

## Northamptonshire Record Office

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NORTHAMPTONSHIRE RECORD OFFICE



Records of Messrs. Loake Bros. Ltd., Kettering

Boot & Shoe Manufacturers

Accession 1981/110

A. Volumes

Bought Ledgers

1. Bought and Sales ledger (sales first, bought entries from last page backwards; index at front; names and addresses of suppliers or customers, value of goods bought or sold balanced against payments made or received including discounts; also commission accounts), Aug 1880 - Dec 1883
2. Bought ledger with loose index (folio references to cash debit books in payment columns and to invoice books in goods received columns), Nov 1883 - Dec 1898
3. Ditto June 1894 - Dec 1898
4. Ditto Jan 1899 - Dec 1902
5. Ditto Jan 1903 - Jan 1907
6. Ditto Jan 1907 - Jan 1911
7. Ditto Jan 1911 - June 1914

Invoice Books

8. Invoice book (details of purchases totalled monthly with folio references to Bought ledgers) Jan 1884 - Aug 1888
9. Ditto Sept 1888 - Oct 1891
10. Ditto Oct 1891 - May 1894
11. Ditto (much blank) May 1894 - Dec 1894
12. Ditto Jan 1895 - Feb 1897
13. Ditto Mar 1897 - Feb 1899

14.	Invoice book	Feb 1899 - Dec 1900
15.	Ditto	Jan 1901 - Aug 1902
16.	Ditto	Aug 1902 - Apr 1904
17.	Ditto	Jan 1906 - Aug 1907
18.	Ditto	Aug 1907 - Feb 1909
19.	Ditto	Feb 1909 - June 1910
20.	Ditto (largely blank)	June 1910 - Dec 1910
21.	Invoice analysis book (with columns totalled monthly; entries numbered seriatim from Sept. to August with yearly totals at end of August; after June 1914 folio references are of a different kind)	Feb 1914 - Mar 1917
22.	Ditto	Mar 1917 - Oct 1921
23.	Ditto	Oct 1921 - May 1925
24.	Ditto	June 1925 - Aug 1928
25.	Ditto	Aug 1928 - Mar 1931
26.	Ditto ( a second series beginning on 7 Sept with no. 1)	Sept 1922 - May 1927
27.	Ditto	May 1927 - Mar 1931
28.	Ditto	Apr 1931 - Apr 1935

Cash Debit Books

29.	Cash debit book (recording payments made including allowances for discounts, carriage, returns &c. with folio references to payments columns in Bought Ledgers)	Jan 1884 - Dec 1888
30.	Ditto	Jan 1889 - June 1894
31.	Ditto (with payments recorded in 3 columns from Feb 1896 distinguishing discounts and cheques paid from other payments)	Jan 1895 - Sept 1897
32.	Ditto (3 columns until Dec 1898)	Sept 1897 - Mar 1905
33.	Ditto	Apr 1905 - Mar 1931
34.	Purchase Returns (beginning like 2nd series of invoice analysis books in Sept. 1922)	Sept 1922 - Mar 1935

### Overheads

35. Ledger (headings include advertising, B.U.M.C., bank expenses, bad debts, carriage, commission, dividends, gas, incidentals, Midland Railway, National Telephone Co, plant, petty cash, repairs, rents, rates, sundry accounts, stationery, stamps, travelling expenses, wages of directors, work people & secretary &c; folio references to Cash debit books and Overheads journals). Dec 1894 - Dec 1898
36. Ditto Jan 1899 - Dec 1901
37. Ditto Jan 1902 - Dec 1905
38. Ditto Jan 1906 - Dec 1908
39. Ditto Jan 1909 - Dec 1910
40. Journal (with folio references to Overheads Ledgers) Dec 1894 - Oct 1899
41. Ditto Nov 1899 - Dec 1902
42. Ditto Jan 1903 - Nov 1905
43. Ditto Nov 1905 - Apr 1908
44. Ditto May 1908 - Sept 1910
45. Ditto (largely empty) Sept 1910 - Dec 1910

### General Cash Books &c.

46. Cash book (balanced weekly; receipts mainly from bank; payments mainly of wages; half yearly account of sums advanced by W.F., T & J. Loake and profits) Aug 1880 - Dec 1883
47. Cash book (cash, cheques, bills &c. received balanced weekly against banking, petty cash, other payments to closers &c.; folio references to Sales Ledgers) Dec 1891 - Jan 1895
48. Bank 'ledger' (receipts and payments account balanced half yearly) Dec 1894 - Jan 1899
49. 'Day Book' (recording cheques &c. received and banked, totalled weekly) Jan 1931 - Sept 1935

Petty Cash &c.

