

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
CORPORATE MINUTES		
LMA/4606/A/01/001	Minutes of meetings of partners and proprietors (signed) Includes memoranda to partners and circulars to staff See LMA/4606/B for further minutes 1 file	1959 Feb - 1963 Dec
PARTNERSHIP DEEDS		
LMA/4606/A/02/001	Deed of partnership (copy) Annotated with amendments to make a new partnership deed in 1933 1 document	1928 Nov 27
LMA/4606/A/02/002	Deed of partnership Annotated with amendments to the deed needed to add J.C.S. Charles as a partner in 1937 1 document	1933 Mar 24
LMA/4606/A/02/003	Memorandum of agreement regarding arrangements for signing the notice required by Section 32 of the Finance Act 1926 1 document	1933 Mar 24
LMA/4606/A/02/004	Deed of partnership (copy) Annotated with amendments needed to add W.H. May as a partner in 1942 1 document	1937 Mar 25
LMA/4606/A/02/005	Letter with signed terms of partnership between Phillips and Drew and N.H. Williams 1 document	1947?
LMA/4606/A/02/006	Deed of partnership 1 document	1949 Nov 29
LMA/4606/A/02/007	Deed of partnership between the partners of Phillips and Drew and J. Rashleigh (copy) 1 document	1950 Mar 31

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/A/02/008	Deed of accession to partnership between the partners of Phillips and Drew and C.H.I. Locatelli (copy) 1 document	1950 Nov 16
LMA/4606/A/02/009	Memorandum regarding changes to the basic sharing ratio of the partnership 1 document	1951 Oct 23
LMA/4606/A/02/010	Agreement and assignment between the continuing partners of Phillips and Drew and J.C.S. Charles (copy) 1 document	1952 Apr 22
LMA/4606/A/02/011	Agreement between the partners of Phillips and Drew and J.C.S. Charles (copy) 1 document	1952 Apr 24
LMA/4606/A/02/012	Agreement and assignment between the continuing partners of Phillips and Drew and G.H. Drew (copy) 1 document	1952 Apr 22
LMA/4606/A/02/013	Deed of accession to partnership between the partners of Phillips and Drew and A.W. Beard (copy) 1 document	1952 Dec 22
LMA/4606/A/02/014	Deed of accession to partnership between the partners of Phillips and Drew and H.C. Cottrell and A.W. Beard (copy) 1 document	1952 Dec 22
LMA/4606/A/02/015	Deed of covenant between the new partners of Phillips and Drew, the continuing partners of Phillips and Drew and J.C.S. Charles (copy) 1 document	1952 Dec 23
LMA/4606/A/02/016	Memorandum regarding changes to the basic sharing ratio of partnership Two signed copies 2 documents	1952 Mar 26
LMA/4606/A/02/017	Agreement between the partners of Phillips and Drew and G.H. Drew (copy) 1 document	1952 Nov 14

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/A/02/018	Memoranda regarding changes to the basic sharing ratio of partnership Three versions 3 documents	1953 - 1957
LMA/4606/A/02/019	Deed of covenant between the partners of Phillips and Drew and J.C.S. Charles (copy) 1 document	1954 May 18
LMA/4606/A/02/020	Deed of partnership (copy) 1 document	1954 May 19
LMA/4606/A/02/021	Deed of partnership (draft) 1 document	1954
LMA/4606/A/02/022	Deed of covenant between the new partners of Phillips and Drew, the continuing partners of Phillips and Drew and J.C.S. Charles (copy) 1 document	1956 Dec 31
LMA/4606/A/02/023	Deed of accession to the partnership of H.R. Hall, P.H. Swan and R.I.M. Macaulay (copy) 1 document	1956 Dec 31
LMA/4606/A/02/024	Agreement between Phillips and Drew and D. Weaver (draft) 1 document	1959
LMA/4606/A/02/025	Deed of partnership (copy) 1 document	1959 Sep 01
LMA/4606/A/02/026	Agreement between the partners of Phillips and Drew and S.J. Perry (copy) 1 document	1959 Sep 02
LMA/4606/A/02/027	Agreement between the partners of Phillips and Drew and N. H. Williams (copy) 1 document	1959 Sep 02
LMA/4606/A/02/028	Agreement between Phillips and Drew and Denis Weaver (copy) 1 document	1960 Feb 01

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/A/02/029	Deed of covenant between the partners of Phillips and Drew and J.C.S. Charles (copy) 1 document	1960 Mar 02
LMA/4606/A/02/030	Deed of accession to partnership of D. Weaver (copy) 1 document	1960 Oct 24
LMA/4606/A/02/031	Deed of covenant between D. Weaver, the continuing partners of Phillips and Drew and J.C.S Charles (copy) 1 document	1960 Oct 25
LMA/4606/A/02/032	Deed of covenant between D. Weaver, the continuing partners of Phillips and Drew and S.J. Perry (copy) 1 document	1960 Oct 25
LMA/4606/A/02/033	Deed of covenant between D. Weaver, the continuing partners of Phillips and Drew and N.H. Williams (copy) 1 document	1960 Oct 25
LMA/4606/A/02/034	Supplemental partnership deed (copy) 1 document	1961 Nov 14
LMA/4606/A/02/035	Deed of partnership (copy) 1 document	1964 May 04
LMA/4606/A/02/036	Deed of partnership (copy) 1 document	1967 Nov 17
LMA/4606/A/02/037	Supplemental partnership deed (copy) 1 document	1969 Apr 21
LMA/4606/A/02/038	Third supplemental partnership deed (copy) 1 document	1971 Jan 29
LMA/4606/A/02/039	Deed of adherence between J. Rashleigh and H.C. Cottrell and J.G. Simpson regarding Phillips and Drew's partnership deed (copy) 1 document	1971 Sep 29

