with reference to their representing the Coy in Australia & New Zealand and it was decided to offer them. New Zealand & Tasmania as a trial on 5% Commission and if the results prove satisfactory the Company would then consider the advisability of extending the ground for their next journey.

Wm Sowerby reported that a fire took place in the Foundry on the 2nd May causing a little damage to the roof which the Royal Insurance Coy had agreed to put right

The following Valuations of the Assets of the Coy were read.

79 Clayton Street
Newcastle on Tyne
May 9th 1891

A Dodds Esq
Secretary of the
Sowerby's Ellison Glass Works
Gateshead on Tyne

Dear Sir

Re Glass Works & Stained Glass
premises Gateshead

Having gone carefully into the question as to the value of the manufacturing premises hereinafter mentioned. I now submit to you my valuations of the freehold & leasehold properties in the respective occupation of Messrs Sowerby & Co

Ltd & the Stained Glass Co. situated in East St and Glass House Lane Gateshead on Tyne and bounded by a road known as Coulthards Road.

Having regard to the position of the property and the formation of the ground, with all the erections thereon. I have made my calculation of its value on the basis of the whole as a current going concern.

First. The freehold land with all the buildings thereon. Covering an area of abmt 1 acre 3 roods 6 perches.

Second. No 1 lease, adjoining Messrs Black Hawthorn & Cos premises on the North and Coulthards Road on the South, Covering an area of 2 roods 1 perch 20 Yds with all the buildings thereon and held at an annual ground rent of £70. lease expiring in 1905.

Third No 2 lease. forming the corner of East Street & Glass House Lane, with the buildings thereon and Covering an area of 14 poles 26 Yards. held at an annual ground rent of £20. lease expiring 1904.

Fourth. No 3 lease. with all the buildings thereon and adjoining on the North the before named lot: Covering an area of abmt 3½ poles & held at an annual ground rent of £70 per annum. lease expiring in 1904.

Fifth. No 4 lease. adjoining the aforesaid lot on the South and joined by the North Eastern Railway on the North. Covering an area of 1 rood 12 poles 16 Yds held at an annual ground rent of £60. lease expiring in 1904.

First. Value of the freehold portion is in my opinion £13.000

Second. Value of the leasehold portion £2.200

Total £15.200

(Fifteen thousand two hundred pounds)

I return you the tracing which you lent me when first giving me instructions and also the three leases. I am

Your obedient servant

(Signed) James Hindmarsh

Town Chambers
Side Newcastle on Tyne
14th May 1891

Messrs The Directors of
Sowerbys Ellison Glass Works Ltd
Gateshead on Tyne

Gentlemen

In accordance with your instructions

We have made a careful inspection of the Fixed and Loose Plant. Moulds etc in connection with your Works at Gateshead as a going Concern and beg to state that the values are as follows:-

	£
Fixed and Loose Machinery Tools Plant etc	5.794
Moulds	11.426
Total £	17.220

We are. Yours truly
(Signed) Snowball & Co
Licensed Mechanical Valuers.

The Committees report on the prices etc was again adjourned owing to the absence of Directors other than those on the Committee.

It was decided to hold the adjourned Shareholders meeting on the 26th May at 2.30 p.m.

The following payments were authorized

Wm Sowerby's Royalty a/ct for April	8.9.9
" Windmarsh's a/ct	10.10.0
Messrs Snowball & Co's a/ct	10.10.0
Total £	29.9.9

George William Spence
May 26/91

May 26th/91

At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Tuesday 26th May 1891

Present Wm Sowerby
" Spence
" Weidner
& " Innes

Wm. Spence was voted to the Chair

The Minutes of the Directors meeting held 14th May were read, confirmed & signed.

The consideration of Messrs Armstrong & Sons a/ct was again adjourned.

The Secretary read letters dated 19th & 23rd May respectively from Messrs John Moreton & Co Wolverhampton accepting the Co's terms to represent them in New Zealand & Tasmania on a Commission of 5%. Terms 7½% discount for Cash in 30 days from date of invoice. All goods to be charged direct to Messrs John Moreton & Co. Wolverhampton. Samples free and if sold the result of Sales to be paid to the Co.

The Committees report on the prices &c was again adjourned.

Wm Winzers proposed journey to the East of Europe was again considered and it was agreed with Wm Winzer that subject to the absent Directors Wm Andrews

and Wm. Stannard giving their consent to this arrangement that the Coy pay Wm. Winzer the sum of £100 plus 2½% Comn. towards the expenses of his journey & that he visit such Towns as Rostoff on the Don Batum, Odessa, Kieff, Charkoff, Tiflis &c. Wm. Winzer to commence his journey at a time he thinks suitable. Wm. Winzer undertakes to send a report as to trade prospects &c from each of the Towns visited & also undertakes not to represent in any way any other English or German Glass Manufactory of any sort he only representing. Brnn. Westhead Moore & Co and probably Meakin of Staff Potteries in addition to this Coy.

The following payments were authorized

Accounts	1233. 15. 3
Acceptances due in June	364. 3. 4
Salaries	133. 14. 2
£	1731. 12. 9

J. T. Werdmuller

May 26/91

At the adjourned meeting of Shareholders of Sowerbys Ellison Glass Works Limited held at the Works on Tuesday the 26th May 1891

Present Wm Sowerby
" Spence
" Widnes
" Innes
& " Dodds

Wm. Spence was voted to the Chair

The minutes of the Shareholders meeting held 14th March 1891 were read, confirmed & signed.

