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 | 1904-1911 |

**AC9 INVOICES AND ACCOUNTING PAPERS**
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC9/1</td>
<td>INVOICE, first one written by M J Sutton</td>
</tr>
<tr>
<td>AC9/2</td>
<td>INVOICE from W Attlee Burpee &amp; Co, seed growers, Philadelphia</td>
</tr>
<tr>
<td>AC9/3</td>
<td>CHEQUES</td>
</tr>
<tr>
<td>AC9/4</td>
<td>INVOICE from John Kinross, Windsor</td>
</tr>
</tbody>
</table>

**AD ADMINISTRATIVE AND COMMERCIAL RECORDS**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD2/1</td>
<td>LIST of procedures for dealing with customers, orders etc</td>
</tr>
<tr>
<td>AD2/2</td>
<td>MEMORANDUM relating to flower and vegetable seeds</td>
</tr>
<tr>
<td>AD2/3</td>
<td>NOTES on the composition of accounts</td>
</tr>
<tr>
<td>AD2/4</td>
<td>FILE of various memos</td>
</tr>
<tr>
<td>AD2/5</td>
<td>EXTRACT from a report relating to Cooper, Taber &amp; Co Ltd which was presented at a general meeting of shareholders</td>
</tr>
<tr>
<td>AD2/6</td>
<td>EXTRACT from a report relating to Peter Lawson &amp; Son Ltd which was presented at a general meeting of the company</td>
</tr>
<tr>
<td>AD2/7</td>
<td>CIRCULAR to the heads of department from one of the partners on the eve of his departure abroad</td>
</tr>
<tr>
<td>AD2/8</td>
<td>REPORT on the Edinburgh Caledonian Show</td>
</tr>
<tr>
<td>AD2/9</td>
<td>MEMORANDUM from Dryland, Son &amp; Thorowgood, Solicitors relating to the formation of a reserve fund</td>
</tr>
<tr>
<td>AD2/10</td>
<td>MEMORANDUM setting out the procedure for determining the balances due to each partner in Suttons. Balances are attached</td>
</tr>
<tr>
<td>AD2/11</td>
<td>PAPERS relating to Veitch seed merchants</td>
</tr>
<tr>
<td>AD2/12</td>
<td>MEMORANDUM relating to foreign goods</td>
</tr>
<tr>
<td>AD2/13</td>
<td>NAMEPLATE for desk, L Noel Sutton</td>
</tr>
<tr>
<td>AD2/14</td>
<td>NAMEPLATE for desk, Leonard Sutton</td>
</tr>
</tbody>
</table>
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 Post- War Plans and Reconstruction 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 Times 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)

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 1890-1891

/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

P2/B INDIVIDUAL ADVERTISING AND SERVICING PUBLICATIONS (Others)

P2/B1  CALENDAR Knill and Sons 1921(Oct)-1922(Sept)

P2/B2  EXTRACT from the *Horticultural Advertiser* entitled *Class-Business or Mass-Business* 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 *The London Gazette* 1888(Jun)

P4/B2  JOURNAL *The London Gazette* 1898(Mar)

P4/B3  REPORT Horticultural Trades Association of Great Britain and Ireland 1907

P4/B4  REPRINTS from the *Times* Trade Supplement 1919

P4/B5  ARTICLE from the *Times* about the rise in bank rates 1920

P4/B6  ARTICLES from the *Times* 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 The Horticultural Advertiser 1954(Feb)
/B8/1 ACT of Parliament Merchandise Marks Act (16&17 Geo 5) 1926
/B8/2 ACT of Parliament Merchandise Marks Act (1&2 Eliz 2) 1953

P4/B9 YEARBOOK National Chrysanthemum Society 1963

P9 OTHER RECORDS

P9/1 LEAFLET Electric Bench Warming, from the Electrical Development Association 1961

P9/2 PAMPHLET Electricity in Your Garden, from the Electrical Development Association 1961

P9/3 BOOK Electricity for the Grower, from the Electrical Development Association 1961

SH RECORDS OF SHOWS AND EXHIBITIONS

SH2 REGISTERS AND LISTS OF AWARDS

SH2/1 LIST of prizes won by Suttos at horticultural shows 1834-1838

SP SOCIAL AND PERSONAL RECORDS

SP1 GENERAL REFERENCE RECORDS INCLUDING FIRMS HISTORIES

SP1/1 BIOGRAPHICAL SKETCH of Martin Hope Sutton 1897 reprinted from the Reading Standard

SP2 RECORDS OF EVENTS, SOCIETIES AND ORGANISATIONS

SP2/1 NOTES (unsigned) relating to various events including 1907 a meeting of the Secret Commissions and Bribery Prevention League

SP2/2-6 BANK BOOKS British and Foreign Bible Society Reading Auxiliary
/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 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

SP4 PERSONAL RECORDS

SP4/1  BILL and SALE NOTE of John Sutton  1808-1809
SP4/2  NOTES written by Martin Hope Sutton near the end of his life about the business and his life  c1901
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

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 Bosher 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)