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1143A

COASBY AND CO LTD - PRINTERS

William Charles Coasby set up in business in partnership with George Hawkins c1884 at 30 Arundel Street, Landport. The firm was known as Coasby & Hawkins. In 1891 Coasby left the partnership and moved on his own to 5 St James' Street, Southsea, though it soon included No 3. In 1899 Coasby formed a new partnership with Edmund A. Foster and in 1909 they created a limited company under the name Coasby & Co Ltd. Expansion to No 7 took place c1945. When in 1965 the firm was threatened by a Compulsory Purchase Order it moved in September 1967 to Festing Buildings, Highland Road, Southsea. The cost of this move crippled the firm and in February 1969 it was sold to two printers who adopted the name Coasby Plus.
(For papers of Harold E. Coasby see 1246A/4)

1143A/1

CERTIFICATES AND DEEDS

1. Deed of Dissolution of Partnership between W.Coasby and G.F.Hawkins, 23 March 1891
2. Draft Articles of Partnership between E.A.Foster, his son S.C.E.Foster, and W.C.Coasby with accompanying solicitor's letter, 10 July 1909
3. Negative photocopies of Articles of Association of Coasby & Co Ltd [2 copies], 1 September 1909
4. Certificate of Incorporation of Coasby & Co Ltd, 2 September 1909
5. Draft agreement for sale of printers business by E.A.Foster and W.C.Coasby to Coasby & Co Ltd, 17 September 1909
6. Report on shares of Company under Companies Consolidation Act, 9 November 1909
7. Draft authority for signatures of Coasby & Co with Lloyds Bank, 1916
8. Deed of Assignment of Assurance Pension Policies by Coasby & Co to Coasby Plus Ltd as one of conditions of sale of the business, 13 March 1969

1143A/2

MINUTE BOOK AND REPORTS

1. Minute Book of Directors,
17 September 1909 - 5 November 1959
2. Notes and Reports to Directors
Meetings, 1954, 1958-59, 1965-69
[16 items]

1143A/3

SHARE CERTIFICATES

1. Share Register and Annual Returns of
Share Capital, 1909-39
2. 6% Preference Share Certificate Book,
17 September 1909 - 11 March 1969
3. Ordinary Share Certificate Book,
17 September 1909 - 29 March 1950
4. Ordinary Share Certificate Book,
13 May 1966 - 11 March 1969
5. Book of stubs for Dividends paid,
30 June 1934 - 9 December 1950
6. Book of stubs for Dividends paid,
10 March 1951 - 30 June 1964
7. Book of stubs for Dividends paid,
3 December 1964 - 17 December 1968

1143A/4

STATEMENTS OF ACCOUNT, INVENTORIES
AND INCOME TAX

1. Statement of Account,
31 March 1909
2. Summary of assets and detailed list of
stock, machinery and type [2 copies],
30 June 1909
3. Inventory of Type [2 copies],
April 1918
4. Sheets giving summaries of labour
expenses in Composing, Machinery and
Binding:
 1. 7 July 1917 - 28 June 1918
 2. 5 July 1918 - 27 June 1919
 3. 4 July 1919 - 25 June 1920
 4. 2 July 1920 - 24 June 1921

STATEMENTS OF ACCOUNT, INVENTORIES
AND INCOME TAX [continued]

4.
 5. 5 July 1921 - 30 June 1922
 6. 7 July 1922 - 29 July 1923
 7. 6 July 1923 - 27 June 1924
 8. 4 July 1924 - 26 June 1925
 9. 3 July 1925 - 25 June 1926
 10. 2 July 1926 - 30 June 1927
5. File of costing summaries, 1916-31
- encloses letter from accountants
re payment of directors and allotment
of shares, 16 September 1930
6. Statements of Expenses allocated to
departments [6 items], 1931-33, 1935-37
7. File of statements of cost and value
of production, 1931-38 - with
correspondence with Federation of
Master Printers as to how Coasby's
should fill in their costing forms,
26 September 1931 - 29 September 1932
8. Annual Statements of Account for year
ending 30 June:
 1. 1943
 2. 1944
 3. 1945
 4. 1948
 5. 1949
 6. 1950
 7. 1951
 8. 1952
 9. 1953
 10. 1954 [draft]
 11. 1954 [final]
 12. 1955
 13. 1956

1143A/4

STATEMENTS OF ACCOUNT, INVENTORIES
AND INCOME TAX [continued]

8. 14. 1957
15. 1958
16. 1959
17. 1960
18. 1961
19. 1962
20. 1963
21. 1964
22. 1965
23. 1966
24. 1967
9. File of Audit Papers, 1967-69