The Valuations of the Assets of the Company as minuted 14th May 1891 were read.

The Chairman intimated that the Committee having handed in their report in the pricing of the goods. the Directors agreed to try the experiment of reducing certain classes of heavy ~~goods~~ articles but the time had not been long enough to form any certain opinion of its working. The sales however were improving generally.

George William Spence

Aug 26/91

June 9th/91

At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Tuesday 9th June 1891

Present Wm. Sowerby
" Weidner
& " Innes

Wm. Weidner was voted to the Chair

The minutes of the Directors meeting, also those of the adjourned Shareholders meeting, were read, & the former confirmed & signed.

A letter was read dated 26th May from Messrs J. Armstrong & Son respecting their account and owing to there not being a full board, it was decided to again adjourn same until next meeting, & in the meantime, the Secretary was instructed to call & inform Messrs Armstrong & Son the Cause of the delay.

Respecting Wm. Kinzer's proposed journey to the East of Europe a letter dated 28th May ~~from~~ from Wm. Stannard favorable to the undertaking was read, and it was decided to confirm the arrangement made with Wm. Kinzer on the terms agreed at last meeting

A letter was read dated 5th June from Wm. Hardman stating that Wm. H. Hawley Liverpool had applied through him for an Agency for Australia and the matter was adjourned to enable Wm. Sowerby to see Wm. George with reference to same.

A letter was also read dated 6th June from Wm. Hardman asking the Coy if they were agreeable to pay the sum of £2.14.0 towards his accidental insurance premium, which sum used to be paid by Wm. Green, and the question was adjourned until next meeting & in the meantime enquiries to be made as to what arrangements he had with Wm. Green

The Secretary reported that the Contracts for Alkali & Coals would expire on 30th June & he was instructed to make enquiries as to prices & to report at next meeting.

George William Spence

June 19/91

June 19th/91

At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Friday 19th June 1891

Present Wm. Sowerby
" Spence
& " Innes

Wm. Spence was voted to the Chair

The minutes of the Directors meeting held 9th Inst were read, confirmed, & signed.

Messrs Armstrong Sons account was again brought forward owing to the fact that only Wm. Spence of the Directors present knew anything of the transactions referred to therein the Sec was instructed to write & ask Wm. Andrews if he thought the account as rendered should now be paid.

The application from Wm. H.C. Hawley of Liverpool for an Agency for Australia was again brought forward and it was decided to offer one of the Colonies viz Victoria as a trial on 5% Commission. Terms 7½% discount for Cash in 30 days from date of invoice all goods to be charged direct to & paid for by him Samples free & if sold the result of sales to be paid to the Company.

The application from Wm. Hardman traveller for the sum of £2. 14. 0 towards his Accidental Insurance premium was again considered and it was decided to pay the amount asked for.

The following quotations for the Company's Consumption of Small Coals during the six months ending 31st Dec'r/91 were considered and it was decided to try sample lots from Brompark and any other Collieries suitable, and report as early as possible.

Hannington & Co Ltd.	Axwell Small	8/3 per ton nett
A. Gott	Main Unscreened	8/9
W. Cochrane Carr	Benwell Small	8/- nett
Hartley Coal Coy	Hartley Small	9/- "
Waldridge Coal Coy	Waldridge Small	8/3 less 2½%
Redheugh Coal Coy	Small	8/6 nett
Shiverley Coal Coy	Splint Small	7/- "
do	Coking "	8/- "
J.M. Bartlett	Brompark "	7/- less 2½%

The following quotations for the Coy's Consumption of Alkali were also considered & the Secretary was instructed to write Messrs Brunner Mond & Co & point out that the Coy had been paying much above the Market price all this year and to ask them to take this into Consideration

Brunner Mond & Co.	£6. 3. 10 nett
Bell Bros.	£6. 3. 6 "

An application was read from Wm. Winzer asking if the Coy would again give him the Agency

for Denmark. Which was refused.

The following letter from The Glass Batch Supply Coy limited was read and the consideration of the same was adjourned until next meeting, in the meantime the results for the six months working ending 30th June are to be made up.

Eastcheap Buildings
19 Eastcheap. London E.C.
June 16th 1891

The Secretary
Messrs Sowerby's Ellison Glass Works Ltd.

Dear Sir

We are given to understand that the Batch which we are now supplying to your Company is working most satisfactorily and that if you had further Tank accomodation the sales of Glass made from this Material would largely increase with you.

With a view therefore of advancing our own business I am instructed to state that this Coy would be willing to lend a sum not to exceed £150 for the purpose of erecting another Tank on your premises for which we believe there is ample space but as it is unusual to own Tanks on other peoples premises it would be with the distinct understanding that the Tank should be bought by you by monthly instalments of say not less than £5 per month. the first instalment of which would be due at the end or close of the month following that in which the proposed new Tank would be first used.

Would you kindly lay this proposition before your Directors at their next meeting and oblige

Yours faithfully
(Signed) Cecil E. N. Hoskins
Secy

The following payments were authorized

	£	s.	d.
Accounts	106	14.	8
Acceptances due in July	605	15.	9
Salaries	133	14.	2
Interest due to Wm Sowerby	365	12.	6
Wm Sowerby's Royalty a/c for May	6	14.	2
	£2.149	14.	3

Wm. Sowerby reported that the results of Wm. Conpdi jimmies were not at present satisfactory & unless they improved in the next two or three months he feared some change would have to be made.

