

RECORDS OF SUTTONS SEEDS LTD
(Additional deposits)

Accession No : DX244
Catalogue mark : TR 2SUT

Deposited as a gift

Record Types

AC3/1-3	Day book totals
AC5/1-6	Cost accounts
AC6/1-7	Other accounts
AC7/1-10	Financial statements
AC9/1-4	Invoices and accounting papers
AD2/1-21	General commercial and administrative records
AD3/1-4	Labour records
AD4/1-4	Premises records
AD7/1-4	Commercial records
AD8/1-17	General correspondence
CO1/1-4	Partnership records
CO3/1	Agreement
CO4/1-2	Property records
CO8/1-9	Other legal records
ET3/1	Report on weather
P2/B1-5	Individual advertising and servicing publications
(others)	
P4/A1-3	Newsletters (Suttons)
P4/B1-9	House journals and technical bulletins (Others)
P9/1-3	Other records
SH2/1	List of awards
SP1/1	Biographical sketch
SP2/1-9	Records of events, societies and organisations
SP3/1	Articles about peas
SP4/1-2	Personal records

AC ACCOUNTS

AC3 DAY BOOKS

AC3/1-3	DAY BOOK TOTALS	
/1		1921(Jul)
/2		1921(Aug)
/3		1921(Dec)

AC5 COST ACCOUNTS

AC5/1	LIST of expenses of home trade	1871-1872
AC5/2	ACCOUNT giving the cost of carriage of show goods	1885-1886

AC5/3	ACCOUNT giving the cost of the royal visit	1890
AC5/4	LIST of payments for Abbey Hall services	1893-1894
AC5/5	ACCOUNT giving the cost of visits by the Gardening Association	1898
AC5/6	COSTS for advertising boards at stations	nd

AC6 OTHER ACCOUNTS

AC6/1	LIST of nursery stock at Queens Road	1836
AC6/2	LIST of capital employed	1882-1884
AC6/3	LIST of profits of the individual partners	1887-1889
AC6/4	ACCOUNT of goods charged for partners etc	1894
AC6/5	LIST of seed sundries in stock	1896-1897
AC6/6	DRAFT ACCOUNT BOOK	1915
AC6/7	ACCOUNTS Profit share	1935-1938

AC7 FINANCIAL STATEMENTS

AC7/1	STATEMENT of earnings	1855-1896
AC7/2	ANNUAL BALANCES	1873-1888
AC7/3	SUMMARY STATEMENT of sales of vegetable and farm seeds	1875-1895
AC7/4	NOTE of bank overdrafts	1882-1903
AC7/5	STATEMENT as to diminution of profit	1885-1886
AC7/6	BALANCE SHEET	1886(May)
AC7/7	BALANCE SHEET	1897-1898
AC7/8	STATEMENT of sales showing number of ledger and distant money orders	1904-1906
AC7/9-10	PROPERTY AND LEDGER BALANCES	
/9		1904
/10		1911

AC9 INVOICES AND ACCOUNTING PAPERS

AC9/1	INVOICE, first one written by M J Sutton	1830
AC9/2	INVOICE from W Attlee Burpee & Co, seed growers, Philadelphia	1898 (27 Dec)
AC9/3	CHEQUES	1918-1921
AC9/4	INVOICE from John Kinross, Windsor	1919 (27 Sep)

AD ADMINISTRATIVE AND COMMERCIAL RECORDS

AD2 GENERAL ADMINISTRATIVE AND COMMERCIAL RECORDS

AD2/1	LIST of procedures for dealing with customers, orders etc	1849
AD2/2	MEMORANDUM relating to flower and vegetable seeds	1876-1899
AD2/3	NOTES on the composition of accounts	1881-1928
AD2/4	FILE of various memos	1884-1939
AD2/5	EXTRACT from a report relating to Cooper, Taber & Co Ltd which was presented at a general meeting of shareholders	1895
AD2/6	EXTRACT from a report relating to Peter Lawson & Son Ltd which was presented at a general meeting of the company	1895
AD2/7	CIRCULAR to the heads of department from one of the partners on the eve of his departure abroad	1906 (28 Mar)
AD2/8	REPORT on the Edinburgh Caledonian Show	1907(Sep)
AD2/9	MEMORANDUM from Dryland, Son & Thorowgood , Solicitors relating to the formation of a reserve fund	1910
AD2/10	MEMORANDUM setting out the procedure for determining the balances due to each partner in Suttons. Balances are attached	1913
AD2/11	PAPERS relating to Veitch seed merchants	c1915
AD2/12	MEMORANDUM relating to foreign goods	1919
AD2/13	NAMEPLATE for desk, L Noel Sutton	c1920's
AD2/14	NAMEPLATE for desk, Leonard Sutton	c1920's