PARTNERSHIP RULES

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/A/03/001	Rules for partners Partnership conduct, duties, executive partners, staff and proprietorship matters. With appendices listing the partners' basic salaries, issuing banks allowable for sterling certificates of deposit, institutions to whom Phillips and Drew balances could be lent unsecured overnight and a list of companies to whom Phillips and Drew were appointed broker 1 document	1983
ADMINISTRATION		
GEORGE PHILLIPS, RICHARD DREW AND GEOFFREY DREW (PARTNERS)		
LMA/4606/B/01/001	Letter from George Phillips to R.W. Drew regarding transfers and payments 1 document	1892 Jul 30
LMA/4606/B/01/002	Letter from H.R. [Richard] Drew to Geoff[rey Drew] 1 document	1895 Sep 21
LMA/4606/B/01/003	George Phillips' investment in The Automotive Syndicate Limited: letter, share certificates and receipts 1 bundle of 6 documents	1895 - 1898
LMA/4606/B/01/004	George Phillips' investment in The Thunderbolt Patent Governor Company Limited: correspondence, share certificate and the company's auditor's report 1 bundle of 4 documents	1899
LMA/4606/B/01/005	George Phillips' investment in Canada Iron Mines Limited: correspondence and company's first annual statement 2 bundles and 1 document	1911 - 1913

SIDNEY PERRY (PARTNER)

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/B/02/001 Not available for general access	'Staff' Papers relating to staff salaries, bonuses and commission; benefits available to staff including health insurance and the Phillips and Drew pension scheme; educational courses; appraisal of staff performance; and reallocation of staff duties. Also staff lists and papers on staff salaries and conditions of employment (1956, 1957) 1 file	1951 - 1959
LMA/4606/B/02/002	'Copies Deeds Partnership & Deeds of Accession': partnership arrangements on retirement of G.H. Drew and J.C.S. Charles Also contains papers relating to changes to the partnership deed in 1950, tax arrangements and the sharing ratio of the partners in 1951 1 file	1950 - 1953
LMA/4606/B/02/003	'Partnership: Spicer and Pegler; Knox, Cropper, Gedge and Co. Miscellaneous letters etc.' Correspondence with the firm's accountants, mainly regarding accounts and tax matters 1 file	1955 - 1960
LMA/4606/B/02/004	'Partnership papers - 1956 and earlier' Agenda and notes for partners' meetings, with related financial statements and papers on the provisional budget at May 1957 and the Colonial Mutual Scheme 1 file	1956
LMA/4606/B/02/005	'Partnership: Copy Letters to Widows; Top Hat Schemes' Notes on proposals for a 'Top Hat' pension scheme for staff; and correspondence and notes regarding pension arrangements for the widows of staff 1 file	1956 - 1959
LMA/4606/B/02/006	Partnership arrangements: accounts and division of profit Includes tables of profit allocation 1937 - 1950. LMA/4606/B/02/016 contains related papers 1 file	1925 - 1959
LMA/4606/B/02/007	Partnership arrangements 1 file	1936 - 1958

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/B/02/008	Partnership arrangements: Formation of company in 1954 and subsequent partnership deed 1 file	1953 - 1954
LMA/4606/B/02/009	Partnership arrangements: retirement of Perry and N.H. Williams and problems with the partnership 1 file	1957 - 1959
LMA/4606/B/02/010	Partnership arrangements: Widows' pensions 1 file	195-
LMA/4606/B/02/011 Not available for general access	Partners' meetings: rough minutes and agenda Includes a draft of a letter to the Times relating to Chancellor of the Exchequer's proposal for the superannuation funds of the electrical industry and three gas boards to apply their investments internally rather than externally (1955?) 1 file	1955 - 1959
LMA/4606/B/02/012	Accounts: analysis of commission 1 file	1941 - 1949
LMA/4606/B/02/013	Accounts: suspense accounts 1 file	1947 - 1953
LMA/4606/B/02/014	Accounts: 1956 Includes income analyses 1 file	1955 - 1957
LMA/4606/B/02/015	Accounts: table of loans to local government bodies 1952-1957 Lists the borrower, lender, amount, term, rate of interest, remarks, brokerage rate and amount for each loan. There are over 503 entries in the table. Most of the lenders appear to be pension funds 1 bundle of 17 pages	1957?
LMA/4606/B/02/016	Staff: bonuses LMA/4606/B/02/006 contains related papers 1 file	1947 - 1959

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/B/02/017 Not available for general access	Staff 1 file	1952 - 1957
LMA/4606/B/02/018	Staff: memoranda to staff Subjects include staff recruitment and problems in standard of routine office work 1 file	1954 - 1958
LMA/4606/B/02/019	Tax: correspondence with Spicer and Pegler, accountants 1 file	1953 - 1954
LMA/4606/B/02/020	Pension funds investments: correspondence with Sidney Cottle on his work for Phillips and Drew and Throgmorton Management Limited in developing investment management work with pension funds 6 documents	1958
LMA/4606/B/02/021	Speech at staff function 1 document	1955
LMA/4606/B/02/022	Paper on the history of Phillips and Drew 1 document	196-