G. W. Spence

July 7/91

July 7th/91

At a meeting of the Directors of Sowerbys Ellison Glass Works Ltd held at the Works on Tuesday 7th July/91

Present Wm Sowerby
" Spence
" Innes
† " Stannard

Wm. Spence was voted to the Chair

The minutes of the Directors meeting held the 19th June were read, confirmed & signed

Messrs Armstrong & Sons a/c was again brought forward and the Secretary was instructed to ask Wm. Noble if he would see them, & endeavour to get a further rebate.

A letter was read dated 22nd June from Wm. A C Hawley respecting the Agency in Australia thanking the Coy for their offer and asking what Samples his representative would be expected to carry.

Wm. Sowerby intimated that he was trying Brumpark Small Coals & intended trying others after which he would report to the Board.

It was resolved to contract with Messrs Brunner Mond & Co for 100 Tons of Alkali delivery as we require it at the price of £6. 2. 6 per ton in Bags or £6. 7. 6 in Pieces. usual terms

The Secretary intimated that the payment of Wm. Sowerbys debenture bond fell due on the 30th June. Wm. Stannard informed the Board seeing that the Coy were not in a position to pay the amount, Wm Sowerby was willing to give them more time & he would suggest wher that she should accept payment by instalments of say £50 per month & the balance in January 1892 which was unanimously agreed to.

As a slight acknowledgement for Wm John Laurence Sowerbys assistance in the Bottle Department it was agreed to pay him 5/- per week.

The letter dated 16th June as minuted on the 19th ult from The Glass Batch Supply Coy Ltd was again considered and it was agreed to accept their offer and erect another Tank for the Manufacture of Bottles &c. Wm. Stannard to draw up an agreement to be submitted to the board as early as possible

The following payments were authorized

Directors Fees	J. F. Weidner	25. 0. 0
	G. W. Spence	25. 0. 0
	E. J. Stannard	25. 0. 0
	J. S. Innes	25. 0. 0

G. W. Spence July 21/91

July 21/91

At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Tuesday 21st July 1891

Present Wm Sowerby
" Spence
& " Innes

Wm. Spence was voted to the Chair

The minutes of the Directors meeting held 7th July were read, confirmed and signed

The Secretary reported that the best arrangement that could be made with Messrs Armstrong & Son Solicitors to settle their account was by Acceptances at 3. 6 & 9 Months which terms were agreed to.

A letter was read dated 17th July from Wm H.C. Hawley Liverpool with reference to his representing the Coy in Victoria Australia stating that it would much restrict his traveller and would also necessitate his carrying samples of other manufacturers, if he could only sell the Coy goods on Commission in Victoria, & before finally closing he would like to have his travellers views on the question at issue.

Wm. Sowerby reported that he had received a quotation of 6/- pr Wearmouth Duff & one pr Hamilton Small Coals a 6/9 and that he was giving the former a trial. he also reported having tried Swalwell which turned out very badly indeed & had caused immense loss

The Secretary reported the completion of the Contract with Messrs Brunner Mond & Co for 100 Tons of Alkali at price & terms as minuted on the 7th inst.

The following letter with reference to Wm. Sowerby's overdue debenture bond was read

Eastcheap Buildings
19 Eastcheap
London E.C.
13th July 1891

Dear Sir

I have had a long interview with Wm Sowerby with reference to the payment of her debenture bond overdue and after consideration of the matter I am instructed to say that it will be inconvenient to Wm Sowerby to receive payment of principal by instalments of £50 per month owing to the difficulty of re-investing the money in such small amounts. She is however willing to wait until the 31st December on the condition that by then you pay her £500 on account of the bond or as near that sum as the profits of the business will permit together with interest then due.

May I suggest that for the purposes of raising this amount you will set aside as much as possible towards the payment of the £500 each month.

Yours faithfully
(Signed) Edward J Stoneham

A Dodds Esq

The following letter from the North Eastern Bank was also read.

Newcastle upon Tyne
13th July 1891

Messrs Sowerbys Ellison Glass Works Ltd
Gateshead

Dear Sirs

We must ask you not to overdraw the limit of £4.800 after this date.

The amount of your overdraft should be gradually brought within the limit which prevailed before March last

Yours faithfully
For The North Eastern Banking Co Ltd
(Signed) B. Noble Manager

The following payments were authorized

Accounts	1274. 1. 10
Salaries	135. 8. 10
Wm Sowerby's Royalty a/c	8. 13. 6
Acceptances due in August	478. 15. 4
	£1.899. 19. 9

C. O. Weidner
Chairman

Aug 4th/91

At a meeting of the Directors of Sowerbys Ellison Glass Works Ltd held at the Works on Tuesday 4th Aug/91

Present Wm Sowerby
" Weidner
& " Innes

Wm " Weidner was voted to the Chair

The minutes of the Directors meeting held 21st July were read, confirmed and signed.

It was resolved not to Contract for Coals at present and to buy the quantity required of Lambton or any other suitable Coals from Month to Month. The Secretary was instructed to bring this matter before each fortnightly meeting.

The Draft agreement between this Company and the Glass Batch Supply Co Ltd drawn up by Wm Stannard was considered and it was decided to leave the matter as to the arranging and settling of the agreement in the hands of Wm Stannard.

The Secretary read a letter dated 27th July from Wm Stannard asking the Board if convenient to the other Directors, to alter the date of next fortnightly meeting, from the 18th to the 20th Aug. which was agreed to.

