

FSP 280

TR No. and Year M070	No of Regd Papers <input type="checkbox"/> POSIS proforma received	Name of Office Region	HOWEY	Code No. 158 644
CAUSE OF CHANGE <input type="checkbox"/> RESIGNATION <input type="checkbox"/> DEATH <input type="checkbox"/> SUSPENSION / DISMISSAL <input type="checkbox"/> CESSATION OF TEMP SUBPOSTMASTER <input type="checkbox"/> CESSATION OF POCL STAFF		Name of former Subpostmaster	LAWRENCE GLYN BAILEY	
		Name of new Subpostmaster Temp Subpostmaster POCL Staff		
From _____ To _____ WK No _____ Deficiency £ _____ Deficiency made good £ _____ Surplus £ _____ Surplus withdrawn £ _____				
ACTION	DATE	ACTION	DATE	

MEDIATION SCHEME

**CURRENT SUBPOSTMASTERS ACCOUNTS
WRITE OFF AUTHORITY**

Office Branch Code: 158644-1014474
Office Name: Howey
Applicant Name: Lawrence Glyn Bailey
Case Reference: M070
Amount to be written off: £12,706.06 debit
Date: 24/02/2016

Summary

This case formed part of the Mediation Scheme process, a business decision has been made to write off the outstanding debt.

I therefore request that the sum of £12,706.06 debit be authorised for write off.

Authorised Signatories:

Signed **GRO** Former Agents Debt Team Leader

Signed ----- Senior Debt Recovery Manager

Signed ----- Head of Finance Service Centre

SETTLEMENT AGREEMENT

Dated: [14] January 2016

PARTIES

- (1) Post Office Limited whose registered office is at Finsbury Dials, 20 Finsbury Street, London, EC2Y 9AQ ("**Post Office**").
- (2) Mr Lawrence Glyn Bailey of Camillia House, Howey Old Post Office, Howey, Llandrindod Wells, Powys, LD1 5PT ("**Applicant**")

BACKGROUND

- (A) The Initial Complaint Review and Mediation Scheme was established to address the concerns of subpostmasters and counter clerks employed by Post Office in relation to Post Office's Horizon IT system and associated issues ("**the Scheme**").
- (B) The Applicant submitted a complaint to the Scheme with reference number M070 ("**the Complaint**").
- (C) In the course of the Scheme, Post Office and the Applicant have agreed to settle the Complaint and all other matters and issues between them, whether or not raised through the Scheme, on the terms of this Agreement.
- (D) A term of that resolution is that Post Office has agreed to write off the debt it alleges is owed by the Applicant in the sum of £12,706.06 together with any interest thereon.

1 Defined terms

- 1.1 "**Related Parties**" means Post Office's past, present or future parent(s), subsidiaries, subsidiaries of its parent(s), group companies, assigns, transferees, representatives, principals, agents, officers, employees or directors.

2 Settlement Terms

- 2.1 Post Office shall, within 7 days, pay the sum of £5,000 (the "**Settlement Sum**") to the Applicant by way of bank transfer to account below:

2.2 Account Name: Mr L G & Mrs J F Bailey

Sort Code: GRO

Account Number:

GRO

Name and Address of Bank:

GRO**GRO**

- 2.3 In full and final settlement, Post Office releases any and all claims, whether or not presently known to the parties, that it ever had against the Applicant in relation to the Complaint.
- 2.4 In full and final settlement, the Applicant releases any and all claims, whether or not presently known to the parties, that he ever had against Post Office and/or any of its Related Parties in relation to the Complaint.
- 2.5 The Applicant shall sign and send to Post Office the Withdrawal Notice set out in Appendix 1 within 7 days of the date of this Agreement.
- 2.6 The parties shall each bear their own legal costs in relation to the Complaint and this Agreement.
- 2.7 This Agreement is not, and shall not be represented or construed by the parties as, an admission of liability or wrongdoing on the part of any party to this Agreement or any other person or entity.
- 2.8 The terms of this Agreement, and the substance of all negotiations in connection with it, will be confidential to the parties, who shall not disclose them to, or otherwise communicate them to, any third party other than:
- (a) to the parties' respective auditors, insurers, and solicitors on terms which preserve confidentiality;
 - (b) pursuant to an order of a court of competent jurisdiction;
 - (c) to confirm the fact that the Complaint has been resolved but not the terms of that resolution;
 - (d) where a party breaches confidentiality, the innocent party may reasonably communicate the terms of this Agreement to third parties; or
 - (e) as far as necessary to implement and enforce any of the terms of this Agreement.
- 2.9 This Agreement constitutes the entire understanding and agreement between the parties in relation to the subject matter of this Agreement.
- 2.10 Each party acknowledges that it has not entered into this Agreement in reliance wholly or partly on any warranties, assurances, statements, undertakings representations or misrepresentations made by or on behalf of the other party

