

## **P966 The Braehead Centre, Wick**

### **RECORDS' IDENTITY STATEMENT**

Reference number:	GB1741/P966
Alternative reference number:	
Title:	The Braehead Centre, Wick
Dates of creation:	1985- c.1990
Level of description:	Fonds
Extent:	1 box
Format:	Paper, Photograph

### **RECORDS' CONTEXT**

Name of creators:	The Braehead Centre, Wick
Administrative history:	<p>The Braehead Centre was originally the Old Men's Rest built in the 1950's before becoming a Community Centre for the elderly and disabled to meet up regularly and have a meal and occasionally go for day trips around the county to various historic sites.</p> <p>It appears to have been operated by Manpower Services under the auspices of Caithness District Council, with a staff of 6 in total: 5 part time and 1 full time Charge Hand, Sinclair Gray. His job was interesting and wide- ranging including running this little enterprise at minimal cost.</p> <p>The building is now used for medical purposes as it houses the hyperbaric chamber used to treat MS patients.</p>
Custodial history:	The collection was deposited by Sinclair Gray.

### **RECORDS' CONTENT**

Description:	Records of the Braehead Centre, Wick
Appraisal:	
Accruals:	None expected

### **RECORDS' CONDITION OF ACCESS AND USE**

Access: Some Restrictions

Closed until: **75 year Closure Period for Data Protection**

Access conditions: Available within the Archive searchroom

Copying: Copying permitted within standard Copyright Act parameters

Finding aids: Available in Archive searchroom

## ALLIED MATERIALS

Related material:

Publication:

Notes:

Date of catalogue: June 2021

Ref.	Description	Dates
<b>P966</b>	<b>The Braehead Centre, Wick</b>	<b>1985-1988</b>
<b>P966/1</b>	<b>Financial Records</b>	<b>1987-1988</b>
P966/1/1	Receipts and Accounts for The Braehead Centre, Wick (28 items, paper)	1987-1988
<b>P966/2</b>	<b>Correspondence</b>	<b>1987</b>
P966/2/1	Letters and correspondence regarding gifts and events at the Braehead Centre,  Photocopy typewritten letter from The Rev. Harold Knight asking if an unnamed person whose name has been passed to him by a mutual friend, would like to take the place of his former assistant who has died to join him on his Temperance tours to be " <i>a pathetic example of a life ruined by excessive drinking and indulgence in whisky and women.</i> " (n.d.)  And blank letterheads for the Braehead Centre, Wick with Andrew Murray, Chairman's signature, Caithness District Council Caithness Museum Service and Chief Executive A. Beattie (13 items, paper)	1987
P966/2/2	Bundle of 18 Christmas cards, thank you cards and postcards (18 cards)	1987
<b>P966/3</b>	<b>Reports</b>	<b>1986-1987</b>

P966/3/1	Typewritten Annual Report (1 item, paper)	1986
P966/3/2	Typewritten and Handwritten Routine Reports covering the work done by the Centre, events and trips taken or planned and any staff changes (8 items, paper)	1987
<b>P966/4</b>	<b>Staff and Centre Records</b>	<b>1987- c.1990</b>
P966/4/1	Braehead Centre Inventory of Materials (1 item, paper)	21 <sup>st</sup> Jan. 1987
P966/4/2	Memorandum regarding transport for someone attending the Centre (1 item, paper)	29 Jan. 1987
P966/4/3	The Community Programme Employee's Guide and Employees Pack (2 booklets and 2 items, paper)	Apr. 1987
P966/4/4	Caithness District Council Application Form to work at the Centre (2 items, paper)	1987
P966/4/5	A4 Diary showing weekly routine transporting and catering for over 50 people (1 volume)	1987
P966/4/6	Timesheets for Staff listing names and hours worked (33 items, paper)	1987-1988
P966/4/7	Blank timesheet for staff (1 item, paper)	n.d.
P966/4/8	Blank form for Caithness District Council Absence Form for Sickness Only, Return to Duty for employees (1 item, paper)	n.d.
P966/4/9	Blank form for Caithness District Council Self-Certified Sickness Report (1 item, paper)	n.d.
P966/4/10	Client Lists for the Centre, includes names and addresses (4 items, paper)	n.d.
P966/4/11	Blank copy of form for attendance at the Braehead Centre (1 item, paper)	n.d.
P966/4/12	Blank information gathering form (1 item, paper)	n.d.
P966/4/13	Braehead Centre for the Elderly Open Day Prize Draw Result (1 item, paper)	n.d.
P966/4/14	Handy Tablet booklet notebook listing date and menus (1 volume)	6 <sup>th</sup> Jul. 1987-21 <sup>st</sup> Dec. 1987
P966/4/15	Item, paper of recipes (1 item, paper)	3 <sup>rd</sup> Dec. 1986
P966/4/16	List of Public Holidays (1 item, paper)	1987-1988

P966/4/17	Bundle of 34 photographs of staff and clients at the Braehead Centre, some duplicates, one with a handwritten thankyou note (34 photographs)	c. 1987
P966/4/18	Bundle of colour photographs of the staff and clients at the Braehead Centre, a postcard from a guest of the centre and a photocopy of the staff of Woolworths in the early 1950s (1 bundle)	c.1987
P966/4/19	Notebook containing recipes, general household advice and an account of the work of the Braehead Centre handwritten by Sinclair Gray (1 item)	1987
P966/4/20	Bundle of colour photographs of the staff and clients at the Braehead Centre with separate list of names and addresses of those in them (1 bundle)	c. 1986- c.1990
<b>P966/5</b>	<b>Other Records</b>	<b>1985-1987</b>
P966/5/1	Final Report Age Concern Scotland Development Advisory Resource Group Education Project in Highland Region (1 booklet)	Sep. 1985
P966/5/2	Community Programme News (1 booklet)	Aug. 1987
P966/5/3	Photocopy of a photograph showing a longhouse with man and horses, women standing in front and cart. Image is very blurry and indistinct (1 item, paper)	n.d.
P966/5/4	A4 sketches reflecting school life (2 items, paper)	n.d.
P966/5/5	Tourist Maps of Wick and Thurso on the reverse side and duplicate of Thurso map (2 items, paper)	n.d.
P966/5/6	The Industrial Society Exercise in Communication- Can You Follow Directions? (1 item, paper)	n.d.
P966/5/7	Booklet 'What to See in and around Reay A Guide to Places of Interest' created by the Caithness Heritage Information Project (1 booklet)	n.d.
P966/5/8	Drug, Alcohol and Solvent Misuse and the Community Programme Guidance for CP Agents/Sponsors (1 item, paper)	n.d.
P966/5/9	Various photographs and postcards of scenes in Wick and Thurso. A number are of Wick Harbour, and others are photographs of older photographs showing Wick and Thurso in days gone by (27 items)	c.1980