HENRY CLAUDE COTTRELL (PARTNER)

MEETING MINUTES

LMA/4606/B/03/01/001 Not available for general access	Minutes and papers of partners', proprietors' and sub-committee meetings (annotated) Includes minutes of the premises sub -committee (from Sep 1961), research and statistics committee (Aug 1962) and a meeting to discuss insurance companies' business (Nov 1961). With memorandum by Cottrell on staff 1 file	1959 Feb - 1962 Aug
LMA/4606/B/03/01/002 Not available for general access	Copies of LMA/4606/B/03/01/001 including additional papers With reports on the work of various departments and committees not included in LMA/4606/B/03/01/001 or LMA/4606/A/01/001 1 file	1959 Feb - 1963 Sep

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/B/03/01/003 Not available for general access	Minute book Unsigned minutes of: partners' and proprietors' meetings; Premises Sub-Committee/Premises (Mechanisation) Committee; Staff Committee (with changes to staff and salaries lists); Institutional Clients Committee; Research and Statistics Committee; House Committee; and Sports Committee. Also memoranda for partners and proprietors 1 volume	1962 Sep - 1964 Jun
LMA/4606/B/03/01/004 Not available for general access	Minute book Unsigned minutes of: partners' and proprietors' meetings; Premises (Mechanisation) Committee; Staff Committee (with changes to staff and salaries lists and tables of the distribution of staff and partners across departments); Institutional Clients Committee; Research and Statistics Committee; House Committee; Sports Committee; Managed Funds Committee; and various ad-hoc committees. Also memoranda for partners and proprietors 1 volume	1964 Jul - 1965 Dec
LMA/4606/B/03/01/005 Not available for general access	Minute book Unsigned minutes of: partners' and proprietors' meetings; Premises (Mechanisation)/Computer Committee; Staff Committee (with changes to staff and salaries lists and tables of the distribution of staff and partners across departments); Institutional Clients Committee; Research and Statistics Committee; House Committee; Managed Funds Committee; Office Administration and Accounts Committee; and meetings of the Barbican Investment Fund and Phillips and Drew Service Company Pension Fund's trustees. Also memoranda for partners and proprietors 1 volume	1966 Jan - 1967 May

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/B/03/01/006 Not available for general access	Minute book Unsigned minutes of: partners' meetings; Computer Committee; Staff Committee (with lists of changes to staff and salaries and tables of the distribution of staff and partners across departments); Research and Statistics Committee; House Committee; Managed Funds Committee; Office Administration and Accounts Committee; Partnership Policy Committee; Departmental Research Committee; meetings of the Barbican Investment Fund and Phillips and Drew Service Company Pension Fund's trustees; and an ad-hoc meeting on 25 Jun 1968 to discuss Monkwell Gilt-Edged Unit Trust 1 volume	1967 Jun - 1968 Oct

WORKING PAPERS FOR MEETINGS

LMA/4606/B/03/02/001 Not available for general access	Partner's working papers Includes a memorandum by Cottrell on the history of the firm (Mar 1963) and a draft of a booklet introducing private individuals to investment and Phillips and Drew's services 1 file	1962 - 1963
LMA/4606/B/03/02/002 Not available for general access	Partner's working papers Includes correspondence with IBM about a new computer and the second interim report of the Committee on the Co-ordination of the Stock Exchanges 1 file	1963 Jan - 1964 Mar
LMA/4606/B/03/02/003 Not available for general access	Partner's working papers Includes papers by: Cottrell on 'Narrower range investments versus wider range investments and the factors which indicate the course to be followed' delivered to a local authority conference (May); Bernard Reed titled 'An Alternative Approach to Growth Yields'; F. Bacon 'The economic and financial impact of state and private pension provision' delivered to the British Association for the Advancement of Science (Sep); and Terry Cann's paper on pension fund investment (1963) 1 file	1963, 1964 Apr - Dec

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/B/03/02/004 Not available for general access	Partner's working papers Includes a report on the feasibility of recording clients' investment records on Phillips and Drew's IBM 1440 computer (Feb), a proof copy of the revised Salaries and Conditions of Employment booklet (Apr) and an article by Cottrell on the efficiency of stockbrokers from the Stock Exchange Journal (Jun). Also the text of talks from Sir Roy Harrod 1 file	1965 Jan - Jun
LMA/4606/B/03/02/005 Not available for general access	Partner's working papers Includes the text of a talk from Sir Roy Harrod, notes titled 'Systematic Gilt-Edged Switching' on rules for clients to systematically manage switching their fund's gilt-edged investments (Oct), and notes promoting Phillips and Drew to potential clients of its stockbroking services 1 file	1965 Jul - Dec
LMA/4606/B/03/02/006 Not available for general access	Partner's working papers Includes the text of a talk from Sir Roy Harrod 1 file	1966 Jan - Jun
LMA/4606/B/03/02/007 Not available for general access	Partner's working papers Includes a draft of a publicity leaflet titled 'How Phillips & Drew Can Help You' and a copy of The Stock Exchange's 'Member Firms' Accounts and Capital Requirements: Rule 79a and Notes for Guidance' 1 file	1966 Jul - Dec
LMA/4606/B/03/02/008 Not available for general access	Partner's working papers Includes notes on systematic gilt-edged switching (Feb) and programme and Cottrell's speech for a seminar for graduates (Jan) 1 file	1967 Jan - Apr
LMA/4606/B/03/02/009 Not available for general access	Partner's working papers Includes a draft of a training booklet for staff (Jul) 1 file	1967 May - Aug
LMA/4606/B/03/02/010 Not available for general access	Partner's working papers 1 file	1967 Sep - Dec

