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A69/10 RECORDS OF J. STONE & CO. LTD, ENGINEERS, OF DEPTFORD

Deposited by Stone-Platt Crawley Ltd, Gatwick Rd,
Crawley, Sussex. 19th May 1969.

Summary list only. NOTE: under the terms of deposit
access to this collection is granted to bona fide
students engaged in historical research only, and
there is an absolute closure on items 3.1-4.

Location

1 ARTICLES OF ASSOCIATION AND COMPANY MEETINGS

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|-----|--|-----------|
| 1.1 | J. Stone & Co. Ltd: memoranda and articles of association. | 1904,1943 |
| 1.2 | Stone Platt Engineering Co. Ltd: ditto. | 1942 |
| 1.3 | J. Stone & Co. (Deptford) Ltd: ditto. | 1950,1963 |
| 1.4 | J. Stone & Co. (Holdings) Ltd: ditto | 1963 |
| 1.5 | J. Stone & Co. (Deptford) Ltd: resolution re change of
name to Stone-Platt Crawley Ltd. | 1968 |
| 1.6 | Counsel's opinion on dispute concerning articles of
association. | 1932 |
| 1.7 | Notice and accounts for 55th Annual General Meeting. | 1959 |

2 SHARES

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|-----|--|-----------|
| 2.1 | Companies Act 1908, form E, summary of share capital
and shares: copy annual returns. 1 file. | 1909-1914 |
| 2.2 | Share letter books. 7 vols. | 1916-1928 |

3 CORRESPONDENCE

- | | | |
|------|---|-----------|
| 3.1 | Company Secretary's letter books (A. Frigant and
H.W. Lee), vols 1-4. [CLOSED TO PUBLIC] | 1905-1915 |
| 3.2 | H.W. Lee, Company Secretary and General Manager:
private letter books, vols 1-25. [CLOSED TO PUBLIC] | 1910-1919 |
| 3.3 | Expenses letter book ('H.W.L.'). [CLOSED TO PUBLIC] | 1916-1919 |
| 3.4 | Staff letter book ('H.W.L.'). [CLOSED TO PUBLIC] | 1915-1917 |
| 3.5 | Correspondence re ARP Reserve, stock-taking, etc.
1 file. | 1946-1952 |
| 3.6 | G.P. Bartholomew, Company Secretary: file of out-letters. | 1958-1959 |
| 3.7 | Correspondence re arrangements for watching Coronation
from Oceanic House, Pall Mall East. files. | 1953 |
| 3.8 | Inter-departmental notes. 1 file. | 1939-1945 |
| 3.9 | Inter-departmental correspondence. 1 file. | 1964-1965 |
| 3.10 | General correspondence. 1 file. | 1964 |

4 PREMISES AND PLANT

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|------|--|-------------|
| 4.1 | Deeds of 27-49 (odd) Arklow Rd. 1 packet. | 19-20th c |
| 4.2 | Deeds of 51-61 (odd) Arklow Rd. 1 packet. | ditto |
| 4.3 | Deeds of 83-97 (odd) Childers St. 1 packet. | ditto |
| 4.4 | Deeds of 99-111 (odd) Childers St. 1 packet. | ditto |
| 4.5 | Deeds of 113-115, 123-125 (odd) Childers St. 1 packet. | ditto |
| 4.6 | Deeds of 117-133 (not 123-125) and 141 (odd) Childers St. 1 packet. | ditto |
| 4.7 | Deeds of 135-139 (odd) Childers St. 1 packet. | ditto |
| 4.8 | Deeds of 143-157 (odd) Childers St. 1 packet. | ditto |
| 4.9 | Deeds of 159-167 (odd) Childers St. 1 packet. | ditto |
| 4.10 | Leases of James St (later Childers St) and Arklow Rd. 1 packet. | ditto |
| 4.11 | Leases of foundry premises, and schedule of deeds. 1 packet. | ditto |
| 4.12 | Papers re 'Cottage Property' (proposed purchase of property from Evelyn Estate for works extension). | 1907-1909 |
| 4.13 | 'New Offices': files of contracts, accounts, etc. | c.1910-1916 |
| 4.14 | Correspondence re office premises (incl. tenders for new offices in Arklow Rd). 1 file. | 1915-1932 |
| 4.15 | Correspondence re properties considered for purchase for works extension. 2 files. | 1915-1917 |
| 4.16 | Plans of Stone's works at Deptford and Charlton. | c.1929 |
| 4.17 | Particulars of plant and equipment for Ministry of Aircraft Production approval. | 1941 |