(whether orally or in writing) other than as expressly set out in this Agreement

- 2.11 Nothing in clauses 2.9 or 2.10 shall limit or exclude any liability for fraud.
- 2.12 A Related Party may enforce the terms of this Agreement subject to and in accordance with this clause and the Contracts (Rights of Third Parties) Act 1999.
- 2.13 No other person who is not a party to this Agreement shall have any rights to enforce any of its terms.
- 2.14 This Agreement shall be governed by, and construed in accordance with, English law.
- 2.15 Any dispute arising out of or in connection with this Agreement shall be subject to the exclusive jurisdiction of the Courts of England and Wales.

Signed:

GRO

For and on behalf of Post Office

Signed:

GRO

Applicant

Name:

Patricia Rose

APPENDIX 1: Withdrawal Notice

Withdrawal of application to the Initial Complaint Review and Mediation Scheme ("the Scheme")

For the attention of Patrick Bourke, Complaint Review and Mediation Scheme

Case ref: M070

My complaint has been resolved and I therefore withdraw my application to the Scheme.

Signed

GRO

LAWRENCE GLYN BAILEY

Date:

14 January 2016

[illegible]

TR No. and Year 1014474	No of Regd Papers POLTD/1011/0164 <input type="checkbox"/> POSIS proforma received	Name of Office Region	Code No. 158/644
CAUSE OF CHANGE <input checked="" type="checkbox"/> RESIGNATION <input type="checkbox"/> DEATH <input checked="" type="checkbox"/> SUSPENSION / DISMISSAL <input type="checkbox"/> CESSATION OF TEMP SUBPOSTMASTER <input type="checkbox"/> CESSATION OF POCL STAFF		Name of former Subpostmaster Lawrence Glyn Bailey	Name of new Subpostmaster Temp Subpostmaster POCL Staff

From 5.11.05 To 5.1.11 WK No _____ Deficiency £ _____ Deficiency made good £ _____
 Surplus £ _____ Surplus withdrawn £ _____

ACTION	DATE	ACTION	DATE
FA = £13,044.23 dr TP6 Cheques = £50.99 cr TP6 Hanco = £200.00 cr Total o/s £12,906.06 dr Preliminary enquiries ongoing on Feb 5 & 6 spreadsheet Sent email to Colin Burston for an update he is on leave until next week. Rec'd email from Colin Burston to say FSP resigned but could not make his promises available due to security problems. Apparently it's Ms Bailey who was behind the losses & this is still being dealt with by POLTD.	8.3.11 27.4.11 19.7.11 25.7.11	Sent Steve Bradshaw an email to see if they have a case closure report. Colin Burston said that once the FSP resigns the case has closed. Rec'd email from Steve FSP was interviewed by the Security team. Her property is up for sale & they have an undertaking from her SOLs to repay her debt once it's been sold. He will send me a copy of the letter. Rec'd Case Closure report Sent email to Steve Bradshaw asking for a letter of undertaking from FSP's SOLs.	10.10.11 12.10.11 1.12.11 4.12.11

ACTION	DATE	ACTION	DATE
Sent email to Steve Bradshaw to ask if he has heard anything?	20.1.12	Sent Steve an email for an update	17.4.13
Sent another email to Steve asking for an update	7.3.12	Sent SB email for update but on leave until 5/8/13.	29.7.13
Sent SB another email for an update	16.8.12	Spoke to SB today he said to send the letter today	29/8/13
Spoke to Steve he said the property has not been sold, FSP had a nervous breakdown, but to remind him at the end of next month to review		Sent Steve an email to ask if he knows if the Baileys have sold their properties	17/9/13
Sent Steve Bradshaw an to ask if he has an update for me. Steve called back to say remind him 1.12.12 to ring FSP again & maybe send him an Income & Expenditure Form to fill in and chase this up.	12.10.12	Sent email to SB for an update	25.11.13
Sent an email to SB for an update	11.11.12	£12,706.06 due w/o to 73545 Doc Ref 160001987 WD	26.02.16
Sent Steve yet another email. He called back to say he had spoken to Mrs Bailey & they have got someone to view the property next week. They have decided that if the sale does not go thru they want to change the building into a house altogether. He advised that I write to them in March 2013.	17.1.13		



Your electronic Proof of Delivery

Your item with reference AU063756697GB was delivered from our LLANDRINDOD WELLS Delivery Office on 10/09/13 .