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/B/03/02/011 Not available for general access	Partner's working papers Includes draft document concerning salaries and conditions of employment, notes on the presentation and interpretation of market patterns among short-dated stocks (Feb) and a summary of the rules of the firm's pension fund (Mar) 1 file	1968 Jan - Apr
LMA/4606/B/03/02/012 Not available for general access	Partner's working papers Includes a paper titled 'The Next [Phillips and Drew] Computer' 1 file	1968 May - Aug
LMA/4606/B/03/02/013 Not available for general access	Partner's working papers Includes a report with implementation recommendations for a new computer system (Sep) and a paper by M.D. Bomford titled 'Changes in the evaluation of equities' (Oct) 1 file	1968 Sep - Dec
LMA/4606/B/03/02/014 Not available for general access	Partner's working papers Includes a copy of the firm's salaries and conditions of service booklet 1 file	1969 Jan - Mar
LMA/4606/B/03/02/015 Not available for general access	Partner's working papers 1 file	1969 Jul - Sep
LMA/4606/B/03/02/016 Not available for general access	Partner's working papers Includes a working paper presented to the Partnership Policy Committee on the possibility of setting up a limited company to replace the partnership (Nov) and a draft of the firm's salaries and conditions of service 1 file	1969 Oct - Dec

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/B/03/02/017 Not available for general access	Partner's working papers Includes notes on the tax treatment of occupational pension schemes (Mar), Michael Hall's paper on share price forecasting using multiple regression analysis, Partnership Policy Committee papers on the possibility of the firm's incorporation, and papers investigating the effect of adjusting for status in selecting share portfolios and reporting on the performance of the computer ranking system (Jan) 1 file	1970 Jan - Mar
LMA/4606/B/03/02/018 Not available for general access	Partner's working papers Includes a provisional summary of change in benefits for the pension fund (Apr) 1 file	1970 Apr - Jun
LMA/4606/B/03/02/019 Not available for general access	Partner's working papers Includes a memorandum from the data processing department on the effect of decimalisation (Jul) 1 file	1970 Jul - Sep
LMA/4606/B/03/02/020 Not available for general access	Partner's working papers Includes a proposal to commission research into the gilt-edged market at Stirling University, and report on the effect of the midi-budget on the firm (Oct) 1 file	1970 Oct - Dec
LMA/4606/B/03/02/021 Not available for general access	Partner's working papers Includes notes on the procedure for stock exchange failures (Feb) 1 file	1971 Jan - Mar
LMA/4606/B/03/02/022 Not available for general access	Partner's working papers Includes a paper on the gilt-edged department's prospects for turnover 1 file	1971 Apr - Jun
LMA/4606/B/03/02/023 Not available for general access	Partner's working papers Includes a paper on the dollar crisis and its effect on the US and UK equity markets (Aug) 1 file	1971 Jul - Sep

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/B/03/02/024 Not available for general access	Partner's working papers Includes papers on a system for calculating yields for fixed interest stocks (Nov) and IBM's study of the investment record computer program used by Phillips and Drew (Oct) 1 file	1971 Oct - Dec
LMA/4606/B/03/02/025 Not available for general access	Partner's working papers Includes two papers on Philips and Drew's computerised evaluation system for ranking shares and a report on the work of the Money Department by consultant A.F. Twist (all Mar) and Cottrell's paper on a new issue policy (Feb). Also papers on changes to computer programs used by Phillips and Drew 1 file	1972 Jan - Mar
LMA/4606/B/03/02/026 Not available for general access	Partner's working papers Includes a paper on the launch of two new European Unit Trusts (the Barbican European Fund and Barbican European (Sterling) Fund) by Phillips and Drew, a paper titled 'The £ Floats' (Jun), a paper on the services offered by Philips and Drew for fund management (May) and a progress report on Stirling University's research project 'Impact of demand for funds on interest rates' funded by Phillips and Drew (Apr) 1 file	1972 Apr - Aug
LMA/4606/B/03/02/027 Not available for general access	Partner's working papers Includes papers on the structure of the Loans Department and the firm's equity selection performance (Dec) 1 file	1972 Sep - Dec
LMA/4606/B/03/02/028 Not available for general access	Partner's working papers Includes a paper titled 'Practical Problems of Running a Stockbroking Business' by Cottrell, a promotional leaflet on the firms' pension fund management services (May), and a paper titled 'Phase 2 special' detailing the firm's response to the Government's anti-inflation measures (Jan) 1 file	1973 Jan - May

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/B/03/02/029 Not available for general access	Partner's working papers Includes notes regarding the stock account and pooling system to be adopted by the Stock Exchange 1 file	1973 Jun -
HISTORY		
LMA/4606/B/03/03/001	'The History of Phillips & Drew': copies and transcripts of documents illustrating the history of the firm 1 file	197-
JONATHAN RASHLEIGH (PARTNER)		
LMA/4606/B/04/001	Correspondence with accountants Knox, Cropper, Gedge and Company 1 file	1960 - 1961
LMA/4606/B/04/002	Partners' tax reserves: letter from accountants Spicer and Pegler 1 document	1969 Nov
OTHER PARTNERS' PAPERS		
LMA/4606/B/05/001	Tax and staff pensions: correspondence with accountants Hamilton Eddy and Rowand 1 file	1946 - 1948
LMA/4606/B/05/002	'Various memoranda & correspondence re. Partnership arrangements' Papers of Sidney Perry. Includes copies of: deeds of accession to partnership between partners and C.H.I. Locatelli (1950) and H.C. Cottrell and A.W. Beard (1953), supplemental deed of agreement between the partners and J.C.S. Charles (1954) and deed of partnership between the partners and Jonathan Rashleigh (1950). For more papers of Perry see LMA/4606/B/02 1 file	1950 - 1953