The Consideration of the interim Balance Sheet

was adjourned and it was ordered that a special Directors meeting be called after Wm Spence's return home to further Consider same

Geo. William Spence

Aug 11/91

Aug 11th/91

At a meeting of the Directors of Sowerby's Ellison Glass Works limited held at the Works on Tuesday 11th Aug/91

Present Wm Sowerby
" Spence
& " Weidner

Wm. Spence was voted to the Chair

The minutes of the Directors meeting held 4th August were read, confirmed & signed

The Balance Sheet for the Half Year ending 30th June 1891 showing a loss of £1408-9.1 was further Considered and afterwards passed and ~~it was~~ ordered to be presented to the Shareholders with the following letter

The Accounts of the Company have been audited as usual for the half year ending June 30th and the Balance Sheet showing the position of the Company's affairs is enclosed herewith

We regret to have again to report a considerable estimated loss in trading which is partly due to the increased cost of Materials and the high rates of wages, but chiefly to the fact that a strike took place among the Pressed Glass Makers in February and continued for six weeks during which time the Works were carried on under great difficulties as regards labour, the number of glassmakers being reduced about

half and those a work were not working full time, so that the quantity of goods manufactured was reduced by two thirds.

The arrangement entered into, in November 1889 by the Manufacturers in this district relative to the mutual regulation of prices has been adhered to and the Directors are glad to inform the Shareholders that the Company is now reaping the benefit of sending the Travellers direct from the Works, which has more than justified the change they inaugurated last year

The orders since that period have shown a Continual increase as compared with the past three or four years and a recent Comparison shows the increase of orders during the last three months to be nearly 50% on the Corresponding period of last year.

With the object of still further increasing the Sales, the Directors have made arrangements with several firms to represent the Company in the Colonies and they hope by this means to increase the Shipping trade which it is satisfactory to note has shown a considerable improvement during the past six months.

The following letter from The North Eastern Banking Coy was read

Newcastle upon Tyne
8th August 1891

Messrs Sowerby's Ellison Glass Works Ltd
Gateshead

Dear Sirs

With reference to our respects of 13th ult, we have to give you notice that, as your overdraft is now £4.934. 4. 4 we must in future decline to pay any Cheques beyond the limit of £4.800

Yours faithfully
For The North Eastern Banking Co Ltd
(Signed) Noble Manager

George William Spence

Aug 20/91

Aug 20th/91 At a meeting of the Directors of Sowerby's Ellison Glass Works Limited held at the Works on Thursday 20th Aug 1891

Present Wm Sowerby
" Spence
" Stannard
+ " Weidner

Wm " Spence was voted to the Chair

The Minutes of the Directors meeting held 11th Aug were read. Confirmed & signed

It was resolved to continue buying Coals for the month of September Consumption the same as at present.

The Secretary reported that the 4th Year for Patent No 12001 for Polishing Cut Glass, in the joint names of the Company and John Miller would expire on the 5th September next and before that date the sum of £10 would have to be paid if it be decided to Continue same.

Wm Sowerby stated that so far the Patent had been a failure & he was doubtful whether it would ever succeed. he would however if the Board desired it give it another trial and report fully at next meeting. Which was agreed to

It was decided to hold a Directors meeting on the 26th August. if necessary and to cancel the meeting fixed for 1st September

The following payments were authorized

Accounts	1084. 11. 10
Salaries	135. 8. 10
Wm Sowerby's Royalty a/c	11. 4. 0
Acceptances due in September	801. 13. 4
	£2.032 18. 3

Sept 15/91 Wm Spence

Aug 26th/91

At the General meeting of Shareholders of Sowerbys Ellison Glass Works Limited held at the Works on Wednesday 26th August 1891.

Present Wm Sowerby
" Noble
" Weidner
" Spence
+ " Dodds

Wm Spence was voted to the Chair

The minutes of the Shareholders meeting held 17th March also those of the adjourned meeting held 26th May were read, confirmed and signed.

The Balance Sheet for the half year ending 30th June 1891 showing an estimated loss of £1408. 9. 1 was submitted and adopted

A letter dated 21st Aug 1891 from Wm Green to Wm Noble was read.

It was resolved that the Valuations of the Assets of the Coy as minuted on the 14th May and read at the adjourned Shareholders meeting on 26th May 191 be dealt with in next Balance Sheet

G W Spence
March 29/92

Sept 15/91

At a meeting of the Directors of Sowerbys Ellison Glass Works Limited held at the Works on Tuesday Sept 15th 1891. Present Wm Sowerby
" Spence
" Weidner
+ " Innes

Wm Spence was voted to the Chair.

The minutes of the Directors meeting held 20th Augt were read, confirmed & signed.

The Agreement between the Coy and The Glass Batch Supply Coy Ltd respecting a new Tank drawn up by Wm Stannard was read, agreed to, and ordered to be signed & sealed which was accordingly done.

The Secretary intimated that the Alkali Contract would expire at the end of September. Wm Sowerby stated that he had seen Messrs Brunner Mond & Co's representative who offered 100 Tons at £6. 12. 6 or 12 months supplies at £6. 17. 6 per ton usual terms. the latter price being 10/- per ton advance on present Contract price. It was decided to ask Messrs Bell Bros for price & if they were unable to quote to close with Brunner Mond & Co for on consumption to end of the present year.

