

William Clowes Ltd. Archive

MS 5330

Business records for a printing company including Minute books; financial records; labour records and records relating to customers, stock; shares and property leased by the business.

The Collection covers the year's 1880-1972.

The physical extent of the collection is 88 volumes and 2 files.

MS 5330/1	Minute books and Attendance Registers March 1880-December 1959 5 volumes
MS 5330/1/1	Minute Book March 1880-April 1906 Volume damaged - Covers missing 1 volume
MS 5330/1/2	Minute Book No.2. June 1906 - April 1927 1 volume
MS 5330/1/3	Minute Book No.3. May 1927 - February 1943 1 volume
MS 5330/1/4	Minute Book No.4. March 1943-December 1959 Directors' meeting minutes, volume indexed 1 volume

- MS 5330/1/5** Directors' Attendance Book
1902-1953
Includes loose correspondence at the front of the volume,
dating from 1948-1952

1 volume
- MS 5330/2** **General and other Ledgers**
March 1880-c.1960

23 volumes
- MS 5330/2/1** General Ledger: Beccles
31 March 1880-December 1914

1 volume
- MS 5330/2/2** General Ledger: Beccles
1904-1912

1 volume
- MS 5330/2/3** General Ledger: Beccles
1913-1923
Indexed

1 volume
- MS 5330/2/4** General Ledger: Beccles
1915-1955

1 volume
- MS 5330/2/5** General Ledger: Beccles
1923-1935

1 volume
- MS 5330/2/6** General Ledger: Beccles
1936-1940
indexed

1 volume
- MS 5330/2/7** General Ledger: Beccles
1946-1950

1 volume

- MS 5330/2/8** General Ledger: Beccles
1954-1958

1 volume
- MS 5330/2/9** General Ledger
1920-1922
Includes lists of Staff wages at the back of the volume

1 volume
- MS 5330/2/10** General Ledger
1929-1937

1 volume
- MS 5330/2/11** General Ledger no.38
1938-1945
Also labelled 'Journal no.12'
Volume is indexed

1 volume
- MS 5330/2/12** General Ledger
1946-1956

1 volume
- MS 5330/2/13** Ledger
1956-1958

1 volume
- MS 5330/2/14** General Ledger
1956

1 volume
- MS 5330/2/15** Ledger
Jan 1958-Sep 1958

1 volume
- MS 5330/2/16** Profit and Loss Ledger
1917-1930

1 volume

- MS 5330/2/17** Profit and Loss Ledger
1931-1948

1 volume
- MS 5330/2/18** Binding Ledger: Law
1923; 1954
Details binding accounts for customers, includes a loose list of
addresses of Law Binding customers at the front of the book,
dated 23 February 1954

1 volume
- MS 5330/2/19** Building Stock: Ledger
1938-1939

1 volume
- MS 5330/2/20** Ledger: Carpenters' Stock
1938-1939

1 volume
- MS 5330/2/21** Customer Accounts: Ledger
c.1939-c.1960

1 volume
- MS 5330/2/22** Customer Accounts: Ledger
c.1946-1960

1 volume
- MS 5330/2/23** Bought Ledger
1941-1955

1 volume
- MS 5330/3** **Cash books and Journals**
April 1900 - 1972

22 volumes
- MS 5330/3/1** Cash Book No.4
April 1900-1958

1 volume

MS 5330/3/2	Cash Book No.1 1926-1932 1 volume
MS 5330/3/3	Cash Book No.2 1932-1939 1 volume
MS 5330/3/4	Cash Book No.3 1938-1942 1 volume
MS 5330/3/5	Cash Book No.7 Sep 1954-1958 1 volume
MS 5330/3/6	Cash Book Dec 1929-June 1944 1 volume
MS 5330/3/7	Cash Book 1936-1946 1 volume
MS 5330/3/8	Cash Book 1936-1946 1 volume
MS 5330/3/9	Cash Book 1939-1953 1 volume
MS 5330/3/10	Cash Book 1951-1958 1 volume

- MS 5330/3/11** Duke Street: General Journal
1915-1936

1 volume
- MS 5330/3/12** Duke Street: General Journal
1936-1958

1 volume
- MS 5330/3/13** Beccles: Cash Book
1945-1954

1 volume
- MS 5330/3/14** Beccles: Cash Book
1939-1944

1 volume
- MS 5330/3/15** Beccles: Journal No.11
Sep 1954-Sep 1956

1 volume
- MS 5330/3/16** Beccles: Journal No.12
Oct 1956-Sep 1962

1 volume
- MS 5330/3/17** Beccles: Journal No.13
Oct 1962-Sep 1971

1 volume
- MS 5330/3/18** Cash Book: Law Reports Bonding Day Book
1941-May 1944

1 volume
- MS 5330/3/19** Cash Book: Law Reports Bonding Day Book
May 1946-1954

1 volume

- MS 5330/3/20** Cash Book: London
1953-1962

1 volume
- MS 5330/3/21** Cash Book: Canteen
1961-1972

1 volume
- MS 5330/3/22** Volume which contains analysis of various accounts
1936-1958
Indexed

1 volume
- MS 5330/4** **Labour records**
1885-1968

14 volumes; 1 file
- MS 5330/4/1** Volume entitled, 'Weekly Summary of Wages'
3 December 1885-18 September 1891
No individuals mentioned just cost of wages over the different
departments.

1 volume
- MS 5330/4/2** Volume entitled, 'Weekly Summary of Wages'
24 September 1891-7 October 1897
No individuals mentioned just cost of wages over the different
departments.

