

RECEIVED 22 AUG 1972

2010.053.43

04 A

CIVIL AVIATION AUTHORITY

OFFICE FOR SCOTLAND BROOMHOUSE DRIVE EDINBURGH EH11 3XE

Telephone 031 443 4040 Ext 929

Telex 72238 Telegrams Airdiv Edinburgh

Our Ref: SCF/457/011: SCF/466/029  
Your Ref: 5B

Mr G F Trowbridge  
Town Clerk's Chambers  
High Street  
DORNOCH

21 August 1972

Dear Mr Trowbridge

FIRE AND RESCUE TRAINING COURSE C.17 - 2 - 6 OCTOBER 1972

Thank you for your letter dated 16 August, 1972, in which you advised that Mr Kenneth Jack had been nominated to attend the Civil Aviation Authority Fire Service Training School, Stansted, Essex, for Course C17 during the period 2-6 October, 1972.

Accordingly, please find attached Employers Undertaking CAFS Form 1, together with the Course Nomination Form, Route to Stansted Airport, Joining Instructions and Health Certificate CA Form 870.

Would you please cause the Employers Undertaking and Course Nomination Form to be completed and forwarded to:-

The Chief Fire Service Officer  
Civil Aviation Authority  
Room 314, The Adelphi  
John Adam Street  
LONDON WC2N 6BQ

Form CA870 - Health Certificate should be completed by Mr Jack and handed to the Clerical Staff on arrival at the School.

Yours sincerely

*A R Langler*

A R LANGLER  
Divisional Fire Service Officer

J.D.Watson Esq.,  
British Rail  
The Station  
Inverness

1st September, 1972

Ref.5B

Dear Sir,

Reservations - Mr. K. Jack

Would you please make the following reservation (sleeper) in the name of Mr. Kenneth Jack, a Town Council employee.

Inverness to London - Sunday, 1st October, 1972 - 1900 hours

London to Inverness - Friday, 6th October, 1972 - 2015 hours

A cheque for the requisite amounts will be sent on request.

Yours faithfully,

*[Handwritten Signature]*  
Town Clerk.

The Chief Fire Service Officer  
Civil Aviation Authority  
Room 314, The Adelphi  
John Adam Street  
London WC 2N 6BQ

1st September, 1972

Ref. 5B

Dear Sir,

Mr. Kenneth Jack - Fire & Rescue Training  
Course C.17 - 2nd to 6th Oct. 1972

I enclose herewith forms CAFS 1 together with Course Nomination in respect of the attendance of Mr. Kenneth Jack at the Fire Service Training School, Stansted, Essex on 2nd to 6th October, 1972.

Yours faithfully, -  
*J. H. Rosbuck*  
Town Clerk.

Your Ref: E03227  
Our Ref: 5B

7th September, 1972

J.D. Watson, Esq.,  
British Rail,  
The Station,  
Inverness

Dear Sir,

Mr. Kenneth Jack - Dornoch Town Council Employee


I thank you for the reservation forms BR25905 in respect of sleeper accommodation for Mr. Kenneth Jack for the following dates:-

Inverness to London - 1st October, 1972 - 1900 train

London to Inverness - 6th October, 1972 - 2015 train

A cheque for £23.20 in respect of train fare and sleeper accommodation (Fare £19.00 and 2 x £2.10 for sleeper) is enclosed herewith. I shall be glad to have the tickets at your convenience.

Yours faithfully,

  
Town Clerk.

Encl.

RECEIVED 13 OCT 1972

53

CIVIL AVIATION AUTHORITY

THE ADELPHI JOHN ADAM STREET LONDON WC2N 6BQ

Telephone 01 836 1207 x967

Town Clerk.  
Dumfries County Council  
High Street  
Dumfries  
Sutherland

11th Oct '72

STAFF IN CONFIDENCE

Dear Sir,

I have to inform you that student(s)

K. JACK

~~has~~ has passed/~~failed~~.....CAT 1 & 2 AERODROMES.....Course No...17...

Detailed confidential reports and examination results will be passed to you as soon as possible.

Yours faithfully

  
for Chief Fire Service Officer