The following letters from the North Eastern Banking Coy were read

Newcastle upon Tyne
(12) 12th September/91

Messrs Sowerby's Ellison Glass Works Ltd
Gateshead

Dear Sirs

At the close of business today your account was overdrawn £4.894. 8. 9. We must again ask you not to exceed the limit of your overdraft, which will be £4.600 after today.

Yours faithfully
For The North Eastern Banking Co Ltd
(Signed) Thurne per Manager

Newcastle upon Tyne
14th Sept 1891

Messrs Sowerby's Ellison Glass Works Ltd
Gateshead

Dear Sirs

If you cannot work your business with an overdraft limited to £4.600 it seems to us that you cannot possibly be recovering lost ground in the way you suppose

We are
Yours faithfully
For the North Eastern Banking Co Ltd
B Noble Manager

An application was read dated Aug 31st 1891 from Messrs Parkinson & Son London for Agencies in Australia & South Africa. and it was decided to offer them an Agency in South Africa only on 5% Comn. in addition to usual terms.

An application was also considered from Messrs Frazzah & Co Barcelona for an Agency for Spain & Portugal and it was resolved to send them Pattern Books & Price lists and a few samples on usual terms as a trial.

The following payments were authorized

G W Rendel Interest due Sept 15th	170.12.6
J J Sowerby's Royalty a/c for Aug	6.8.0
	£177.0.6

Mr. Sowerby reported that by a change in the Metal the Patent for Polishing Cut Glass had now turned out successful and he recommended that Patents be taken out in Belgium & France

G W Spence

Sep 29/91

Sept 29th/91 At a meeting of the Directors of Sowerby's Ellison Glass Works Limited held at the Works on Tuesday 29th Sept/91

Present Wm Sowerby
" Spence
" Weidner
& " Innes

Wm. Spence was voted to the Chair

The minutes of the Directors meeting held 15th Sept. were read. Confirmed & signed.

It was decided not to protect the Patent for Polishing Cut Glass abroad

The Secretary reported the completion of Contract for Alkali to the end of 1891 with Messrs Brunner Mond & Co at the price of £6. 17. 6 per ton in Bags usual terms.

The Secretary also reported the purchase of the Coy's Consumption of Small Coals to the end of 1891 from The Chailaw & Sacriston Collieries Coy Ltd at the price of 6/- per ton delivered less 2½% for Cash on the 10th of Month following delivery or 3 Months Bill nett.

It was decided to try a sample lot of Whitburn Small Coals as early as convenient

An application was read dated 24th Sept from Messrs Fisc & Daird Portsaid for an Agency for Egypt & Syria and it was resolved to grant them an Agency on the terms suggested by them viz 6% Commission on all Cash paid. 18% allowance opened to be guaranteed by them. Samples of goods suitable to their markets to present

A report was read dated 22nd Sept from Wm Spuzer respecting his journey to the East of Europe stating that so far he had been very unsuccessful principally owing to the Commencement of two Glass Manufactures in Roumania through which the duty on Glass going into that Country has been increased from 15 to 60%. He hoped however before the completion of his journey to be able to send some good orders.

Wm Sowerby reported that he was still dissatisfied with the way in which Wm Cuppard conducted the Coy's business and it was decided to give him six months notice from the 1st Oct. to leave the Coy's service.

The following payments were authorized

Accounts	1381. 1. 11
Acceptances	695. 3. 10
Salaries	135. 8. 10
	£ 2.211. 14. 7

W. Weidner
Chairman.

Oct 13th/91

At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Tuesday 13 Oct/91

Present Wm Sowerby
" Weidner
x " Innes

Wm. Weidner was voted to the Chair

The minutes of the Directors meeting held 29th Sept. were read, confirmed & signed.

A letter was read dated Odessa Oct 2 from Wm. J. Winzer stating his journey to the East of Europe continued to be a failure. The Pressed Glass business is entirely in the hands of the Jews who buy goods of the poorest quality only & in these the Coy are beaten by Messrs Davidson & Co who sell at prices averaging about 20% less. he also stated that Sweets were being sold at 7/6 per gross less 7½% discount.

It was resolved that Wm Sowerby & the Secretary investigate the matter respecting Davidson's prices & report fully at the next meeting

It was also resolved that the question of Standing Office Expenses be brought before the Board at the completion of Wm Winzers journey

The Secretary reported that the Interest due Sept 15th to Wm Rendel m/c £170. 12. 6 had not yet been paid

The Secretary also reported that the Bank overdraft on the 13th inst after paying Acceptances due on that date would be £5.166. 7. 1 and arrangements would have to be made with the Bank to extend the overdraft.

It was resolved to leave the matter in the hands of the Secretary to arrange.

A letter was read dated Oct 5th from Wm. Cosford which was deferred.

G W Spence

Oct 21/91

Oct 21st/91

At a meeting of the Directors of Sowerby's Ellison Glass Works Limited held at the Works on Wednesday 21st October 1891

Present Wm Sowerby
" Stannard
" Spence
" Weidner
† " Innes

Wm " Spence was voted to the Chair.

The minutes of the Directors meeting held 13th Oct were read. confirmed & signed

Letters were read dated Oct 10th & 13th from Wm Winzer stating that his journey continued to be a failure & gave as one of the reasons that Messrs Davidson & Co & Teams Glass Works were selling Sweets at 7/6 per gross less 7½% discount being 6 per ~~doz~~ gross less than Minimum price fixed by the Manufacturers Association.

A letter was also read dated 20th Oct from Messrs Davidson & Co stating that they are not selling anything below 8 (eight pence) per dozen.