50. Petty cash book (expenses on buying stamps, costs of carriage and incidentals, not a postage book) Mar 1923 - Mar 1924
51. Ditto Oct 1925 - Mar 1927
52. Ditto (in 3 columns) Mar 1927 - Sept 1928
53. Ditto July 1936 - July 1940
54. Postage (?) book (with names of addressees only) May 1927 - Nov 1927
55. Ditto July 1928 - Apr 1929

Orders and production

56. Costings book (details for each individual type of boot numbered 9701-9999, 1-193) c.1910 - 1912
57. Order book, 'Scotch No. 1' (reference number and details of types of boot or shoe given with note as to whether in stock or to cut and cost; some marked urgent or quick) Nos 787-999, 1-738 Nov 1915 - Nov 1923
58. Ditto, 'Scotch No 3'; Nos 763-999, 1-738 Oct 1915 - Nov 1923
59. Ditto; Nos 334-977 May 1921 - Sept 1921
60. Ditto; Nos 978-999, 1-668 Sept 1921 - Jan 1922
61. Ditto; Nos 669-999, 1-318 Jan 1922 - May 1924
62. Ditto, 'General'; Nos 503-1000, 1-728 July 1925 - Mar 1926
63. Ditto, 'General'; Nos 733-1000, 1-976 Mar 1926 - Nov 1926
64. Ditto; Nos 996-1000, 1-596 Sept 1922 - Jan 1923
65. Ditto; Nos 597-1000, 1-562 Jan 1923 - June 1923
66. Ditto; Nos 563-999, 1-465 June 1923 - Jan 1924
67. Process record book (giving the order number, reference number of type of boot, number of pairs on each ticket (up to about 75), dates of work done on each order in each department ending with the Finishing Room in order of ticket numbers) July 1929 - Nov 1930

### Sales Ledgers

Note: the earliest Sales ledger is also the earliest Bought ledger, No 1 above.

68. Sales ledger (names and addresses of customers, value of goods supplied balanced against payments received, with folio references in payments columns to discount books and cash book where it survives and in goods columns to Day books) Dec 1883 - Nov 1888
69. Ditto, with index (Scottish customers) Jan 1887 - Dec 1894
70. Ditto, with loose index Dec 1887 - Dec 1893
71. Ditto, with loose index June 1892 - Dec 1894
72. Ditto, with index Nov 1894 - Dec 1898
73. Ditto, with index (Scottish customers) Nov 1894 - Dec 1898
74. Ditto Jan 1899 - Dec 1902
75. Ditto, with index (with at end record of sales to individual 'workpeople') Jan 1899 - Dec 1905
76. Ditto with index Jan 1906 - Jan 1910
77. Ditto with index (and sales to 'workpeople') Jan 1906 - Jan 1910
78. Transfer ledger (alphabetically arranged accounts with customers in Scotland and Ireland, recording date goods sent or invoiced & date payment received, balanced monthly or as required, with folio references in both columns) Jan 1910 - Oct 1927

### Day Books

79. Day book (with detailed record of goods despatched & their value; this volume having some Bought entries at the end). Aug 1880 - Dec 1883
80. Day book Jan 1884 - Sep 1886
81. Ditto Oct 1886 - Oct 1888
82. Ditto Oct 1888 - Mar 1891
83. Ditto with recipes for medium & superior dressings at front Mar 1891 - Jun 1893



84.	Day book	June 1893 - Dec 1894
85.	Ditto	Dec 1894 - Mar 1896
86.	Ditto	Mar 1896 - Dec 1896
87.	Ditto	Jan 1897 - Oct 1897
88.	Ditto (558 pages)	Oct 1897 - Aug 1898
89.	Ditto	Aug 1898 - May 1899
90.	Ditto	June 1899 - Mar 1900
91.	Journal (with similar details to the Day books)	Sept 1907 - May 1908
92.	Day book	Mar 1930 - Apr 1933

Discount Books

93.	Discount book (including carriage & returns; also with commission accounts at end; folio references to Sales ledgers)	Jan 1884 - Jan 1889
94.	Ditto	Jan 1889 - Feb 1893
95.	Ditto (partly blank)	Mar 1893 - Jan 1895
96.	Ditto	Dec 1894 - Oct 1906
97.	Ditto (Scottish customers only)	Dec 1894 - June 1903
98.	Ditto	Nov 1906 - May 1909
99.	Ditto	May 1909 - May 1911
100.	Ditto	May 1911 - June 1913
101.	Ditto	June 1913 - July 1915
102.	Ditto	Jan 1920 - Aug 1922
103.	Sales Returns	Apr 1932 - Apr 1935
104.	Despatch book in two parts	Nov 1922 - Aug 1926
	and	Sept 1922 - July 1926
105.	Carriage account book in two parts	Nov 1922 - Feb 1935
	and	Sept 1922 - Mar 1935

(giving name of consignee or place only, type of goods i.e. case or parcel, name of railway and as to whether paid and in the case of first set of entries the cost)