Signature of delivery for your item



SIGNED FOR



11/00

GRO

S

Printed name:

Close window ▶

CORRESPONDENCE ADDRESS

Mrs Kish Brown
FORMER AGENTS DEBT TEAM
2nd Floor West
No 1 Future Walk
Chesterfield
S49 1PF

Opening Hours

Monday to Friday 8:00am – 5:00pm

Telephone: **GRO**

Email kish.brown@ **GRO**

Private and Confidential,
Mr L. G. Bailey
c/o Howey Post Office
Howey
LLANDRINDOD WELLS
LD1 5PT.

Date: 29/08/2013

FORMER SUBPOST MASTERS ACCOUNT HOWEY POST OFFICE FAD 158 644

Dear Mr Bailey,

I am writing to you in respect of the recovery of deficiencies found in the accounts at the above Post Office whilst you were sub-postmaster.

The sum of £12,706.06 is due to Post Office Limited to clear the Final Account deficiency.

Your contract with Post Office Limited provides that you are obliged to make good any and all losses incurred during your term of office. The contract also confirms that this obligation continues after your last day of service. Under the Limitation Act 1980 Post Office Limited is entitled to claim any sums due. Please forward a cheque made payable to Post Office Ltd, for the full amount to the address above within 21 days of the date of this letter. Payment may also be made by credit / debit card.

If full payment cannot be made immediately then you must contact this office within 21 days to discuss a repayment plan.

A prepaid envelope is enclosed for your convenience. Should you have any queries regarding this account, please do not hesitate to contact me at the address above or telephone me on the number listed above.

Yours Sincerely





Kish Brown

From: Kish Brown
Sent: 18 June 2012 14:49
To: Steve Bradshaw
Subject: Re:Mr Lawrence Glynn Bailey (158644)

Hi Steve,
I know you're probably busy but can you please give me an update on whether this guy has sold his property yet or not?

Regards

Kish Brown
Former Agents Accounting Team
No. 1 Future Walk
CHESTERFIELD
S49 1PF

GRO
Email: kish.brown@

GRO

Kish Brown

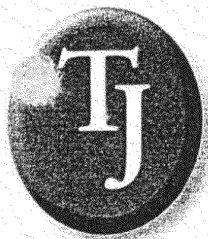
From: Kish Brown
Sent: 07 March 2012 14:56
To: Steve Bradshaw
Subject: RE: Lawrence Glyn Bailey - Howey

Hi Steve,
Just a quick query I am updating my case file and was wondering if you know if the property has been sold or not please?

Regards
Kish

Customer 1014474
Company Code 1254
Name Lawrence Glyn Bailey
City Llandrindod Wells

Profit Ctr	Stat	Account	DocumentNo	Type	Doc. Date	Lock	LC amnt	Text	Reference	Clrng doc.
158644	#	1014474	1600005005	DG	11.12.2010		50.99-	BULK CHEQUES		
	#	1014474	6000163096	FA	05.01.2011		13,044.23	Final Account-Deficiency		
	#	1014474	1600005003	DG	05.01.2011		200.00-	HANCO ATM		
158644	#	1014474	6000380265	FA	17.01.2011		87.18-	Final Account-Surplus		
*							12,706.06			



Howey 158/644

TERRY JONES

SOLICITORS & ADVOCATES

Incorporating Jones and Ferriday Solicitors

Abbey House
Abbey Foregate
Shrewsbury
SY2 6BH

Tel:
Fax:

E-mail: enquiries@
www.terry-jones.co.uk
DX:

Mr Stephen Bradshaw – Fraud Investigator
Post Office Limited
Royal Mail House
3rd Floor Clippers Quay
Salford
M50 3NW

Your Ref:
POLTD/1011/0164

Our Ref:
AJPT/VH/B2926/1

Please ask for:
Andrew Tench
Date:
30 August 2011

Dear Mr Bradshaw

Re: Mrs Joan Bailey

We refer to your recent telephone conversations with Andrew Tench and now write to confirm that we have received a letter signed by both Mr Lawrence Bailey and Mrs Joan Francis Bailey. In that letter, we are told that once a buyer has been found for Camellia House and the business, Terry Jones Solicitors and Advocates will be instructed to act on the sale.