It was resolved to ask Wm Winzer to get if possible one of the invoices wherein the Sweets referred to are priced at 7/6 per gross & in the event of his being unable to get an original invoice to furnish the Coy with a copy of one when the matter will receive further attention

It was decided to let the Insurance on the London Office Stock & Fixtures remain as at present viz £400.

In reply to an application received from the N. E. Telephone Coy it was resolved to allow them to fix a single wire to one of the Ones for the Annual rental of £1. & their agreeing to give immediate attention at anytime to any damage to the roof.

The question of paying Wm Sowerby's expenses to London from the 13th to the 14th Oct was considered & it was decided to pay same viz £8. 10. 0

It was resolved in addition to the £8 per month for depreciation in the Smtk that £30 per month be apportioned to the Bottle Department for dead Charge which include Travelling. Clerks. Gas. Water &c &c

It was resolved that the Travellers send to the Coy at the end of each month a full report of their months work.

The following resolutions were agreed to

1 It was resolved that no orders of any kind entailing expenditure be allowed to issue from the Management

without the previous sanction of a board meeting
2 It was resolved that at each Director meeting
the Manager bring before the board a clear
statement of the Materials, Stores &c made up
to the previous Saturday.
3 It was resolved that a requisition Book be
kept detailing what Materials, Stores, Alterations,
Repairs, Labour, New Moulds, &c are required for
the ensuing fortnight, showing Nett quotations
of prices or detailed estimates to be presented to
the fortnightly Board Meeting for Consideration
4 A permission was given to the Secretary
to complete any needful purchases of Stores for
Cash (not exceeding £10) subject to his bringing
forward his Voucher for the same at the next
Board Meeting.
5 It was resolved that a pay Sheet must be
produced at each fortnightly meeting of Directors
showing the Number of hands employed in each
department together with the total amount of
Wages paid weekly in each department
6 It was resolved that the Secretary produce at
each meeting his General and Petty Cash Books
with all debits & Credits fully entered up together
with all details of expenditure &c.

7 It was resolved that no experimental or private
work of any kind be carried on on the Coy premises
or with its Machinery without the express
permission of the Directors

G W Spence

Oct 27/91

Oct 27 91

At a meeting of the Directors of Somerby's Eldon Glass Works Ltd held at the Works on Tuesday 27th October 1891

Present Mr Somerby
" Spence
" Heidner

Mr Spence was voted to the Chair

The Secretary intimated that the requisition Books would be ready for the next meeting

The following statement from Messrs Holmes Spence & Co. given the result of the working for the month of September was read.

Make	233.831 lbs	
Total estimated Cost	£3.324.6.6	
do	equals	3.415 per lb
Selling Value deducting 7½% breakages	£3.476.19.6	
do	equals	3.568 per lb
Value of breakages as per Cullet Book	£137.5.11	

Breakages Calculated at 7½% on

Gross Make	£281.18.4
Sales of Glass	£3345.3.4

Estimated profit deducting 7½% pr breakages as above £149.13.0

The following is the result of the Bottle Department

Make of Bottles	36.749 lbs
Cost of "	384.10.9
Value of "	194.7.6
Sales of "	166.15.1

The following payments have been authorized

Accounts	1319.10.9
Acceptances	709.15.8
Salaries	135.8.10
Mr Somerby's Royalty 9pct	6.10.10
	£2.171.6.1

George William Spence

Nov 10/91

Nov 10/91 At a meeting of the Directors of Sowerby's Ellison Glass Works held at the Works on Tuesday 10th Nov/91

Present Wm Sowerby
" Spence
" Weidner
& " Innes

Wm Spence was voted to the Chair

The Minutes of the Directors meeting Oct 27th were read confirmed & signed

A letter was read dated 2nd Nov from Wm Spitzer stating that he hoped to get a copy of an invoice (if not an original) wherein Davidson & Co's sweets are sold at 7/6 per gross. He also stated that everything that possibly could be done to make his journey to the East of Europe a success had been done. He was sorry indeed that the money had been spent in vain but as he does not like the Coy bearing the whole loss he is willing that part of same should be debited to him.

It was resolved to ask him to bear half the loss viz £50. & to point out that the Coy are of the opinion that the journey was taken at a time when prospects were very bad. quite contrary to the understanding between himself & the Coy.

A letter was also read dated Oct 31st from Wm A Rousseau Brussels stating that he was unable to sell any more of the goods in his possession on Consignment & suggested that the whole should be returned to the Works & a further lot more suitable to his markets sent in their place.

It was resolved to have all the goods returned & not to send a further consignment

It was resolved to continue the Employers Liability Insurance as at present.

The Secretary reported that the business transactions with Wm Cunford one of the Travellers continued to be unsatisfactory. Certain monies for accounts collected for the Coy having been in his possession from Oct 1st to Oct 19th

The Secretary was instructed to render all accounts left unpaid in the districts recently visited by Wm Cunford viz. Potteries, Birmingham & South Coast & to call a special meeting if he received any information that justified same.

Trade reports from Wm George & Wm Cunford for the Month of October were read.

The Secretary stated that through the illness of the Warehouseman Wm Corbett alterations have had to be made in the Officebooks viz.

Continued

Wm Newton to be Warehouseman previously done by Wm Corbett Wages 5/- Increase at

" Hope to be Wages & Flat Book clerk " Wm Newton " 30/-

" Corbett to be "Taker in" " " Hope " 26/-

The Secretary was instructed to inform Wm Corbett who has been in the employ of the firm for 33 years that they could not increase the wages (for the work which he is now doing) above that which is already fixed viz 26/- per week & to ask if he had any further suggestions to make.

