

Urban District Council of Wheatley.

A. H. FRANKLIN,
Solicitor
Clerk.

8, New Road,
Oxford,

23rd May,

1917.

Dear Madam,

I beg to inform you that your application for the office of Collector of the General District Rate was considered by the Urban District Council of Wheatley at their meeting on Monday last and that it was unanimously resolved that you be appointed to the office on the express condition that you pay over all monies collected to the Treasurer (Mr. Cockell of the London County & Westminster Bank Oxford) and that you do not have at any time more than £20 in your hands on account of the Rate, and that all monies collected by you shall be paid over to the Treasurer at least once every month, and subject also to your giving an approved security to the Council in the sum of £50.

The Premium for the security (if you are guaranteed by an approved Guarantee Society) will be paid by the Council and I presume you will at once take steps to obtain the Guarantee.

I have the Rate Book here if you care to commence work at once.

Yours faithfully,



Miss Edith Sheldon,

High Street, Wheatley.