Reports

106. Copies of reports on creditworthiness of  
companies or shops July 1909 - Dec 1923

Wages

107. Weekly record of hours worked by each employee  
in the Clicking room Jan 1925 - Jan 1927
108. Ditto, room not stated July 1925 - May 1927
109. Ditto, Finishing room July 1927 - Apr 1929
110. Weekly record of payments due to certain employees  
Mar 1928 - May 1929
111. Ditto Apr 1943 - May 1944
112. Wages book (gives number of hours worked per week,  
rates where abnormal or altered, totals for each  
'room' (department) including office staff; much  
left blank) May 1933 - Apr 1935

Employees Holiday Fund

113. Holiday provision account book June 1919 - Aug 1931
114. Record of holiday fund contributions  
May 1932 - Aug 1934
115. Ditto Aug 1934 - Dec 1936
116. Ditto (from employers & employees under  
schemes of NJIC for Boot & Shoe Manufacturing Trade;  
names of contributors arranged by 'rooms')  
Jan 1933 - Apr 1935

May 1981.



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B. Papers

The Firm

1. Photocopy of certificate of incorporation, 1895
2. Notice convening extraordinary general meeting of Loake Bros. so as to issue 300 preference shares, 1900
3. Annual Report & Accounts for 1903 (signed copy)
4. Photocopy of account of Loake Bros. Ltd., from the Boot & Shoe Trades Journal, 1905
5. Photocopy of advertisement by same of the Victor brand boots depicting the factory, c.1905
6. Letters from solicitor for exors of Thomas Loake as to his shareholding in Loake Bros., 1915
7. Photocopy of Jubilee Souvenir of Loake Bros., 1880-1930
8. Photocopy of typescript note about the firm
9. Photocopy of similar note

The factory and its machines

10. Blank memo form depicting Loake Bros' factory in Wellington Street, Kettering, c.1890
11. Letter from Crossley Bros. about supplying an Otto gas engine, 1894
12. Bill of quantities & form of contract to erect factory in Wood Street, Kettering, March 1894 (Mosley & Anderson, Northampton, architects & surveyors)

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13. Carbons of 2 memos from the architects
14. Bill of T. Johnson & Son, builders, Earls Barton for erecting factory and extra work (detailed) showing sum outstanding, May 1895 (with architect's certificate); also a receipted bill for balance July 1895
15. Bill of Hinksley Bros. for fittings in new factory, May 1895
16. Specifications by Wilson Hartnell for a dynamo & electrical installation June 1898 with covering letters
17. Insurance policy for boiler (1898), 1902
18. Blank bill head depicting Loake Bros' factory
19. Tenders for building leather store in Wood Street and also for external redecoration 1915, R.J. Williams, architect
20. Leasing agreement with English & American Machinery Co for a Keats' Lock-stitch Fair-stitch machine, 1890
21. Leasing agreement with English & American Machinery Co for a Screw wire machine, 1895 (also covering letter for one in 1891)
22. Leasing agreement with English & American Machinery Co for a loose nailer riveting machine, 1893
23. Letter from English & American Machinery Co about sending 2 New Blake Sole Sewing Machines and Channelers, 1898
24. Agreements by Gare Machine Co about the terms on which they have sold an automatic nailing machine to Loake Bros, 1892-3
25. Agreement with Phillips' Patents Ltd to supply special quality black rubber heels, 1912
26. Tracing of drawing of screw fittings on a wheel on a shaft
27. Tracing of drawing from Whitfield, Hodgsons & Brough of a lever screw and hand wheel, and of a forked lever.
28. Photographs of destruction caused by fire at factory in 1929

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Employees at the factory

29. Apprenticeship indenture of G.H.P. Manning as a clicker, 1890
30. Photocopy of apprenticeship indenture of James Barwell to T, J & W.F. Loake to learn the art of working and managing Sole Sewing Stitching and Screwing Machines, 1891
31. Agreement to receive a sum in compensation for an accident to George Davis at work, 1908

Agents

32. Agreement with H.P. Bower as commission agent & commercial traveller, 1908, with notice to terminate same 1912
33. Letter proposing terms for agreement with M. Levy as agent in the south of England and South Wales, 1910
34. Agreements with Lion & Mosely to act as agents in Australasia 1893-1906
35. Agreement with P. Haldinstitute & Sons & Coop & Co Ltd as agents in South Africa, 1896 (& draft)
36. Agreement with P. Haldinstitute & Sons and L.C. Leman to act as agents in South Africa, 1900
37. Agreement with Rolfe, Crang & Co to act as agents in the West Indies &c. 1905
38. Agreement with Walker Reece to act as agent in the West Indies &c. 1906
39. Agreement with W.D. Zerffi to act as agent in Germany 1907
40. Agreement with J.P. Brownlee to act as agent in China, Straits Settlements, Bangkok & Java 1913; also notice to terminate agreements &c. 1914

Miscellaneous

41. Small standup advertisement for Victor quality shoes and Qualitone footwear.
42. Offer by patentee of Whitfield Universal Power Producer of chance of joining a syndicate ( put out by Mosley and Scrivener, civil engineers, N'ton).

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