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/B/05/003 Not available for general access	'Letters to S/E [Stock Exchange] re. Partnership Alterations' Covering 1955-1960. Also correspondence relating to: amendments to the partnership deed (1959); the partners' agreement with Denis Weaver (1960 - 1961); and terms of employment and acting as guarantor for staff 1 file	1954 - 1961
LMA/4606/B/05/004	List of partners' donations to the Conservative Party and copies of correspondence relating to donations to the Party Originally stored in an envelope marked with the partners' initials and as strictly confidential 1 file	1966 - 1968
LMA/4606/B/05/005	'Minutes and memoranda 1961' Partners' memoranda and papers relating to partners' meetings, which include unsigned minutes, draft rules of the Phillips and Drew Service Company Pension Fund, a paper on staff salaries and employments, accounts, statements of income and commissions on bargains, and a paper on the firm's subsidiaries 1 file	1961
LMA/4606/B/05/006	'Minutes and memoranda 1962' Memoranda to partners, income statements, copy of the fourth deed of amendment adopting new rules for the Phillips and Drew pension scheme and papers relating to the Staff Committee 1 file	1962
LMA/4606/B/05/007	'Minutes and memoranda 1963' Partners' memoranda and papers relating to partners', Institutional Clients Committee, Philips and Drew Pension Fund's trustee and proprietors' meetings. Also income statements and material relating to Throgmorton Management Limited 1 file	1963
LMA/4606/B/05/008	Throgmorton Management Limited: Director's annual general meeting and board meeting papers Includes accounts for 1963, a list of shareholders and a paper on staff salaries 1 file	1964

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/B/05/009	Institutional Clients Committee: minutes and memoranda Also includes a report on WCN's visit to Gulf Bank London and the unsigned minutes of the Arab Oil Sub-Committee 1 file	1974 Feb - Apr
LMA/4606/B/05/010	Partnership Policy Committee: copies of unsigned minutes and papers Also includes unsigned minutes of the Restrictive Practices Committee (Mar 1981) 1 file	1978 - 1985
LMA/4606/B/05/011	Partners' correspondence, reports, memoranda and minutes Letter from C.J. Lewis of Phillips and Drew to S.G. Warburg regarding long gilt contract (Nov 1981); research report on the results of Continental Illinois survey of fund managers on the services and advice they received from research analysts at stockbroking houses (1982); memoranda to partners on City Research Associates research into stockbrokers and the Stock Exchange's change to commissions (1983); and minutes of partners' meeting (21 Mar 1984) 5 documents	1981 - 1984

FINANCE

ANNUAL ACCOUNTS AND BALANCE SHEETS

LMA/4606/C/01/001	Balance sheet and profit and loss accounts (some signed) Draft only for 1946. Missing accounts for 1947 and 1950 14 documents	1936 - 1951
LMA/4606/C/01/002	Accounts (signed) With additional financial reports for 1952/53, 1955/56, 1956/57, 1957/58 and 1958/59, income tax statements for 1952/53 and 1953/54, and 'Enclosures to Report dated 7 Dec 1953' document, possibly connected to restructuring the firm 23 documents	1952 - 1959

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/C/01/003	Accounts and balance sheets (signed) Accounts only for 1960 and 1964. With additional financial reports for 1959/60, 1960/61, 1961/62 and 1962/1963, amended accounts for 1960, interim accounts at November 11 1960, and partner B. H. Bavister's annotated copy of the 1964 accounts 18 documents	1960 - 1964
LMA/4606/C/01/004	Accounts (some signed) Missing accounts for 1969. 1967 and 1970 accounts unsigned. 1965 accounts also covers the Phillips and Drew Service Company. Also includes signed balance sheet for 1965, and additional financial reports for 1964/65, 1966/67, 1967/68 and 1970 15 documents	1965 - 1970
LMA/4606/C/01/005	Partnership accounts (some signed) Additional accounts for 1955. 1956 accounts unsigned 8 documents	1955 - 1959

ACCOUNTS

LMA/4606/C/02/001	Accounts 1 file	1963 Nov - 1967 Jun
LMA/4606/C/02/002	Accounts 1 file	1967 Jun - 1970 May
LMA/4606/C/02/003	Accounts 1 file	1970 Jun - 1973 May
LMA/4606/C/02/004	Accounts 1 file	1973 Jun - 1975 Dec

