

Northern Council of Master Grocers' Federation

YA2003.90

Archival history

The archive was accumulated over many years by Arthur Skelhorn during his long career in the Grocery industry and offered to the Museum in February 2000.

System of arrangement

The material has been arranged artificially to represent the various aspects of the business and personal career of Arthur Skelhorn. The collection has been arranged into six series and into sub series where appropriate. The series and sub series have been listed chronologically. See separate contents listing. The textbooks have been separated from the archive material and are now located in the Museum library and can be accessed via the bibliography section of KE EMU

Scope and content

The collection includes deeds, accounts, plans, agreements, share papers, correspondence, order books, ration books, invitation cards, newspaper cuttings, certificates, minutes, a photograph, year books, brochures and textbooks relating to the Grocery trade in Manchester and Britain through the late 1800s to the mid 20th century. The papers reflect the various grocery associations that Arthur Skelhorn became involved with throughout his career as a grocer and also the educational aspect of grocery which he was heavily associated with.

Accruals

No further accruals expected

Language

English

Dimensions

2 ½ linear metres, 14 archive boxes and 6 loose items

Appraisal

The material has been appraised in line with the Museum of Science and Industry standard procedures

Biographical history

Arthur Skelhorn was born 1 June 1908 in Manchester. He was educated at William Hulme's Grammar School, Manchester from 1918-1925. In 1926 he entered the family Grocery, Provision, Wine and Spirit Merchants which had been founded by his grandfather, James Kingdon, in 1878. He studied for his Grocer's Institute Exams during 1926-1930 and in 1930 qualified for membership, gaining Ministry of Agriculture & Fisheries Tour of English Food Producing Centres and Prominent Retailers.

In 1931 Arthur qualified in open competition for one of six travelling scholarships in the Canada and he also joined the Manchester, Salford & District Grocers' Association. In 1933 he won first prize in the Commonwealth of Australia open competition on 'How the British Grocer can assist the Australian Dairying Industry'. During that year he also gained a First Certificate of 'Competence in Retail Salesmanship'.

In 1936 he was appointed Secretary and a Director of the family business. During WWII he was in a reserved occupation due to a spinal injury caused by an accident in 1917. During this period he provided the Federation with a continuous flow of statistics for the Ministry of Food and he supplied hospitals, schools and works canteens with all essential requirements. He was a grocery trade representative on the Fruit and Vegetable Allocation Committee.

He married Jane Elizabeth McVay in 1936.

Arthur Skelhorn inaugurated the 1st year classes for Grocery Trade employees at the College of Commerce in 1944 and in 1945 he established the 1st and 2nd year courses at the Central Evening School. During 1946 he added a final year to the course and in 1948 he extended again with a Management course. This involved Arthur teaching four evenings a week until 1963 when students at Hollings College were transferred to day release.

In 1945 as a member of the Grocers' Federation Post War Plans Committee he was an initiator, trade advisor and lecturer to the first residential, rehabilitation course for returning members of the Armed Forces.

Between 1949-1951 he was President of Manchester, Salford and District Grocers' and Provisions Merchants Association. He became Chairman of the North West Area Committee Grocers' Institute in 1958 and organised the first National Seminar held at Hollings College for the Food and Fashion Trades.

In 1950 he contributed a chapter on Calculations to *The Modern Grocer* and founded and chaired The Northern Grocers' Companionship for past and present students. Between July 1956 and December 1981 he made weekly contributions to the bacon pricing charts to two trade journals.

During 1959 he became a Master Member of the Grocers' Institute. Between 1962-1963 he was President of the Northern Council of Grocers' Associations. He was Chairman of Northern Grocers' and Allied Trades Exhibition in 1969 and in 1970 for the International Food and Wine Fair.

In 1973 he was elected honorary treasurer of the Northern Council and in 1977 given honorary life membership of the National Federation of Grocers' and Provision Merchants. In the same year he was also the North West representative on the Off Licence Division of the Food & Drink Federation.

In 1981 he became honorary secretary of the Greater Manchester Food and Drink Association. In 1984 he initiated and effected the merger of Greater Manchester Association and the Northern Council of Grocers'.

He was awarded the MBE in 1986 for services as Treasurer of the Northern Council of the Grocers' Association.

The shop run by Arthur Skelhorn and his brother was closed in the 1960s.