The Stock of Materials on the 7th inst as per Book was read.

The requirements as per Book were also read & passed.

It was resolved to adjourn the meeting to Thursday 12th inst at 2 o.clock

George William Spence

Nov 12/90

Nov 12th

At the adjourned meeting of Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Thursday 12th November 1891

Present Wm Sowerby
" Spence
" Weidner
& " Innes

Wm Spence was voted to the Chair

The Minutes of the Directors meeting held 12th Nov were read, confirmed & signed.

The Secretary intimated that the payments due from the Coy for the week ending 14th Nov were very heavy and in all probability there would be a deficiency of about £600.

It was resolved that the Secretary write Wm Stannard to ask Wm Sowerby if she would increase her security to the Bank to enable the Coy to increase their overdraft to £6.000 and also to arrange to have £600 of that amount for Saturday the 14th inst.

Wm Sowerby stated that he required one new Mould for a Parnell Plate for Wm Hardman's Ground

George William Spence

Nov 24/91

Nov 24/91

At a meeting of the Directors of Sowerby's Ellison Glass Works Ltd held at the Works on Tuesday Nov 24

Present Wm Sowerby
" Spence
& " Innes

Wm Spence was voted to the Chair.

The minutes of the Directors meeting held on 12th were read, confirmed & signed.

The following letters were read.

Eastcheap Building
19 Eastcheap
London E.C.
Nov 13th 1891

Dear Sir

Ellison Glass Works

I have received your favour of the 12th inst and can only suggest that the security to be given to the Bank for a further overdraft of £1000 should be a mortgage of the unpaid calls on the preference shares. That will not put the Shareholders to any inconvenience at present and in the long run will only put them into the same position into which they would be compelled to find themselves if the Coy was eventually wound up for want of funds. I could not advise Wm Sowerby to sink another £1000 in the Coy and I am sure at the present time she would be reluctant even to give a further guarantee.

I am sorry that at present I cannot see my way to attend a Board Meeting until early in December any day you like to fix then will suit me as I am more than occupied with business for the rest of this month and I should strongly urge upon my brother Directors that the Bottle Tank should be allowed to continue until the end of this month, and then I think we have given the Manager a fair sum to prove its profitableness or otherwise. I cannot conceive that any reasonable data for Calculations can be arrived at at the present experimental stages of that business.

Perhaps you will kindly see Wm Noble with this letter with reference to the present overdraft and tell him that if he wishes it all necessary steps shall be taken to hypothecate all unpaid calls to his Bank.

Yours faithfully
(Signed) Edward J Stannard

A Dodds Esq
Secretary

Nov 14th 1891

To the Manager of
The North Eastern Banking Coy Ltd

Dear Sir

In consideration of your advancing the funds necessary to pay Wages & certain accounts to the amount of £5.100 (Five £300) over the limit of £4.800 we hereby undertake to give you security over the uncalled Preference Capital of the Coy. Such security to be a continuing security for similar advances from time to time as may be arranged up to the 8th December next.

Yours faithfully
pro Sowerby Wks Ltd
George William Spence } Directors
(Signed) E. F. Weidner }
(Signed) A Dodds Secretary

Mr. Weidners motion to consider the advisability of closing the Bottle Department was ordered to stand over until Dec 8th.

A letter dated 18th November from Mr. Unger stating that in consequence of the failure of his recent journey to the East of Europe he was willing to return one third of the £100 given to him for expenses which was accepted.

The Secretary was instructed to lay before next meeting the Sales & Expenses of the Hamburg Agency for the last five years.

The Secretary intimated that at last meeting he stated Mr. Newtons wage as Wages Clerk was 30/- per week whereas the correct amount is 34/6.

It was resolved to give Mr. Newton who is now Warehouseman an increase of 3/- per week.

The Secretary reported that Mr. Compford's transactions still continued unsatisfactory & produced cases where he enters Cash received at as far as 18 days later than actual date of receipt.

It was resolved to ask Mr. Compford to attend a Directors meeting on Friday the 27th inst at 1 o'clock.

The Stock of Materials in Nov 21st as per Book was read

The requirements as per Book was also read & passed

The following letters from Mr. Stannard were read.

London E.C.
Nov 20 1891

Dear Sir

Will you kindly send us the whole of the Debenture Bonds belonging to Mr. Sowerby - which you have been lodged with you.

Yours faithfully
(Signed) Robinson & Stannard

A Dodds Esq
Secretary

London E.C.
Nov 23rd 1891

Dear Sir

In reply to your favour of the 21st inst we have no recollection that Wm Lowerby's Bonds were lodged with you or anything else than safe Custody

Yours faithfully
(signed) Robinson & Stannard

A Dodds Esq
Secretary

And it was resolved to reply that until the parties interested decided what had to be done with the debenture Bonds the Coy must retain possession

The following accounts were passed for payment

Accounts	1565. 12. 9	
Salaries	131. 13. 10	
W Lowerby's Royalty 9/ct	6. 19. 2	
	£1704. 5. 9	
Bank Overdraft to date	£4961. 17. 0	

Confirmed 27 November 1891
A.H. Maidment Chairman

The following Statement from Messrs Holmes Spence & Co. given the result of October Manufacturing &c was read