LEDGERS

LMA/4606/C/03/001	Ledger Indexed. Includes capital, appropriation, profit and loss, war damage claim, taxation and receipts and business and expenses accounts, and accounts for five of the partners 1 volume	1928 - 1950
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<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/C/03/002	Private Ledger Indexed 1 volume	1954 - 1960
ANNUAL FIGURES		
LMA/4606/C/04/001	Annual figures 1965-1980 For commissions, salaries, gross margins and trading surplus, broken down by department with totals for the whole firm	1980
LEGAL		
BLUE ARROW FRAUD CASE: DAILY TRANSCRIPTS		
LMA/4606/D/01/001 Not available for general access	First day of hearing and matters for mention 2 documents	1990 May 17, 1990 Oct 5
LMA/4606/D/01/002 Not available for general access	Preparatory Hearing days 1 - 5 5 documents	1990 Oct 15 - 1990 Oct 19
LMA/4606/D/01/003 Not available for general access	Dismissal Hearing days 6 - 10 5 documents	1990 Oct 22 - 1990 Oct 26
LMA/4606/D/01/004 Not available for general access	Dismissal Hearing days 11 - 15 5 documents	1990 Oct 29 - 1990 Nov 02
LMA/4606/D/01/005 Not available for general access	Dismissal Hearing days 16 - 19 4 documents	1990 Nov 05 - 1990 Nov 07, 1990 Nov 13
LMA/4606/D/01/006 Not available for general access	Preparatory Hearing days 20 - 23 4 documents	1990 Nov 27 - 1990 Nov 30
LMA/4606/D/01/007 Not available for general access	Preparatory Hearing days 24 - 28 5 documents	1990 Dec 03 - 1990 Dec 07
LMA/4606/D/01/008 Not available for general access	Preparatory Hearing days 29 - 31 Additional report covering days 29 and 30 4 documents	1990 Dec 10, 1990 Dec 11, 1990 Dec 14
LMA/4606/D/01/009 Not available for general access	Preparatory Hearing days 32 - 36 5 documents	1990 Dec 17 - 1990 Dec 21
LMA/4606/D/01/010 Not available for general access	Preparatory Hearing days 37 - 41 5 documents	1991 Jan 14 - 1991 Jan 18

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/D/01/011 Not available for general access	Preparatory Hearing days 43 - 46 and 48 - 50 8 documents	1991 Jan 21 - 1991 Jan 23, 1991 Jan 31, 1991 Feb 01, 1991 Feb 05 - 1991 Feb 06, 1991 Feb 08
LMA/4606/D/01/012 Not available for general access	Trial days 1 - 5 5 documents	1991 Feb 11 - 1991 Feb 15
LMA/4606/D/01/013 Not available for general access	Trial days 6 - 10 5 documents	1991 Feb 18 - 1991 Feb 22
LMA/4606/D/01/014 Not available for general access	Trial days 11 - 15 5 documents	1991 Feb 25 - 1991 Mar 01
LMA/4606/D/01/015 Not available for general access	Trial days 16 - 19 Two reports for day 17 5 documents	1991 Mar 04 - 1991 Mar 07
LMA/4606/D/01/016 Not available for general access	Trial days 20 - 24 5 documents	1991 Mar 11 - 1991 Mar 15
LMA/4606/D/01/017 Not available for general access	Trial days 25 - 29 5 documents	1991 Mar 18 - 1991 Mar 22
LMA/4606/D/01/018 Not available for general access	Trial days 30 - 31 2 documents	1991 Mar 25 - 1991 Mar 26
LMA/4606/D/01/019 Not available for general access	Trial days 32 - 35 4 documents	1991 Apr 09 - 1991 Apr 12
LMA/4606/D/01/020 Not available for general access	Trial days 36 - 40 5 documents	1991 Apr 15 - 1991 Apr 19
LMA/4606/D/01/021 Not available for general access	Trial days 41 - 45 5 documents	1991 Apr 22 - 1991 Apr 26
LMA/4606/D/01/022 Not available for general access	Trial days 46 - 50 5 documents	1991 Apr 29 - 1991 May 03
LMA/4606/D/01/023 Not available for general access	Trial days 51 - 53 3 documents	1991 May 07 - 1991 May 09

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/D/01/024 Not available for general access	Trial days 54 - 58 5 documents	1991 May 13 - 1991 May 17
LMA/4606/D/01/025 Not available for general access	Trial days 59 - 62 4 documents	1991 May 20, 1991 May 22 - 1991 May 24
LMA/4606/D/01/026 Not available for general access	Trial days 63 - 66 4 documents	1991 Jun 04 - 1991 Jun 07
LMA/4606/D/01/027 Not available for general access	Trial days 67 - 71 5 documents	1991 Jun 10 - 1991 Jun 14
LMA/4606/D/01/028 Not available for general access	Trial days 72 -76 5 documents	1991 Jun 17 - 1991 Jun 21
LMA/4606/D/01/029 Not available for general access	Trial days 77 - 81 5 documents	1991 Jun 24 - 1991 Jun 28
LMA/4606/D/01/030 Not available for general access	Trial days 82 - 86 5 documents	1991 Jul 01 - 1991 Jul 05
LMA/4606/D/01/031 Not available for general access	Trial days 87 - 91 5 documents	1991 Jul 08 - 1991 Jul 12
LMA/4606/D/01/032 Not available for general access	Trial days 92 - 96 5 documents	1991 Jul 15 - 1991 Jul 19
LMA/4606/D/01/033 Not available for general access	Trial days 97 - 101 5 documents	1991 Jul 20 - 1991 Jul 24
LMA/4606/D/01/034 Not available for general access	Trial days 102 - 103 2 documents	1991 Jul 29 - 1991 Jul 30
LMA/4606/D/01/035 Not available for general access	Trial days 104 - 107 4 documents	1991 Aug 27 - 1991 Aug 30
LMA/4606/D/01/036 Not available for general access	Trial days 108 - 112 5 documents	1991 Sep 02 - 1991 Sep 06
LMA/4606/D/01/037 Not available for general access	Trial days 113 - 116 4 documents	1991 Sep 09 - 1991 Sep 12