AD2/15	MEMORANDUM from H C Blyth to A H Salmon relating to the categorization of grasses. Tables are attached	1938 (29 Apr)
AD2/16	MEMORANDUM from L Noel Sutton to heads of departments relating to internal economies	1939 (26 Jul)
AD2/17	MEMORANDUM Telephone Enquiries Bureau	1945
AD2/18	PAPERS relating to advertising	1945
AD2/19	MEMORANDUM from G F Pitts to M A F Sutton relating to the Agricultural Department	1945 (23 Jul)
AD2/20	MEMORANDUM <i>Post- War Plans and Reconstruction</i>	c1945
AD2/21	MEMORANDUM relating to the Gulval Trial Grounds near Penzance	c1947

AD3 LABOUR RECORDS

AD3/1	LIST of names of those holding pass keys	1882(Jan)
AD3/2	MEMORANDUM relating to the illness of Mr Roberts and the appointment of W J Brown	1890 (2 Oct)
AD3/3	MEMORANDUM to Mr Briggs relating to the pension of Mr Killford	1897 (21 Sep)
AD3/4	MEMORANDUM relating to general publicity and the appointment of J P Wallace (Incomplete)	1938

AD4 PREMISES RECORDS

AD4/1	LETTER from the Royal Insurance Company relating to building insurance	1903 (31 Jan)
AD4/2	SUMMARY of building and alterations	1911-1912
AD4/3	SUMMARY of expenses for Southcoate Manor	1911-1912
AD4/4	LIST of repairs and alterations carried out on Slough cottages and Suttons Market Place premises	1949

AD7 COMMERCIAL RECORDS

AD7/1	LIST of numbers of packets of vegetable seeds sold	1868-1869
AD7/2	LIST of sales of Primulas	1898-1899
AD7/3	PAPERS relating to new customers	1902-1903

AD7/4 PAPERS relating to the sale of goods 1922-1943

AD8 GENERAL CORRESPONDENCE

AD8/1	LETTER relating to retail seed and plant list	1855
AD8/2	CORRESPONDENCE relating to the sending of bulbs	1880
AD8/3	LETTER from James Henry Millard to Suttons & Sons relating to a cheque for three pounds	1891 (29 Sept)
AD8/4	LETTER from Beale & Martin, solicitors to Suttons & Sons relating to a cheque from Mrs Millard	1892 (3 Dec)
AD8/5	EXTRACTS from correspondence between Suttons and Sothill, Watson & Co	1893-1894
AD8/6	LETTER from Martin Hope Sutton to Martin J Sutton about the establishment of the business	1894 (27 Nov)
AD8/7	LETTER relating to a cheque from Mrs Millard	1895 (15 Jan)
AD8/8	LETTER from James Henry Millard to Beale & Martin, solicitors in response to a letter they sent him	1896 (6 June)
AD8/9	LETTER from James Henry Millard to Herbert Sutton	1896 (6 June)
AD8/10	LETTER from Martin Sutton to W D Mackenzie about a book Sutton has written [Photocopy]	1902 (10 Feb)
AD8/11	LETTER (incomplete) to Martin Sutton mainly about Italian Cauliflower seeds	1908 (20 Feb)
AD8/12	LETTER from Martin J Sutton to Leonard Sutton about his business trip to Dublin	1909 (16 Aug)
AD8/13	CORRESPONDENCE relating to the estate of Martin J Sutton (deceased)	1914-1915
AD8/14	LETTER from Martin Sutton to Leonard Sutton relating to interest payments on £90, 000. A receipt is attached	1923 (4 Jun)
AD8/15	LETTER from Leonard Sutton to his nephew Audley Sutton concerning the family business and Audley's memorandum on the subject	1931 (May 9)

AD8/16	LETTER from Leonard Sutton to his nephew Audley Sutton concerning competition with Carters	1931 (Jul 11)
AD8/17	LETTER to M A F Sutton relating to Training Within Industry. Enclosed is a newspaper cutting from the <i>Times</i>	1945(Jun)

CO LEGAL RECORDS OF COMPANIES AND BUSINESSES

CO1 RECORDS OF PARTNERSHIP AND UNLIMITED CONCERNS INCLUDING CAPITAL

CO1/1	NOTE of partners and their percentage ownership	1881-1907
CO1/2	NOTE on the capital held by partners	1884(Jun)
CO1/3	LIST of the income of partners in Suttons & Sons	1911
CO1/4	SEAL (Incomplete) dug up in the garden of Mrs Gilbert of Tunbridge Wells (Accompanied by covering letters)	c1930