5 PATENTS

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|-----|--|-------------|
| 5.1 | Abstracts of patent agreements. 1 vol. | c.1907-1915 |
| 5.2 | Papers re Spanish patents (incl. Spanish newspapers). files. | c.1912-1934 |
| 5.3 | Patent specifications. 1 bundle. | 1923-1937 |
| 5.4 | Correspondence re patents. 3 boxes. | c.1926-1948 |

6 PUBLICITY

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|-----|--|-----------|
| 6.1 | Product catalogues (also some single photographs and posters; products include ship and railway fittings, fire extinguishers, drainage and sewage equipment). About 100 items. | 19-20th c |
| 6.2 | Photographs of exhibition displays. 5 albums. | 1956-1966 |
| 6.3 | Scrap book (mainly newscuttings). | 1963-1967 |
| 6.4 | Papers re British Industrial Exhibition, Moscow. 1 file. | 1965-1966 |

6.5	Papers re International Trade Fair, Plovdiv, Bulgaria.	1966
6.6	Misc. papers re publicity and events (correspondence, photographs, texts for speeches, etc).	c.1966-1967
6.7	Stone's Quarterly (house magazine), nos. 22,26,29,30,32.	1959-1965
6.8	Samples of metals produced by Stone's (one in shape of bar of chocolate). 4 items.	nd
7	<u>SALES AND CUSTOMERS</u>	
7.1	Commissions and royalties account.	c.1912-1921
7.2	'Direct labour' [?production] account.	1919-1928
7.3	Valuations of uncompleted orders. 5 files.	1919-1922 1923-1927 1928-1933 1934-1937 1937-1943
7.4	'Board figures' [monthly sales statistics]. 3 files.	1945-1951
7.5	'Register of commissions' [export orders].	c.1946-1952
7.6	Register of shipments (alphabetical).	1950-1961
7.7	Correspondence re customs and excise. 1 file.	1947-1966
7.8	Requisitions for supplies from Stone-Franklin of Canada. 1 file.	1949-1951
7.9	Copy orders (Canadian). 1 file.	1950-1951
7.10	Copy invoices from Stone-Franklin of Canada to various customers. 1 file.	1955-1956
7.11	Correspondence etc re trade with Nikex Trading Co. (Hungary). 1 file.	1956-1967
7.12	'Completed forward contracts' [papers re trade with German firms]. 1 file.	c.1960-1962
7.13	Papers (correspondence, orders etc) re J. Stone & Co. (Africa) Ltd and Stone (Stamcor) Ltd [South Africa].	1962-1966
7.14	Export charge sheets, re supply of railway equipment to overseas customers.	1965,1967
7.15	Nail export order file.	1965-1966
7.16	Summary customer accounts. 5 files.	c.1944-1959
7.17	'Customer journals' [accounts], incomplete alphabetical sequence: 'B', 'L', 'Ordnance', 'R', 'S-T', 'U-Z'. 6 vols.	c.1940-1949
7.18	'Customer journals', incomplete sequence: 'C-D', 'E-G', 'L-M', 'S-T'. 4 vols.	c.1950-1959
7.19	Register of accounts payable.	1951
7.20	Correspondence re invoices and credits. 1 file.	1956
7.21	Customer account journal (monthly).	1960

7.22	Copy statements of account: customers A-D.	1962-1964
7.23	Dispatch notes etc re railway equipment. 1 file.	1961-1963
7.24	Invoices returned or queried by British Railways. 1 file.	1961-1967
7.25	Copies of Admiralty orders. 1 file,	1964-1965
7.26	Dispatch notes and papers re Admiralty orders. 1 file.	1966
7.27	Register of invoices.	1957
7.28	Completed orders. 1 file.	1960
7.29	Copy invoices. 1 file.	c.1961-1963
7.30	Invoices for supply of small items to other parts of the Stone group. 1 file.	1961-1966
7.31	'Daily totals' [?sales]. 2 files.	1963-1964
7.32	Credit notes. 1 file.	1962-1963
7.33	Credit note correspondence. 1 file.	1964-1965
7.34	Orders for misc. small goods. 1 file.	1965
7.35	Dispatch notes etc re misc. orders. 1 file.	1966
7.36	Register of returned goods. Unbound sheets.	1959
7.37	Completed credit claims re returned goods. 1 file.	1966-1967
7.38	Correspondence re maintenance agreements. 1 file.	1922-1959
7.39	Copy trade references given by Stone's to other firms. 1 file.	1949-1968
7.40	Confidential reports (? by Dunn & Bradstreet) re affairs of prospective customers.	1954-1960

