

17, Waterloo Place,
S.W.1.

21st July 1925.



Sir,

In accordance with your instructions I enclose herewith the testimonials I have received to the capacity of Miss M.E. Dalton, whom I am proposing as one of the clerks for the Secretariat to the Governors' Conference ^{in Kenya}. It is, in my opinion, exceedingly important that the clerks in that office should have a fairly wide experience and should be absolutely trust-worthy in dealing with confidential affairs. I am told on all hands that there is a dearth of good stenographers and clerks in the Colony, and I am certain that the Secretariat cannot be adequately staffed unless two new clerks are sent out. Miss Dalton seems to have the qualifications necessary for the post, and I hope she may be appointed.

I am, Sir,

Your obedient, humble servant,

Edward Gigg

Under-Secretary of State,
for the Colonies,
Colonial Office,
Downing Street,
S.W.1.

BRITISH EMPIRE EXHIBITION
SOUTH AFRICAN PAVILION
WEMBLEY

LONDON

26 June 1925

Went 2224
72

Wembley 1417

Dear Grigg,

Are you and Lady Grigg by any chance contemplating taking to Kenya a lady secretary, if so may I suggest the name of Miss M. E. Dalton to you.

Miss Dalton worked for General Smuts for a short period in 1917 and again at the Imperial Conference and has been working with me since March last at the exhibition. Before that she was about 7½ years with 16 Lord Bute in the Whips office - in the Air Ministry - and later as his personal secretary.

She is an experienced and reliable secretary whose discretion one can have no reason to doubt in and her character of manner and

fine character more than a very happy
Co-worker.

I think she would do well at
Nairobi and her devotion to duty will
prove of the highest value when there are
so many distractions about a far Africa.

If you wished I would let her
us know at very short notice - not that
we can spare her easily - but we would
help her in our own way.

Believe me

Yours sincerely

S. F. Lane



Telephone: WEMBLEY 9333
(WEMBLEY 7724)
Telegraphic Address: "OPPOSITELY, LONDON."

578

BRITISH EMPIRE EXHIBITION,
WEMBLEY,
MIDDLESEX.

6 July

1925

My Dear Gregg,

This introduces Miss M. E. Dutton
to you. I shall be seeing you on the
9th July and can talk for anything
you want to know about her.

Yours sincerely

S. F. Lane

~~2/11~~

unfortunately

It may be necessary to
be near future to obtain the services
of a trained woman shorthand
writer for employment in the
Secretariat which it is proposed to
set up in connection with the
arrangements for holding
Governors Conferences at
Nairobi.

Sent to
(apps.)
CA
JMM
6/8

What is required is a
really good lady clerk who
is an expert stenographer.
Something like (eg) one
capable to carry out Secretarial
duties.

~~Handwritten notes~~
(10)