System of arrangement

Series 1: James Kingdon Limited – company records

Series 2: Arthur Skelhorn – personal papers

Series 3: Grocery training

Sub series 1: Correspondence school

Sub series 2: Postal training courses

Series 4: Grocery Associations

Sub series 1: National Grocers' Federation

Sub series 2: National and Northern Council of Grocers' Associations

Sub series 3: National Federation of Grocers' and Provision Dealers' Associations

Sub series 4: The Institute of Certified Grocers

Sub series 5: Grocers' Association, Manchester

Sub series 6: The National Federation of Off-Licence Holders' Association

Sub series 7: Miscellaneous associations

Series 5: Price lists

Series 6: Miscellaneous

Series 1: James Kingdon Limited - company records

Item	Date	Description
1/1	1874-1875	Customer order book
1/2	1898-1950	Folder of correspondence relating to licensing including letters relating to opposition of licence for Off Licence at 531 Wilmslow Road; original licensing agreements
1/3	1907-1951	Green folder relating to original deeds and documents including: accounts; notice to pay excise duty for patent medicine vendor of James Kingdon Ltd (1940); shop alterations at 78 Wilmslow Road including plans, bills from J & J Parish, Withington (1929-1931; shop lease to James Kingdon (1907, 1912 and 1919); shop purchase agreement (1928); company registration (1928); share allotments (1928); Memorandum of Association of James Kindon Ltd (1928); papers relating to company shares (1928-1933); Particulars of Directors or Managers (1933); summaries of share capital and shares and annual returns (1933-1956); notice of re-numbering of shop to 444 due to Manchester City Council (1951)
1/4	1933-1947	Correspondence relating to subscriptions to <i>The Progressive Grocer and Meat Merchandising</i>
1/5	1934-1935	Accounts of back duty for family of James Kingdon
1/6	1935-1935	Shop account book Note: wrapped separately on shelf
1/7	1936	Correspondence, accounts and receipts relating to furniture, furnishings and hardware purchases from various companies in and around Manchester; includes various letterheads and price lists for James Kindon Ltd.

1/8	1938-1949	Accounts ledger
1/9	c.1939-1965	Accounts ledger with loose letters enclosed Note: wrapped separately on shelf
1/10	1941-1943	Postage Book of James Kingdon Ltd.
1/11	1952-1972	Annual stock register
1/12	c.1950s	Grocery notebooks/diaries/address books with information about food suppliers, shop displays and preparation 7 items
1/13		Headed postcards (blank) of James Kingdon Ltd
1/14		Blank account books, small embossed James Kingdon Limited, Grocers and Wine Merchants
1/15	1937-1938	Account ledger containing information relating to an exhibition including costs for cards, tickets, printing, electric, and furniture

Series 2: Arthur Skelhorn - personal papers

Item	Date	Description
2/1	c.1918-1950	Education reports for Arthur Skelhorn from Hulme Grammar School, papers relating to winning place on Canadian Tour scholarship, Christmas cards, invites etc for National Grocers Fed dinners and other social occasions
2/2	1928-1929	Certificates of Arthur Skelhorn from The Institute of Certified Grocers for elected associate of Institute and grocery examinations
2/3	1929-1934	Income and expenditure book of Arthur Skelhorn

2/4	1943	Coupons for rations
2/5	1842-1980	Folder of miscellaneous papers including newspaper cuttings relating to Arthur Skelhorn's career in Grocers' Federation and founder of Grocers' Institute classes; dinner invitations; minutes from Northern Council of Grocers' Association; and food receipts
2/6	1947-1954	Ration books for clothes and food for Jane and Arthur Skelhorn and business card for James Kingdon Ltd., Wholesale Grocers and Provision Merchants
2/7	1948	Original scripts and correspondence relating to chapters for the <i>Modern Grocer</i>
2/8	1960s	4x Spiral bound notebooks belonging to Arthur Skelhorn with teaching notes
2/9	c.1960-1980	Annual dinners for various societies and associations: menu cards, invitations and other papers Note: in 2 parts
2/10		Small account notebook belonging to Arthur Skelhorn

Series 3: Grocery training

3/1: Correspondence school

Item	Date	Description
3/1/1	1932	International Correspondence Schools Ltd., study notes, questions and answers by Arthur Skelhorn
3/1/2	c.1935	International Correspondence Schools Ltd., Instruction Paper with examination questions on Income Tax (British), 3 rd ed.
3/1/3	c.1938	Correspondence School notes

3/1/4	c.1938	Correspondence School notes
3/1/5	c.1940s	International Correspondence Schools Ltd: instruction papers in book-keeping and accounts

3/2: Postal training course

Item	Date	Description
3/2/1	1954-1958	The Institute of Certificated Grocers: Grocery Business Organisation papers relating to postal training course
3/2/2	1955-1959	The Institute of Certificated Grocers: notes from postal course
3/2/3	1957-1963	The Institute of Certificated Grocers: papers relating to training course
3/2/4	1960-1963	The Institute of Certificated Grocers: papers relating to postal training course

Series 4: Grocery Associations

4/1: National Grocers Federation

Item	Date	Description
4/1/1	1952-1974	National Grocers Federation Conferences: invitations and menu cards; and Manchester Provision Exchange Limited, invitations and menu cards; The Incorporated Secretaries Association programme of dances and table plan
4/1/2	1964-1969	National Grocers' Federation: Year Books
4/1/3	1973	National Grocers Federation Conference, Malta: brochures; programmes; guest lists and menu cards