Mr and Mrs Bailey authorise us to pass to Post Office Limited the sum of £12,706.06 from any net proceeds of sale.

We understand that the Post Office are minded to offer Mrs Bailey a caution. It would be appreciated if you could confirm to us the offence likely to be named in the caution form and if you could explain how any caution is likely to be administered.

Yours sincerely

GRO

TERRY JONES Solicitors and Advocates



Lexcel
LAWYERS
SPECIALISTS



Head Office
Abbey House
Abbey Foregate
Shrewsbury
Shropshire SY2 6BH
Tel:
Fax:

Telford Office
7 Hollinswood Court
Stafford Park 1
Telford
TF3 3DE
Tel:
Fax:

Newport Office
64 Upper Bar
Newport
Shropshire
TF10 7EJ
Tel:
Fax:

Directors: Terry Jones and Sue Fitzmaurice
Registered Name: TJ Legal Services Ltd trading
as Terry Jones Solicitors & Advocates and
QualitySolicitors Terry Jones
Registered in England and Wales Reg. No: 5907992
REGULATED BY THE SOLICITORS REGULATION AUTHORITY

Kish Brown

From: Jenny Smith on behalf of Jacqueline Whitham
Sent: 01 December 2011 12:01
To: Kish Brown
Subject: FW: Re: Case Closure - POLTD/1011/0164 - Suspects Name - Joan Francis Bailey - Branch - Howey - Branch Code - 158 644

Kish

One of yours

Jen

Jenny Smith
Former Agents Debt Team
2nd Floor West
1 Future Walk
Chesterfield
Derbyshire
S49 1PF

GRO

jenny.smith@ **GRO**

From: Steve Bradshaw
Sent: 01 December 2011 10:50
To: Colin Burston
Cc: Post Office Security; Lesley Frankland; Jacqueline Whitham
Subject: Re: Case Closure - POLTD/1011/0164 - Suspects Name - Joan Francis Bailey - Branch - Howey - Branch Code - 158 644

**Case Closure Reporting**

Case Closure report must be emailed to Primary Stakeholder and copied to all Secondary Stakeholders & Jacqueline Whitham, on final completion/submission of case.

Case reference:	POLTD/1011/0164
Date case set up:	20 January 2011
Branch Name: (or other Location)	Howey
Branch Code:	158 644
Main Enquiry Category:	Audit
Enquiry Type:	Cash Loss
Name of Person(s) Interviewed: (if applicable)	Joan Francis Bailey
Subject type / Grade: (Delete as applicable):	SPMR
Case File associated:	Yes
Primary Stakeholder:	Colin Burston
Secondary Stakeholder(s):	Post Office Security - Operational Team Leader
Identified 'Criminal' Loss: £	13,044.23
NB: Only losses attributable to fraud and/or where the loss is the result of suspect fraudulent activity, should be recorded. For example if the case is an audit shortage of £50k, but £10k is known to be outstanding/other TCs, then the Identified 'Criminal Loss is £40k.	
Potential Recovery: (method & dates) £	Letter of undertaking lodged with solicitor to repay outstanding amount of 312706.06 from proceeds of sale of business.

NB: Potential recoveries include known TCs to be issued, arrangements being made for instalments, ongoing sale of property, etc - ie any known / instigated activity undertaken to pursue recovery, which is in the pipeline.	
Actual Recovery: (method & dates) £	£338.17 via transaction corrections on 12 Nov 2010 and 01 May 2011 and £87.18 FA surplus on 17 January 2011.
NB: Actual recoveries include known cash repaid, known cheques repaid, either via funding notification, direct to Late Account, etc - ie any known recovery that has been physically received, as opposed to being in the pipeline.	
Confiscation case:	No
SPSO cases: has SPMR been made aware of loss?:	Yes
Is there a Financial Investigation still ongoing?: (if yes, this form must be emailed to relevant Financial Investigator as case will remain open within their remit)	No
Final outcome: (if prosecution include further details below)	Caution to be issued as advised by CLT.
Prosecution Outcome: (Include court, date & sentence)	Caution issued on 23 November 2011
Costs / Compensation: (Compensation awarded in multiple partner cases / SPSO assistant cases must be repaid to loser - contact PBA Banking Duty 5309 2381 / 01246 542 381 to ensure compensation cheques dealt with correctly).	N/A
Debarment: (Confirm completed and date forwarded to Intelligence Transaction Manager)	Completed and sent to Corporate Security ON 23 November 2011
Procedural and organizational failings identified - (ensure PROCEDURAL FAILINGS form is also updated & emailed to Stakeholders)	Yes
Procedural and organizational failings discussion held with Stakeholder(s): (discussion must occur prior to closure - outline any solutions, agreed actions, refer to next level if issues remain e.g Crown Office failings via BM/Operations Manager).	Discussed with stakeholder when notification sent.
Are there outstanding issues of a significant nature: (e.g impact, reluctance, refusal to implement solutions, business critical, etc - if yes, the matter should be reported in more detail to Team Leader)	None
Any other comments: (NB: If DWP case then additional closure form is required to be completed)	
Security Advisor in case:	Stephen Bradshaw
Security Programme Manager (Team Leader):	Lesley Frankland
Date Completed	01 December 2011