1 volume
- MS 5330/4/3** Volume entitled, 'Weekly Summary of Wages'
3 July 1908-15 May 1913
No individuals mentioned just cost of wages over the different
departments.

1 volume
- MS 5330/4/4** Volume entitled, 'Weekly Summary of Wages'
14 February 1918-2 November 1922
No individuals mentioned just cost of wages over the different
departments.

1 volume

- MS 5330/4/5** Volume entitled, 'Weekly Summary of Wages'
9 November 1922-20 October 1927
No individuals mentioned just cost of wages over the different
departments.
- 1 volume
- MS 5330/4/6** Volume entitled, 'Weekly Summary of Wages'
27 October 1927-22 December 1932
Individuals who worked in Counting House starting to be
named
- 1 volume
- MS 5330/4/7** Volume entitled, 'Weekly Summary of Wages'
5 January 1933-9 December 1937
Individuals who worked in Counting House starting to be
named
- 1 volume
- MS 5330/4/8** Volume entitled, 'Weekly Summary of Wages'
23 December 1937-26 November 1942
Individuals who worked in Counting House starting to be
named
- 1 volume
- MS 5330/4/9** Volume entitled, 'Wages Book'
7 January 1938 - 19 September 1941
summary of weekly wages - no individuals named
- 1 volume
- MS 5330/4/10** Volume entitled, 'Summary of Wages'
31 December 1942-19 September 1946
summary of weekly wages - no individuals named
- 1 volume
- MS 5330/4/11** Volume entitled, 'Summary of Wages'
4 July 1946-7 December 1951
summary of weekly wages - no individuals named. Some
loose pieces of correspondence at the front of the volume.
- 1 volume

- MS 5330/4/12** Volume entitled, 'Summary of Wages'
14 December 1951-28 September 1956
summary of weekly wages - no individuals named

1 volume
- MS 5330/4/13** Volume entitled, 'Summary of Wages'
5 October 1956-28 September 1962
summary of weekly wages - no individuals named

1 volume
- MS 5330/4/14** Volume entitled, 'Summary of Wages'
5 October 1962-13 September 1968
summary of weekly wages - no individuals named

1 volume
- MS 5330/4/15** File relating to the William Clowes & Sons Employees' Sick Fund
1898-1940
Includes correspondence and Balance Sheets for the Sick Fund. Also, two copies of the 'Rules and Regulations of the Sick Fund', dated 1908 and 1921.
[The Sick Fund was established in 1820. There are some employee names on the Balance Sheets detailing their payments]
Also, one item of correspondence, dated 1933, relating to a 'gold seal ring', owned by Mrs Clowes

1 folder
- MS 5330/5** **Customer Records and Job Books**
1929-1963

17 volumes
- MS 5330/5/1** Volume entitled Discounts
1929-1958

1 volume
- MS 5330/5/2** Volume entitled Beccles Customers Invoice Book
1941

1 volume

- MS 5330/5/3** Beccles: Invoice Book
1943

1 volume
- MS 5330/5/4** Beccles Invoice Book
1944

1 volume
- MS 5330/5/5** Beccles: Invoice Book
1945
Indexed

1 volume
- MS 5330/5/6** Job Book
January 1947-December 1948

1 volume
- MS 5330/5/7** Job Book
August 1949-September 1954

1 volume
- MS 5330/5/8** Job Book
March 1953-October 1955

1 volume
- MS 5330/5/9** Job Book
October 1954-May 1958

1 volume
- MS 5330/5/10** Job Book
November 1955-July 1956

1 volume
- MS 5330/5/11** Job Book
December 1957 - August 1959

1 volume

- MS 5330/5/12** Job Book
September 1959-February 1961

1 volume
- MS 5330/5/13** Job Book
March 1961-August 1962

1 volume
- MS 5330/5/14** Job Book
March 1962-March 1963

1 volume
- MS 5330/5/15** Job Costing Book: London
January 1949-February 1951

1 volume
- MS 5330/5/16** Job Costing Book: London and Beccles
March 1951-March 1952

1 volume
- MS 5330/5/17** House Jobs Book
1 July 1957 - 30 September 1962

1 volume
- MS 5330/6** **Records relating to Shares**
1880-1968

4 volumes
- MS 5330/6/1** Register of Members and Share Ledger
1880-1955

1 volume
- MS 5330/6/2** Debenture Stock Register
1904-1947

1 volume

- MS 5330/6/3** Interest and Dividends Register
1936-1956

1 volume
- MS 5330/6/4** Register of Transfers
Jan 1958-1968

1 volume
- MS 5330/7** **Stock Records**
1934-1949; 1967

3 volumes
- MS 5330/7/1** Stock and Balance Book: Duke Street
1934-1949

1 volume
- MS 5330/7/2** Inventory and Valuation: Beccles and Great Yarmouth Volume
1 and 2
27 July 1967
Taken from front page: "A Report and Inventory and Valuation
of the Letterpress and Lithographic printing and bookbinding
plant and machinery; linotypes; monotypes and accessories;
electric motors and installation; type; galleys and chases;
lithographic plates; data processing and laboratory equipment
upon the premises at Station Road, Great Yarmouth, Norfolk
and Newgate, Beccles, Suffolk, the property of William Clowes
and Sons Ltd. 27th July 1967. For fire insurance
reinstatement as new purposes."

2 volumes
- MS 5330/8** **Property Records**
1898-1941

1 file
- MS 5330/8/1** File relating to the Duke/Duchy Street property lease
1898-1941

1 file