4/2: National and Northern Council of Grocers Associations

Item	Date	Description
4/2/1	1923 Mar 27- 1925 Nov 10	Northern Council of Grocers Association: Minute Book
4/2/2	1931 Mar 10- 1938 Mar 4	National Council of Grocers Associations: Minute Book
4/2/3	1945	Factual notes about the northern Council of Grocers' Associations and article from The Grocers' Gazette about The Northern Council in Victorian Days

4/3: National Federation of Grocers' and Provision Dealers' Associations

Item	Date	Description
4/3/1	1942-1948	National Federation of Grocers' and Provision Dealers' Associations annual conference reports and accounts
4/3/2	c.1946	Framed photograph of W. Estall, President of National Grocers' and Provision Dealers' Associations 1943/4 and 1945/6
4/3/3	1949-1963	National Federation of Grocers' and Provision Dealers' Associations: year books containing reports of annual conference

Note: in 2 parts

4/4: The Institute of Certificated Grocers

Item	Date	Description
4/4/1	1909-1956	The Institute of Certified Grocers: annual reports and examination results (1932- 1956); also includes Memorandum and Articles of Association of The Institute of Certificated Grocers

Note: in 2 parts

4/4/2	1949-1955	The Proceedings of the Institute of Certificated Grocers (Incorporated): bound volumes 38-44, numbers 1-7
4/4/3	1962	Revised examination syllabuses and regulations of The Institute of Certified Grocers.

4/5: Grocers Association, Manchester

Item	Date	Description
4/5/1	1945 Mar 17	Grocers' Association, Manchester: Points and Maximum Prices List, 18 th edition in fold out paper
4/5/2	1962	File of correspondence and papers relating to National Grocers Trust in Manchester with National Council

4/6: The National Federation of Off-Licence Holders' Association

Item	Date	Description
4/6/1	1939	The National Federation of Off-Licence Holders' Association: year book
4/6/2	1943-1963	The National Federation of Off-Licence Holders' Associations of England and Wales: year books
4/6/3	1973	The National Off-Licence Federation year book

4/7: Miscellaneous associations

Item	Date	Description
4/7/1	1933-1939	Manchester, Salford and District Association: 2 year books
4/7/2	1937-1938	Manchester and Salford Hospital Saturday

		and Convalescent Homes Fund Incorporated: Annual Report 1937 and List of delegates, list of officers and private collectors 1938
4/7/3	1942 Aug	Manchester and Salford Co-operative Herald, vol. 54, No. 645
4/7/4	1944-1958	The Grocers' Federation Benevolent Fund: annual reports and financial statements
4/7/5	1952-1957	Grocery Proprietary Articles Council: list of members and annual report
4/7/6	c.1960-1970	Northern Grocers Companionship: account book and correspondence from Abbey National
4/7/7	1940-1972	Collection of brochures and journals relating to Northern Grocers Show retailers consortiums
4/7/8	1973-1976	Conference programmes and related material for National Food and Drink Federation in Yugoslavia and Rhodes, Torquay, National Grocers' Benevolent Fund report
4/7/9	1974	Institute of Grocery Distribution: 66 th Annual Report and Accounts
4/7/10	1976	National Food and Drink Federation: balance and accounts and papers relating to House of Lords dinner

Series 5: Price lists

Item	Date	Description
5/1	1934	Cooper & Co.'s Stores Ltd., Liverpool: price list
5/2	1936	Burgons Ltd., Manchester: price list
5/3	1940-1972	Shaws, The Standard Guide to Fair Prices

(monthly issues, not all covered)

5/4	1942-1950	Ministry of Food: Retail Price Lists for Groceries and Provisions; also includes Shaw's Monthly Food :List 73 rd ed.
5/5	1944 May	Fish Maximum Retail Prices- Summer 1944, issued by The Retail Fruit Trade Federation: poster
5/6	1949 Aug	Danish Bacon Co. Ltd., London: price list
5/7	1957	Price list probably used by Arthur Skelhorn in his grocery store
5/8	1957-1963	David Jones & Co. Ltd., Monthly Price Lists
5/9	1958 Jun	J. Sainsbury Ltd., London: wholesale price list
5/10	1964 Feb- 1964 Jun	Morris & Jones Ltd., Liverpool, Monthly Price Lists

Series 6: Miscellaneous

Item	Date	Description
6/1	1947 Nov	'The Progressive Grocer Store Layout Kit' boxed
6/2	c.1950	Poster by The Private Enterprise Grocer and Provision Dealer with slogan 'Shop where you are a Personality not merely a Ration Book
6/3	1963 Nov	'The Case Against Trading Stamps' notes issued by the Distributive Trades Alliance, London