Regards,
Steve Bradshaw
Fraud Investigator

Kish Brown

From: Steve Bradshaw
Sent: 12 October 2011 15:29
To: Kish Brown
Subject: RE: Re:Howey Mr Bailey

Kish

Telephone conversation of today refers.

Mrs Bailey was interviewed by the Security team. She informs that the premises are up for sale and the outstanding amount will be repaid from the proceeds of the sale. A letter of undertaking has been received from her solicitor and I will send a copy in the post.

Steve

From: Kish Brown
Sent: 10 October 2011 14:15
To: Steve Bradshaw
Subject: Re:Howey Mr Bailey

Afternoon Steve,
I just need to pick your brain please regarding Mr Lawrence Bailey, Colin Burston has emailed me to say once Mr Bailey resigned that was the end of the case where POID are concerned but I have not received a Case Closure report for him. The current debt remains as below so I just need to know do I chase this up now or is something else still happening or even a closure report would be useful please.

Regards
Kish

Profit Ctr	Account	Document...	Ty...	Doc. Date	Lock	Amount in local cur.	Text
	1014474	1600005005	DG	11.12.2010		50.99	BULK CHEQUES
158644	1014474	6000163096	FA	05.01.2011		13,044.23	Final Account-Deficie
158644	1014474	6000380265	FA	17.01.2011		87.18	Final Account-Surplu
	1014474	1600005003	DG	05.01.2011		200.00	HANCO ATM
	1014474					12,706.06	
						12,706.06	

Kish Brown

From: Colin Burston
Sent: 10 October 2011 11:58
To: Kish Brown
Subject: RE: Re: Howey (158644)

Kish

No other news once he resigned that was the end of the case and any losses still outstanding would be picked up by Late Account.

Regards

Colin Burston

Contract Advisor

Post Office Ltd – Network Support Team

Upper Floors, The Markets Branch Office

6-16 New York Street LEEDS LS2 7DZ

GRO

or

GRO



colin.burston@

GRO

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From: Kish Brown
Sent: 07 October 2011 08:41
To: Colin Burston
Subject: RE: Re: Howey (158644)

Morning Colin,

I have not heard anything further about this case have you got an update for me please?

Thanks

Kish

From: Colin Burston
Sent: 25 July 2011 14:57
To: Kish Brown
Subject: RE: Re: Howey (158644)

Kish

He resigned and did not make his premises available due to security problems. I believe his wife has admitted that she was behind the losses and this is being dealt with by POID.

Regards

Colin Burston

Contract Advisor

Post Office Ltd – Network Support Team

Upper Floors, The Markets Branch Office

6-16 New York Street LEEDS LS2 7DZ

GRO

or

GRO



colin.burston@

GRO

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10/10/2011

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From: Kish Brown
Sent: 19 July 2011 09:19
To: Colin Burston
Subject: Re: Howey (158644)

Morning Colin,
I have noticed that the case for Lawrence Glyn Bailey is no longer on the S & I spreadsheet for June, can you please give me an update on it?
Hope you had a good holiday.

Regards

Kish Brown
Former Agents Accounting Team
No. 1 Future Walk
CHESTERFIELD
S49 1PF

GRO

Email: kish.brown@GRO

Kish Brown

From: Kish Brown
Sent: 07 October 2011 08:44
To: Colin Burston
Subject: RE: Re: Howey (158644)

Morning Colin,
I have not heard anything further about this case have you got an update for me please?
Thanks
Kish

From: Colin Burston
Sent: 25 July 2011 14:57
To: Kish Brown
Subject: RE: Re: Howey (158644)

Kish
He resigned and did not make his premises available due to security problems. I believe his wife has admitted that she was behind the losses and this is being dealt with by POID.