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/D/01/038 Not available for general access	Trial days 117 - 121 5 documents	1991 Sep 16 - 1991 Sep 20
LMA/4606/D/01/039 Not available for general access	Trial days 122 - 126 5 documents	1991 Sep 30 - 1991 Oct 04
LMA/4606/D/01/040 Not available for general access	Trial days 127 - 128 2 documents	1991 Oct 07, 1991 Oct 11
LMA/4606/D/01/041 Not available for general access	Trial days 129 - 132 4 documents	1991 Oct 14 - 1991 Oct 17
LMA/4606/D/01/042 Not available for general access	Trial days 133 - 137 5 documents	1991 Oct 21 - 1991 Oct 25
LMA/4606/D/01/043 Not available for general access	Trial days 138 - 140 3 documents	1991 Oct 28 - 1991 Oct 30
LMA/4606/D/01/044 Not available for general access	Trial days 141 - 145 5 documents	1991 Nov 04 - 1991 Nov 08
LMA/4606/D/01/045 Not available for general access	Trial days 146 - 150 5 documents	1991 Nov 11 - 1991 Nov 15
LMA/4606/D/01/046 Not available for general access	Trial days 151 - 155 5 documents	1991 Nov 18 - 1991 Nov 22
LMA/4606/D/01/047 Not available for general access	Trial days 156 - 160 5 documents	1991 Nov 25 - 1991 Nov 29
LMA/4606/D/01/048 Not available for general access	Trial days 161 - 165 5 documents	1991 Dec 02 - 1991 Dec 06
LMA/4606/D/01/049 Not available for general access	Trial days 166 - 170 5 documents	1991 Dec 09 - 1991 Dec 13
LMA/4606/D/01/050 Not available for general access	Trial days 171 - 174 4 documents	1991 Dec 16 - 1991 Dec 19
LMA/4606/D/01/051 Not available for general access	Trial days 175 - 177 3 documents	1992 Jan 15 - 1992 Jan 17

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/D/01/052 Not available for general access	Trial days 178 - 180 3 documents	1992 Jan 20 - 1992 Jan 21, 1992 Jan 30
LMA/4606/D/01/053 Not available for general access	Trial days 181 - 182 2 documents	1992 Feb 06 - 1992 Feb 07
LMA/4606/D/01/054 Not available for general access	Trial days 183 - 187 5 documents	1992 Feb 10 - 1992 Feb 14
LMA/4606/D/01/055 Not available for general access	Trial day 188 1 document	1992 Feb 17

BLUE ARROW FRAUD CASE: BUNDLES OF EVIDENCE PRESENTED TO THE JURY

LMA/4606/D/02/001 Not available for general access	Volume I, July/August 1987 (Light blue file) 1 file	1991 - 1992
LMA/4606/D/02/002 Not available for general access	Volume II, September 1987 (Green file) 1 file	1991 - 1992
LMA/4606/D/02/003 Not available for general access	Volume III, October 1987 (White file) 1 file	1991 - 1992
LMA/4606/D/02/004 Not available for general access	Volume IV, November 1987 (Yellow file) 1 file	1991 - 1992
LMA/4606/D/02/005 Not available for general access	Volume V, December 1987 (Dark blue file) 1 file	1991 - 1992
LMA/4606/D/02/006 Not available for general access	Volume VI, January 1988 (Red file) Not indexed 1 file	1991 - 1992

BLUE ARROW FRAUD CASE: APPEAL DAILY TRANSCRIPTS

LMA/4606/D/03/001 Not available for general access	First day proceedings 1 bundle	1992 Jul 13
LMA/4606/D/03/002 Not available for general access	Second day proceedings 1 bundle	1992 Jul 14
LMA/4606/D/03/003 Not available for general access	Third day proceedings 1 bundle	1992 Jul 15

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/D/03/004 Not available for general access	Fourth day proceedings 1 bundle	1992 Jul 16
LMA/4606/D/03/005 Not available for general access	Fifth day proceedings 1 bundle	1992 Jul 17

CLIENTS AND MARKETING

PUBLICATIONS AND REPORTS FOR CLIENTS

LMA/4606/E/01/001	Paper on balance of term calculations 1 document	1957 Nov
LMA/4606/E/01/002	'International Combustion (Holdings) Limited: A Security Analysis' 1 pamphlet	1958
LMA/4606/E/01/003	'Power from Atomic Energy: A Reappraisal' 1 pamphlet	1958
LMA/4606/E/01/004	'Growth Yields on Ordinary Shares' 1 pamphlet	1961
LMA/4606/E/01/005	'The Gilt-Edged Market: Some Switching Methods' 1 pamphlet	1962
LMA/4606/E/01/006	Report on a proposed capital reorganisation and share placing for the Mary Quant Group 1 pamphlet	1967

UNDERWRITING AGREEMENT

LMA/4606/E/02/001	Underwriting agreement between Thermal Syndicate Limited and Phillips and Drew (copy) 1 document	1954 Apr 22
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PUBLICITY

LMA/4606/E/03/001	Pension Fund Management Services 1 pamphlet	1982
LMA/4606/E/03/002	'An Introduction to our Services' 1 pamphlet	198-