1143A/5

ACCOUNT BOOKS

1. Impersonal ledgers relating to expenses of printing business with balance sheets at reverse end:
 1. 1910-1914
 2. 1914-1923
 3. 1923-1934
 4. 1934-1948
2. Bought & Sales Ledger,
July 1939 - June 1949
3. Bought Ledger,
May 1947 - June 1959
4. Sales Ledger,
January 1949 - June 1954
5. Sales Summary Books:
 1. July 1945 - February 1948 [with Bank Reconciliation Statements at end]
 2. March - June 1948

1143A/5

ACCOUNT BOOKS [continued]

5. 3. July 1952 - December 1954
6. Orders received,
July 1968 - February 1969
 1. General
 2. From Portsmouth Corporation
 3. From Hospitals and other
Councils
7. Invoices:
 1. Lease, licence and receipts re
Monotype installation, 1926-29
[1 envelope]
 2. Receipts [4] for machinery and
type 1946, 1948

1143A/6

STAFF

1. Apprentice Indentures of:
 1. William Charles Coasby,
6 June 1878
 2. Alan Frederick Taylor,
c1906 [unsigned]
 3. Osborne Sydney Hutson,
1 February 1907
 4. Archibald John McPhaden,
1911
 5. John Sandy,
22 September 1911
 6. Dennis Aslett Coasby,
20 December 1913
 7. Max Dilnot,
4 January 1927
 8. Paul Anthony O'Gorman,
1 January 1962
 9. Ronald Barrie Crockford,
19 March 1962
2. Notebook on apprentices, 1960-63

1143A/6

STAFF [continued]

3. Letter by apprentice Ian Carr to Mr Blackmore, 21 November 1966
4. Holiday leave notebooks:
 1. 1965-67
 2. 1967-68
 3. 1968-69
5. File of National Insurance Stamp purchased, July 1967 - March 1969
6. File of correspondence on Group Life & Pension Policies for staff with Scottish Life Assurance Co Ltd [95 items], 1967-70
7. File of correspondence re industrial injury to E.W.A.S.Bundy [15 items], 1968-69
8. File of correspondence with Home Counties Master Printers Alliance re holiday pay entitlement of staff on sale of business [16 items], February - July 1969

1143A/7

CORRESPONDENCE FILES

1. Commercial Inclusive Insurance Policies and correspondence with National Employers Mutual General Insurance Assoc. Ltd re printing premises [58 items], 1958-69
2. Re Compulsory Purchase Order on 3-7 St James' Street, Southsea [56 items] 1956, 1965-68
3. Re purchase of Festing Buildings, Highland Road, Southsea and costs of removal [80 items], 1967-68
4. Quotes and correspondence with suppliers for removing printing business and its closure - arranged alphabetically by supplier [151 items], 1967-70
5. Customers' orders correspondence [9 items], 1968-69
6. Re sale of Coasby & Co Ltd and declaration of insolvency [155 items], 1967-70

1. Correspondence, cuttings and samples of W.C.Coasby's prize-winning printing skills [12 items], 1885-92 (see also 1143A/8/8)
2. Photographs:
 1. Shop front of Coasby & Co, 5 St James' Street, Southsea c1910
 2. Staff of Coasby's in composing room, c1910
 3. Dennis A. Coasby in printing room c1920
 4. Dennis Aslet Coasby c1950
 5. Visit of printers to Monotype Works, Salfords, Surrey - includes D.A.Coasby and two of Coasby's staff, 17 November 1952
3. Booklet: Impressions - advertising work of Coasby & Co Ltd, c1910
4. Programme of Five Day Conference for Master Printers' Sons and Young Master Printers at Beaconsfield, Bucks, organised by Home Counties Master Printers' Alliance, September 1925
5. Poster advertising Lanston Monotype Corporation Ltd, 1930
6. Magazine: Activity Vol.5, no 7, Organ of Home Counties Master Printers' Alliance - contains article on W.C.Coasby, April 1934
7. Samples of Coasby & Co stationery after removal to Festing Buildings [13 items] 1967
8. Booklet: Coasbyprint advertising work of Coasbyprint, Copnor - contains photos of prize winning work of W.C.Coasby. Also 4 letters concerning these items, 1979
9. File of personal Income Tax Returns of W.C.Coasby, 1915-37 and S.C.E.Foster, 1915-38

10. Re D.A.Coasby:

1. Warrant as Warrant Officer in Air Training Corps, Portsmouth Squadron, 4 February 1943
2. Printed Certificate of thanks by Lord Portal, Chief of Air Staff for his service in Air Training Corps, 31 December 1945
3. Newscutting giving an obituary, July 1967

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