Regards

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Contract Advisor

Post Office Ltd – Network Support Team

Upper Floors, The Markets Branch Office

6-16 New York Street LEEDS LS2 7DZ

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Kish Brown
Former Agents Accounting Team
No. 1 Future Walk
CHESTERFIELD
S49 1PF

Email: kish.brown@

07/10/2011

Kish Brown

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Post Office Ltd – Network Support Team

Upper Floors, The Markets Branch Office

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GRO

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colin.burston@

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No. 1 Future Walk
CHESTERFIELD
S49 1PF

GRO

Email: kish.brown@

GRO

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Hope you had a good holiday.

Regards

Kish Brown
Former Agents Accounting Team
No. 1 Future Walk
CHESTERFIELD
S49 1PF

GRO

Email: kish.brown@

GRO

Customer 1014474
Company Code 1254
Name Lawrence Glyn Bailey
City Llandrindod Wells

Profit Ctr	Stat	Account	DocumentNo	Type	Doc..Date	S	DD	LC amnt	LCurr	Clrng doc.	Text
-	#	1014474	1600005003	DG	05.01.2011	#		200.00-	GBP		HANCO ATM
-	#	1014474	1600005005	DG	11.12.2010	#		50.99-	GBP		BULK CHEQUES
158644	#	1014474	6000380265	FA	17.01.2011	#		87.18-	GBP		Final Account-Surplus
158644	#	1014474	6000163096	FA	05.01.2011	#		13,044.23	GBP		Final Account-Deficiency
*		1014474						12,706.06	GBP		
**								12,706.06	GBP		

TP6

FORMER SUBPOSTMASTERS STATEMENT OF DISCREPANCY

260420

BRANCH NAME : HOWEY BRANCH CODE : 158644 DATE OF DISCREPANCY : 05.01.2011 £ £200.00 CR/DR

(*Delete as applicable)

HORIZON ENTRY : £ 140.00 CLIENT DATA TOTAL : £ 340.00

Details of Error: (PLEASE PROVIDE FULL WRITTEN HISTORY OF THE ERROR)

HANCO ATM**HORIZON / HANCO MISBALANCED FROM 01.01.2011 TO 05/01/201 1****HORIZON TOTAL****HANCO DISPENSED**01.01.2011 = 20.0002.01.2011 = 60.0004.01.2011 =140.0004.01.2011 = 200.0005.01.2011 = 60.00**THEREFORE 200.00 CREDIT TO ACCEPT**Please see attached**NB.Attach all relevant supporting documentation.****FOR INTERNAL USE ONLY**

GL/Vendor

/DR

 627050

*(Delete as applicable)

Duty Holders Signature :

GRO

Second Validation Signature :

GRODate Entry on POLFS : Date TP6 Passed to Former Agent Team :

EVIDENCE TO SUPPORT HANCO ATM TRANSACTION CORRECTION

HANCO ATM DISPENSED

Week 41

	Thu	Fri	Sat	Sun	Mon	Tue	Wed		
Office Name	30-Dec	31-Dec	1-Jan	2-Jan	3-Jan	4-Jan	5-Jan	FAD	TOTAL
Howey	£ 150	£ 150	£ 20	£ 60	£ -	£ 200	£ -	1586440	£ 580

YOUR HORIZON ENTRIES

Business Date	Item	Net Sales Value	Net Sales Volume	Original Sales Value	Original Sales Volume
30/12/2010	Self Fill ATM	-150.00	-1	-150.00	-1
31/12/2010	Self Fill ATM	-150.00	-1	-150.00	-1
04/01/2011	Self Fill ATM	-140.00	-1	-140.00	-1
05/01/2011	Self Fill ATM	60.00	0	-80.00	-1
TOTAL		-380.00			

HANCO = 580.00

HORIZON = 380.00

THEREFORE 200.00 credit

2nd Floor
The Markets Crown Office
6-16 New York Street
LEEDS
LS2 7DZ
GRO

Mr Laurence Bailey
Post Office® Howey Branch
Howey
Llandrindod Wells
LD1 5PT

Strictly Confidential

5 January 2011

Dear Mr Bailey

Post Office® Howey branch at [GRO] and satellites at [GRO]
[GRO]

I refer to our recent telephone conversation and confirm that you have been suspended from your Subpostmaster Contract in respect of the above branch with effect from 5 January 2011 until further notice. This suspension is made under section 19, paragraph 4 of your Subpostmaster Contract. It does not mean that your contract has terminated.