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/E/03/003	Change of address card for the firm's move to Lee House, London Wall, City of London With map 1 document	1963
STAFF		
WAGE BOOKS AND SALARY LISTS		
LMA/4606/F/01/001 Not available for general access	Salaries book Arranged alphabetically by surname. Records salary and pay rises, and occasionally addresses and when the employee started and left. Occasionally entries note that the employee has joined the armed forces 1 volume	1928 - 1944
LMA/4606/F/01/002 Not available for general access	Staff salaries and conditions of employment Includes the name, date of birth, date of employment, qualifications, current salary, salary group and proposed salary of staff, arranged by department 1 pamphlet	1962 Apr
LMA/4606/F/01/003 Not available for general access	Staff salaries 1963/1964 List gives the name, date of birth, date of employment, qualifications, current salary and salary group of staff, and remarks, arranged by department 1 pamphlet	1963 Apr
LMA/4606/F/01/004	Salary scales and miscellaneous provisions 1 pamphlet	1964 Jul
LMA/4606/F/01/005 Not available for general access	Staff salaries 1964/65 List gives the name, date of birth, date of employment, qualifications, 1963/64 salary, increase, 1964/65 salary and salary grade of staff, with remarks, arranged by department 1 pamphlet	1964
LMA/4606/F/01/006 Not available for general access	Staff salaries List gives the name, date of birth, date of employment, qualifications, Stock Exchange exams, 1964/65 and 1965/66 salaries and salary group of staff, with remarks, arranged by department. With memorandum from Denis Weaver and bonus history 1 pamphlet	1965 Apr

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/F/01/007 Not available for general access	Staff salary list List gives the name, date of birth, date of employment, qualifications, Stock Exchange exams, 1965/66 salary and salary group of staff, with remarks, arranged by department 1 pamphlet	1966 Jan
LMA/4606/F/01/008 Not available for general access	Salary list Gives the name, date of birth, date of employment, qualifications, Stock Exchange exams, 1966/67 salary and salary group of staff, with remarks, arranged by department 1 pamphlet	1966 Apr
LMA/4606/F/01/009	Salary scales and miscellaneous provisions Interleaved with Staff Committee papers relating to staff benefits 1 pamphlet	1966 Jul
LMA/4606/F/01/010 Not available for general access	Staff salaries List gives the name, date of birth, date of employment, qualifications, Stock Exchange exams, salary and salary group of staff, with remarks, arranged by department 1 pamphlet	1966 Oct

BOOKLETS FOR STAFF WITH PHOTOGRAPHS

LMA/4606/F/02/001	Salaries and Conditions of Employment 1 pamphlet	1962
LMA/4606/F/02/002	'A Career with Phillips & Drew' 1 pamphlet	1968?
LMA/4606/F/02/003	Photographs of Phillips and Drew's offices in Lee House, London Wall, City of London Images of the loans, equity and research departments taken by by Bertram W. Chapman, for use in the firm's careers booklet (LMA/4606/F/02/002). The majority are labelled with the names of some of the staff appearing in the image 5 photographs Former Reference: 20498, 20499, 20507, 20508, 20510	1968

SOCIAL EVENTS

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/F/03/001	Menu for Odone's Restaurant, signed by staff 1 document	1926 Dec 21
LMA/4606/F/03/002	Phillips and Drew dinner and dance menu card Held at the Connaught Rooms 1 document	1955 Nov 4
LMA/4606/F/03/003	Money Department dinner menu card 1 document	1977 June

PREMISES

DEEDS

LMA/4606/G/01/001	Palmerston House, 34 Old Broad Street, City of London: three leases for offices Offices numbered 171-173, 158, 159, 157 and 157a on the third floor. Leased by the City Offices Company Limited on 29 Sep 1916, 25 Dec 1924 and 25 Dec 1928. Includes correspondence 1 bundle	1916 - 1928
LMA/4606/G/01/002	Capel House, 54 New Broad Street, City of London: lease of rooms 154-164 and supplemental deed Property leased by Capel House Property Trust Limited on 24 Jul 1937. Includes a plan of the second floor of the building, and specification and plan for alterations. Supplemental deed dated 18 Nov 1940 varies the terms of the lease, and includes a stipulation that the tenants contribute towards the construction of an air raid shelter 1 bundle	1937 - 1940

HISTORY

RESEARCH NOTES

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
LMA/4606/H/01/001	Research notes compiled by William Reader or David Kynaston Papers include: letters from staff and transcripts of interviews with staff regarding their memories of working for the firm; copies of obituaries for Sidney Perry from The Times and the Journal of the Institute of Actuaries (1967); copies and transcriptions of original documents; and notes relating to the history of the firm. There are also copies of the following articles from the Journal of the Insititute of Actuaries: Denis Weaver and B.G.N. Fowler, 'The Assessment of Ordinary Shares' (1960); Weaver and Hall 'Evaluation of Ordinary Shares Using a Computer' (1960); and P.W. Parker and P.M.D. Gibbs 'Accounting for Inflation- Recent Proposals and their Effects' (1974) 1 file	198-
PHILLIPS AND DREW SERVICE COMPANY		
ACCOUNTS		
LMA/4606/I/01/001	Accounts (some signed) No accounts for 1965 (see LMA/4606/C/01/005). Includes a signed balance sheet for 1962. 1968 accounts unsigned 7 documents	1962 - 1968