

## RECORDS OF WILLIAM COTTIS & SONS LTD

**Accession no:** T79/6  
**Catalogue mark:** TR COT

### Introduction

The firm of William Cottis and Sons, Ironfounders and Agricultural Engineers was founded in Epping in 1858. It became a limited company in 1858. Lawnmowers and agricultural machinery were made at the Archimedean Iron Works behind Epping High Street. There was also a shop which sold bicycles and household goods, and a brickfield.

By the 1930's lawnmowers were no longer made and the range of agricultural machinery had decreased, but hay sweeps and horse hoes were still in production. The company also sold and serviced machinery made by other firms such as Ransomes.

After World War II technological change led to a decline in sales and by the early 1960's the manufacture of agricultural machinery had ceased. There was also strong competition from chain stores and in 1962 the company was wound up and a new, smaller one was founded.

The records were deposited in 1979 on permanent loan.  
List compiled September 1996.

### Record Types

AC1/1-4	Ledgers
AC7/1	Financial statements
AD1/1-5	Minutes and notices of meetings
AD2/1-3	General administrative records
AD3/1	Labour records
AD4/1-3	Administrative records: premises
CO2/1-5	Company records
P2/A1	Advertising publication (catalogue)

## AC ACCOUNTS

### AC1 LEDGERS

#### AC1/1-4 PRIVATE LEDGERS

/1	1935-1942
/2	1942-1946
/3	1946-1951
/4	1951-1962

### AC7 FINANCIAL STATEMENTS

AC7/1	FINANCIAL STATEMENTS	1944-1955, 1957-1962
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## AD ADMINISTRATIVE RECORDS

## **AD1 MINUTES**

<b>AD1/1-2</b>	MINUTE BOOKS, Board Meetings	
/1		1930-1947
/2		1948-1962
AD1/3	MINUTE BOOK, General Meetings	1931-1962
AD1/4	DRAFT MINUTES, General Meetings	1943-1944, 1946-1962
AD1/5	NOTICES of General Meetings	1952, 1956, 1962

## **AD2 GENERAL ADMINISTRATIVE RECORDS**

AD2/1	CHAIRMAN'S REPORTS to General Meeting	1947, 1951, 1955-1956, 1961-1962
AD2/2	ANNUAL RETURN, under the Companies Act of 1948	1950
AD2/3	ATTENDANCE BOOK, General Meetings	1953-1961

## **AD3 LABOUR RECORDS**

AD3/1	CIRCULAR from Engineering and Allied Employers relating to wages and hours of work	1959
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## **AD4 ADMINISTRATION, PREMISES**

AD4/1	SPECIFICATION for the erection of new premises in Epping	1938
AD4/2	CORRESPONDENCE concerning the sale and purchase of various premises and properties	1952-1961
AD4/3	VALUATION of firm's freehold premises	1962

## **CO2 COMPANY RECORDS**

CO2/1	MEMORANDUM AND ARTICLES OF	(11 Apr) 1904
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## ASSOCIATION

CO2/2	SHARE CERTIFICATE ISSUE BOOK	1904-1961
CO2/3	FILE of share certificates issued and notes on share holdings	1904-1961
CO2/4	FILE of share transfers	1926-1961
CO2/5	CORRESPONDENCE relating to shares	1924-1961

## **P PUBLICATIONS AND ADVERTISING RECORDS**

### **P2/A ADVERTISING PUBLICATIONS**

P2/A1	CATALOGUE of agricultural machinery and lawnmowers	c1900
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