During our telephone conversation you indicated that you would be willing to make the above premises available for use by a temporary subpostmaster during your suspension for the purposes of ensuring continuation of Post Office® services. If and when a temporary subpostmaster is appointed by Post Office Ltd, please note that it will be up to you and the temporary subpostmaster to reach agreement over an appropriate payment by the temporary subpostmaster to you in respect of any rent, staff wages, utilities and other relevant expenses.

I would be grateful if you could complete and return to me at the address above the slip set out below confirming your understanding and intention regarding the matters set out in this letter.

Yours sincerely,

GRO

Colin Burston
Contract Manager

Page 2 of 2

To: Colin Burston
Agent Contract Manager

From: Mr Laurence Bailey
Post Office® Howey, Hundred House & Llanbadarn Fynydd

I confirm that I Mr Laurence Bailey am willing to make my premises at **GRO** and satellites at **GRO** available for use by any temporary subpostmaster appointed by Post Office Ltd in order to provide Post Office® services during my suspension and that I understand that it is my responsibility to come to an agreement with any such temporary subpostmaster regarding the use of my premises and any payments for that use and for any staff costs.

Signed: _____

Name of subpostmaster in capitals:

Date: _____

Customer 1014474
Company Code 1254
Name Lawrence Glyn Bailey
City Llandrindod Wells

Profit Ctr	Stat	Account	DocumentNo	Type	Doc..Date	S	DD	LC amnt	LCurr	Clrng doc.	Text
	#	1014474	1600005005	DG	11.12.2010		#	50.99-	GBP		BULK CHEQUES
158644	#	1014474	6000380265	FA	17.01.2011		#	87.18-	GBP		Final Account-Surplus
158644	#	1014474	6000163096	FA	05.01.2011		#	13,044.23	GBP		Final Account-Deficiency
*		1014474						12,906.06	GBP		
**								12,906.06	GBP		

SW/SW A
TP6

FORMER SUBPOSTMASTERS STATEMENT OF DISCREPANCY

14.02.2011

BRANCH NAME : HOWEY BRANCH CODE : 158-644

PRODUCT NAME : BULK CHEQUES £ £50.99 CR

*Delete as applicable)

DATE OF DISCREPANCY : 11.12.2010

HORIZON ENTRY : £ 481.07 CLIENT DATA TOTAL : £ 430.08

Details of Error: (PLEASE PROVIDE FULL WRITTEN HISTORY OF THE ERROR)

BCV DATED 11.12.2010 TWO CHEQUES RECEIVED AND PROCESSED BY EDS FOR £166.03.

THE AMOUNT CLAIMED (REMED OUT TO EDS) IN RESPECT OF THESE CHEQUES £115.04

A DIFFERENCE OF £50.99 CREDIT ALLOWED.

NB.Attach all relevant supporting documentation.

FOR INTERNAL USE ONLYGL/Vendor DR 553040

*(Delete as applicable)

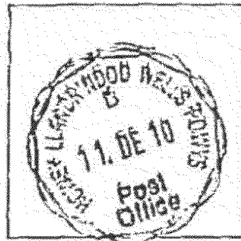
Duty Holders Signature : Second Validation Signature : Date Entry on POLFS : Date TP6 Passed to Former Agent Team : 01.02.2011 **GRO**

Confidential Information.

Expiry Date: 13/12/2010 ISN: **GRO** FAD Code: 158644
Serial No: **GRO** Sort Code: **GRO** Account No: **GRO** Amount: 166.03

BCV - CHEQUES

1586440



GRO

DATE OF DESPATCH

1 1 1 2 1 0

DATE STAMP

Howey
Howey

VOLUME

-2

Llandrindod Wells
LD1 5PT

MAXIMUM 50 CHEQUES

GRO

TOTAL VALUE

£ 166 03

DO NOT WRITE OR MARK BELOW THIS LINE

GRO

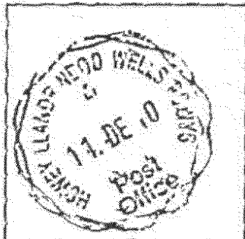
1516016478 600005
131210 000742 03

Confidential Information.