CO3 EXTERNAL AGREEMENTS

CO3/1	AGREEMENT between Suttons and Robert Hewett to produce seed relating to a policy in the Crown Life Assurance office	1882 (15 Aug)
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CO4 PROPERTY RECORDS

CO4/1	LIST of estate agents	1893
CO4/2	ACCOUNT from Albury, Rising & Morgan for making valuations on Suttons' freehold and leasehold properties at Reading	1911

CO8 OTHER LEGAL RECORDS

CO8/1-5	ACCOUNTS from Dryland , Son & Thorowgood, solicitors for various legal matters carried out on behalf of Suttons	
/1		1890-1891
/2		1894
/3		1896
/4		1897
/5		1919-1922
CO8/6	ACCOUNT from Beale & Martin, solicitors for various legal matters carried out on behalf of Suttons	1891
CO8/7	ACCOUNT from G F Hudson Matthews & Co for various legal matters carried out on behalf of Suttons	1894

CO8/8	PAPERS relating to the Trading with the Enemy Act	1914-1916
CO8/9	CORRESPONDENCE relating to a claim for debts by a German national	1920

ET TECHNICAL RECORDS

ET3 GENERAL TECHNICAL REFERENCE

ET3/1	REPORT of weather conditions in the second half of March for three consecutive years	1898-1900
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P2/B INDIVIDUAL ADVERTISING AND SERVICING PUBLICATIONS (Others)

P2/B1	CALENDAR Knill and Sons	1921(Oct)- 1922(Sept)
P2/B2	EXTRACT from the <i>Horticultural Advertiser</i> entitled <i>Class-Business or Mass-Business</i>	1930
P2/B3	LEAFLET Crittall Cadet greenhouse	1961
P2/B4	CATALOGUE Armstrong roses	1963
P2/B5	CATALOGUE Carters Blue Book of Gardening	1970

P4/A HOUSE JOURNALS AND TECHNICAL BULLETINS (Suttons)

P4/A1-3	NEWSLETTERS for Sutton representatives	
/A1	No 1	1946(Aug)
/A2	No 2	1946(Dec)
/A3	No 3	1947(Apr)

P4/B HOUSE JOURNALS AND TECHNICAL BULLETINS (Others)

P4/B1	JOURNAL <i>The London Gazette</i>	1888(Jun)
P4/B2	JOURNAL <i>The London Gazette</i>	1898(Mar)
P4/B3	REPORT Horticultural Trades Association of Great Britain and Ireland	1907
P4/B4	REPRINTS from the <i>Times</i> Trade Supplement	1919
P4/B5	ARTICLE from the <i>Times</i> about the rise in bank rates	1920
P4/B6	ARTICLES from the <i>Times</i> about industrial reconstruction	1944(Dec)
P4/B7	ARTICLE from a newspaper about Sir Charles Bruce-Gardner and the post-war reconstruction of industry	c1945

P4/B8	JOURNAL <i>The Horticultural Advertiser</i>	1954(Feb)
/B8/1	ACT of Parliament <i>Merchandise Marks Act</i> (16&17 Geo 5)	1926
/B8/2	ACT of Parliament <i>Merchandise Marks Act</i> (1&2 Eliz 2)	1953

P4/B9	YEARBOOK National Chrysanthemum Society	1963
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P9 OTHER RECORDS

P9/1	LEAFLET <i>Electric Bench Warming</i> , from the Electrical Development Association	1961
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P9/2	PAMPHLET <i>Electricity in Your Garden</i> , from the Electrical Development Association	1961
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P9/3	BOOK <i>Electricity for the Grower</i> , from the Electrical Development Association	1961
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SH RECORDS OF SHOWS AND EXHIBITIONS

SH2 REGISTERS AND LISTS OF AWARDS

SH2/1	LIST of prizes won by Suttons at horticultural shows	1834-1838
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SP SOCIAL AND PERSONAL RECORDS

SP1 GENERAL REFERENCE RECORDS INCLUDING FIRMS HISTORIES

SP1/1	BIOGRAPHICAL SKETCH of Martin Hope Sutton reprinted from the <i>Reading Standard</i>	1897
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SP2 RECORDS OF EVENTS, SOCIETIES AND ORGANISATIONS

SP2/1	NOTES (unsigned) relating to various events including a meeting of the Secret Commissions and Bribery Prevention League	1907
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SP2/2-6	BANK BOOKS British and Foreign Bible Society Reading Auxiliary	
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/2		1916-1929
/3		1943-1945
/4		1945-1947
/5		1947-1949
/6		1949-1952