8 ACCOUNTS

8.1	Draft accounts and summaries of sales and commissions (annual).	1960-1966
8.2	Draft accounts. 1 vol.	1965-1966
8.3	Private ledger.	1904-1917
8.4	General ledgers. 9 vols.	1918-1924 1925-1929 1935-1939 1940-1943 1944-1947 1948-1950 1951-1954 1955-1959
8.5	Classified account of expenses [ledger]. Unbound sheets.	1948-1950
8.6	Account of supplies, classified under 'new machine', 'office furniture', 'new buildings'. 2 vols numbered '4' and '5'.	1936-1939 1940
8.7	'Journal' [interim cash account].	1904-1917

8.8	'General journals' (chronological record of payments out). 7 vols.	1918-1926 1927-1935 1935-1941 1942-1947 1948-1951 1951-1955 1956-1959
8.9	'Transfer journals' (chron. list of payments in and out). 6 vols., numbered '11', '12', '13', '14', '16' [sic], '17'.	1943-1945 1945-1948 1948-1952 1953-1958 1958-1962 1962-1965
8.10	Cash book.	1917-1918
8.11	General cash books. 2 vols.	1940-1946 1946-1950
8.12	Cash books. 4 vols.	1945-1947 1950-1952 1955-1956 1960-1962
8.13	Cash summaries. 4 vols.	1943-1944 1957-1961 1961-1964 1964-1967
8.14	Bank book.	1917-1918
8.15	Cheque book (part used).	1941
8.16	Vouchers to account. 3 packets.	1967-1968
9	<u>EMPLOYEES</u>	
9.1	Testimonial notice, from Board minutes, on resignations of John and Sydney Prestige. Framed.	1915
9.2	Account of directors' fees. Quarterly.	1925-1933
9.3	Register of male employees over 16 (showing dates of ?conscription).	1916-1918
9.4	Register of employees. 1 vol.	1919
9.5	Register of employees.	c.1924-1930
9.6	'Dissections' [analyses] of salaries by departments. 1 file.	1920-1937
9.7	Staff lists, weekly, with years of service, unemployment, pensions etc.	1927-1932
9.8	Register of office staff salaries. Quarterly.	1934-1939
9.9	Salaries account. Weekly. 5 vols.	1932 1936 1937 1938 1939

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|------|--|---|
| 9.10 | Salaries register (incl. overtime). Weekly. 2 vols. | 1940,1941 |
| 9.11 | Draft wages account. 1 vol. | 1941-1942 |
| 9.12 | Receipts from employees for payments for ARP work etc.
2 files. | 1943-1944 |
| 9.13 | Memoranda re staff insurance. 5 vols. | 1922-1923
1928-1929
1939-1940
1940-1941
1942-1943 |
| 9.14 | Rules of Stone-Platt superannuation fund. Printed. | 1962 |
| 9.15 | Applications for employment. 1 file. | 1910-1915 |
| 9.16 | Applications for employment (classified by types of
work: clerical, engineers, draughtsmen, labourers). 1 file. | 1913-1914 |
| 9.17 | Factory notices. 1 file. | 1914-1917 |
| 9.18 | Official notices and posters (Ministry of Munitions
etc) and other factory notices. 1 box. | 1914-1918 |
| 9.19 | Copy correspondence, notices, memoranda etc re indust-
rial relations disputes, wartime production, share-
holdings etc. Incl. Ministry of Munitions circulars.
1 file. | 1915-1922 |
| 9.20 | Papers re staff war bonuses. 1 file. | 1916-1918 |
| 9.21 | Papers re wages, income tax, overtime and national
insurance, with lists of (?office) employees. 1 bundle. | 1917-1941 |
| 9.22 | Papers re Welcome Institute, Arklow Rd (works canteen).
1 file. | 1916-1923 |
| 9.23 | Stone's Athletic Club and Institute: programme for staff
dinner. | 1929 |
| 9.24 | Stone's athletic Club and Institute: magazines. | 1938,1939 |
| 9.25 | Photograph of J. Stone & Co. (Charlton) Home Guard,
F. Section. | 1940 |
| 10 | <u>STONE FAMILY PAPERS</u> | |
| 10.1 | Stone family correspondence and photographs (originals
and typed copies; also family tree and correspondence
with Mrs Quekett who presented them to Stone's in 1955). | 1848-1867
(1955) |
| 11 | <u>MISCELLANEOUS</u> | |
| 11.1 | Henry F. Morriss: 'Minister, Mayor and Merchant', London.
(Printed autobiography, with printed prospectuses.) | nd[20th c] |