Newcastle on Tyne
21st Nov 1891

Make	267.55 lbs		
Total estimated Cost		3422.	11. 6
equals 3.070 per lb			
Selling value deducting 7½% for breakages		3853.	14. 2
equals 3.452 per lb			
Value of breakages as per bulled Books		121.	4. 11
Value Breakages Calculated at 7½% on gross Make		312.	9. 2
Sales of Glass for the Month		3196.	5. 4
Total estimated profit deducting 7½% for breakages as above		431.	2. 8

Bottles	Make		67359 lbs	
"	Cost	= 1.8½ lb	524.	11. 4
"	Value	= 1.310 lb	367.	15. 6
"	Sales		190.	14. 9
"	Loss		154.	15. 10
Added to Stock this Month				
Flint Glass			146.	0. 0
Bottles			177.	0. 0
Nett profit for the Month			273.	6. 10

Nov 27/91

At a meeting of the Directors of Sowerby's Ellison Glass Works Limited held at the Works on Friday the 27th November 1891

Present Wm Sowerby
" Weidner
& " Innes

Wm. Weidner was voted to the Chair

The minutes of the 24th November were read confirmed and signed

In response to a request from the Directors Wm Conford attended this meeting and admitted having withheld money belonging to the Company. On being questioned as to what amounts he had in his possession at that moment of sums belonging to the Company. he said not having his books with him and speaking from memory. the following amounts were all that he had not accounted for. Stevens Plymouth £5. Pritchard Cardiff £7. 15. 0 and Day Hereford £5. making a total of £17. 15. 0 as there seemed however some doubt abnt the correctness of these figures he promised to send a complete statement of all owing by him by Tuesday December 1st

At the request of the Directors Wm Conford then tendered his resignation

The Secretary was instructed to advise the Customers on Wm Confords ground that he had terminated his engagement with the Company

George William Spence
Dec 8/91

Dec 8/91

At a meeting of the Directors of Sowerby's Ellison Glass Works Limited held at the Works on Tuesday Dec 8th/91

Present

Wm. Sowerby, Wm. Spence, Wm. Stannard Wm. Weidner & Wm. Innes.

Wm. Spence was voted to the Chair

The Minutes of the meeting held 27th Nov were read confirmed and signed.

The Secretary stated that the payments due from the Coy during December were exceedingly heavy and it was decided to ask the Bank to increase the overdraft if necessary to £5.300 being £500 beyond the limit fixed by the Bank, on the security of the unsalled Preference Shares and a letter was accordingly drawn up and signed by two Directors & the Secretary

The Secretary reported that the following payments were due to Wm. Sowerby on Dec 31st 1891

£500 on account of Debenture bond due Dec 31st 1890

£1000 Debenture bond due Dec 31/1891

Wm Stannard as Wm. Sowerbys Solicitor stated that Wm. Sowerby was willing to allow these payments to stand over until the Balance Sheet for the present year is prepared.

The Secretary read a letter dated 27th Nov/91 from Messrs Robinson & Stannard re Wm. Sowerby's debenture bonds and it was decided that they should remain in the

hands of the Secretary until further instructions are given by the Board.

The Secretary read the following particulars re the Hamburg Office and it was decided to defer the consideration of the same until the £33.6.8 agreed to be returned to the Co. out of the £100 advanced for Mr Winzer's recent journey to the East of Europe ~~has~~ was paid

	Sales £	Comn £ s D	Office Rent & Expenses £ s D	
1886	2536	126.16.9	65.18.9	= 2.56
1887	1.883	94.3.6	46.4.6	= 2.44
1888	1.959	97.19.6	51.16.6	= 2.60
1889	2.152	107.12.0	43.9.1	= 2.00
1890	1.147	57.7.0	47.6.4	= 4.09
1891	595	29.15.6	38.5.4	= 6.38

Mr. Sowerby stated that the Bottle Tank was now showing much better results. the first week in December having met all expenses and he expected in a short time to show profits regularly

A Statement showing a deficiency of £7.14.6 in Mr. Comfords accounts was read & the Secretary was instructed to request an immediate settlement

The question of appointing a successor to Mr. Comford was ordered to stand over

The Secretary stated that Mr. Newton the newly appointed Warehouseman was dissatisfied with the advance of 3/- offered and asked for an increase of 7/6 per week. it was decided to grant an advance of 5/6 per week making his wage to £2.

It was decided to ask for prices for next years Coals from the following firms: Charlaw & Sacriston Coal Cy, Whitburn Coal Cy & Wm. M Bartlett.

It was also decided to ask for prices for Silver Sand delivery over 1892.

The following quotations for Alkali were submitted

Brunner Mond & Co	£6.8.9	in Bags Nett
Bell Bros.	6.9.2	" Casks Nett
Day & White	6.10.0	" Bags. intermediate named
Harry B Lord	6.10.0	" Bags Nett

It was decided to leave the matter over for a few days.

A letter from Messrs Waterfall & Barber Sheffield was read asking for Commission to be placed to their credit on certain orders for Australia from London Merchants which being contrary to agreement was refused.

An application from Mr. Winzer for Newfoundland for his next Russian journey was refused.

Mr. Sowerby reported that the Cutting Off accomodation was not large enough to go thoroughly into this class of work. It was however

decided to let the matter stand over until
next year.

The Stock of Materials &c on the 5th inst as per
book was read

The requirements as per book were also read
and passed.

It was resolved that Mr Sowerby should lay
on the Table as early as possible an estimate
of what had been spent during the present year
for repairs, additional Plant &c &c

Dec 22/91 George William Spence