SP2/7-9	CHEQUE BOOK STUBS British and Foreign Bible Society	
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	Reading Auxiliary	
/7		1942-1946
/8		1946-1950

SP3 RECORDS OF PRODUCTS

SP3/1	ARTICLES (Hand-written) about Sutton’s Emerald Gem Pea	c1860’s
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SP4 PERSONAL RECORDS

SP4/1	BILL and SALE NOTE of John Sutton	1808-1809
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SP4/2	NOTES written by Martin Hope Sutton near the end of his life about the business and his life	c1901
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**RECORDS OF SUTTONS SEEDS LTD
(Third Deposit)**

Accession No : DX8, DX153

Catalogue mark : TR 3SUT

Copies of originals deposited as a gift by G Westall 1993 & 1995
List compiled January 1998

PH INTERNAL PHOTOGRAPHIC RECORDS

PH3 PRINTS

PH3/1	PHOTOGRAPH of Suttons large portable show stand, Birmingham	1898
PH3/2	PHOTOGRAPH of Suttons bulb room, Market Place premises	1899
PH3/3	PHOTOGRAPH of Suttons carpenter shop	c1900
PH3/4	PHOTOGRAPH of Suttons staff including Fred Few, Harry Kent, Chas Howlett, Jim Bartlett, John Garlick, Joe Taylor, Owen Shepherd, Alf Wheeler, Fireman Palmer, Tom Willis, Ted Wheeler, Fireman Ryan, Bill Smart, George Waight Snr., Ted Deacon, Jack Bartlett and Joe Tubb [2 copies]	c1900
PH3/5	PHOTOGRAPH of Suttons vegetable seed order Room at Reading	c1900
PH3/6	PHOTOGRAPH of gifts for troops in Capetown being packed in one of Suttons sheds	c1900
PH3/7	PHOTOGRAPH of a display of some of Suttons vegetables in one of their sheds	c1900
PH3/8	PHOTOGRAPH of Suttons Football Club Left to Right Back row - H Heskins, A H Shorter, J White, A J Hawes, F C Eady. Middle row - E A Styles (Referee), A G Rider, A H Earley, A R Allum, A W Beasley, C H Cheer, E J Underwood, J A Barnett (Linesman) Front Row - A Maskell, F M Bowery (Hon. Sec.), S W Yaxley (Sub Captain), W J Allen (Captain), H B Martin, C H Aust, F Palmer	1903
PH3/9	PHOTOGRAPH of Suttons seed trial ground from	1930

	Suttons catalogue (Colour)	
PH3/10	PHOTOGRAPH of Suttons seed trial ground from Suttons catalogue (Colour)	1930
PH3/11	PHOTOGRAPH of Suttons trial grounds showing a barn, Southern railway and the rear of the houses in Liverpool Road	1930 (14 May)
PH3/12	PHOTOGRAPH of Suttons trial grounds showing Shepherd's Hill and the foreman's house	1931 (18 Jul)
PH3/13	PHOTOGRAPH of Suttons trial grounds facing London Road. The lettuces in the foreground are the type "Milly Forcing"	1934 (22 Jun)
PH3/14	PHOTOGRAPH of Suttons trial grounds showing Southern railway and the rear of the houses in Liverpool Road	1935 (11 May)
PH3/15	PHOTOGRAPH of four men, one of whom is holding a wheelbarrow containing swans. The men from left to right are Mr Boshier the King's Swanmaster, Charlie Franklin of Suttons (holding wheelbarrow), Jim Hodge of Perry & Cox (with bicycle) and Ted Young of Suttons.	c1930's
PH3/16	PHOTOGRAPH of Suttons seed testing laboratory	c1930's
PH3/17	PHOTOGRAPH of Suttons vegetable seed room at their Market Place premises	c1930's
PH3/18	PHOTOGRAPH of a Suttons seeds ready for export being loaded onto a train at the Vastern Road goods yard	c1930's
PH3/19	PHOTOGRAPH of Southcote Manor part of the grounds of which were used by Suttons for cabbages and other vegetables.	c1930's
PH3/20	PHOTOGRAPH of the barn at Suttons trial grounds with glass bell cloches in the foreground	c1930's
PH3/21	PHOTOGRAPH of lorries loading at Suttons southern entrance in Abbey Square, Reading	c1950
PH3/22	PHOTOGRAPH of lorries loading outside the large four storey grass warehouse at Suttons Market Place premises in Reading	c1950
PH3/23	PHOTOGRAPH of lorries outside a building that had	1959

been Suttons stables and was later used as a garage

(3 Jul)