Date: 13/12/2010 ISN: **GRO** FAD Code: 158644
Serial No: **GRO** Sort Code: **GRO** Account No: **GRO** Amount: 315.04

BCV - CHEQUES

1586440



GRO

DATE OF DESPATCH

1 1 1 2 1 0

SIGNED

DATE STAMP

Howey
Howey

VOLUME

- 2

Llandrindod Wells
LD1 5PT

MAXIMUM 50 CHEQUES

TOTAL VALUE

GRO

£ 315.04

DO NOT WRITE OR MARK BELOW THIS LINE

GRO

1586440 000905
1586440 000742 05

Report Title

Location	Location	Transaction	Transacti	Stoc	Employee	Session	Transaction Mode	Item Lon	Amount	Adjust Reason
158644	Howey	11/12/2010	11:29:31	AA	JBA001	613312	Remit Out - Processing Centre	Cheque	115.04	
158644	Howey	11/12/2010	11:43:28	AA	JBA001	613317	Stock Adjustment - Positive	Cheque	-115.04	
158644	Howey	11/12/2010	11:43:29	AA	JBA001	613317	Stock Adjustment - Positive	Cash	115.04	
158644	Howey	11/12/2010	11:45:04	AA	JBA001	613319	Remit Out - Processing Centre	Cheque	315.04	

To Colin Burston Contracts Advisor. Paul Dann Former Subpostmaster Account

From Judy Balderson FSA

Date 17 January 2011

Subject Howey 158644

As you are aware the Subpostmaster (Mr Bailey) of the above branch was suspended on 5/1/11 following a large audit shortage. The branch operates an outreach service using luggable kit. Branch code 223644 At the time of the audit at Howey the luggable kit was not working (confirmed with engineer on site). Consequently I returned to the branch on 17/1/11 to complete an audit of the outreach branch.

The result of the audit at the outreach was a surplus of £42.18 pence (£41.21 in cash and 97p in postage). In addition on accessing Howey a credit transactional correction for £45.00 was on site which was accepted, making the **total surplus £87.18**. This surplus was transferred to the late account to be offset against the audit shortage.

A final account was prepared and despatched.

The branch was defunded and all cash and stock returned to the distribution centre. I gave Mr Bailey the safe keys as it was now empty and retained the datestamps.

Both Mr and Mrs Bailey were on site during the audit. They seemed to be under the impression that the audit shortage would reappear somewhere in the paperwork and all would be well. I explained very clearly that even if the money did come back, there would still be the issue of inflating the cash on hand figure to cover the shortage.

If you require any further information please get in touch

Judy Balderson

Field Support Advisor

Tel: GRO Mobile: GRO

TO BE AFFIXED TO THE FRONT OF THE CASH ACCOUNT PRODUCED ON DAY OF TRANSFER / CLOSURE

FINAL CASH ACCOUNT OF POSTMASTER/AGENT OF: -

DEFICIENCY IN FINAL ACCOUNT [(from Line (10)86 only]	£	Due to Transfer* / Temporary Closure* / Permanent Closure* *Delete as applicable	
SURPLUS IN FINAL ACCOUNT [(from Line (00)40 only]	£ 87.18	Temp. closure due to Suspension* / Robbery* / Other Please state for other _____	
DEFICIENCY MADE GOOD AT FINAL ACCOUNT	£	OFFICE CODE	158 644
SURPLUS WITHDRAWN AT FINAL ACCOUNT (up to £100.00 ONLY)	£	DATE OF FINAL ACCOUNT	17 / 01 / 11
OFFICE TRANSFER When the transfer is made during business hours, the time should be stated. The ordinary Cash Account for the rest of the period should contain only transactions subsequent to transfer.		TP10 B101 WEEK No.	Datestamp
Please state if a further Cash Account is due for this accounting week <input checked="" type="checkbox"/> YES / NO		100 Hundred House (outreach service)	
*Delete as appropriate NOTE: If the account is transferred to a New Agent , the total of the cash, stock and vouchers table should be entered at Line 'A' and at Payments line (10)85 'Balance transferred to new account'. If the office is closed , the total should be entered on Line 'B'. The cash and stock must be dispersed as follows: Temporary closure - remit all cash and stock (including Game Licences) to parent Distribution Centre and include the value at Payments Line (10)82 'Rems to other offices'. A breakdown of this must be shown in Table 9. Permanent closure - stock must be despatched to NSSC/Chesterfield and include the value at Payments line (10)77 'Stock returns to SSO'. Cash and vouchers must be remitted to the parent Cash Centre and the value included at Payments line (10)82 'Rems to other offices'. A breakdown of the values claimed at Payments line (10)77 and (10)82 must be shown in Tables 8 and 9 respectively.			
The sum of £ <u>NIL</u> (being the amount of cash, stock and vouchers shown overleaf at (10)85 Payments. To be charged in the Cash Account of <u>Mon</u> day of period ended <u>17/1/11</u> as balance transferred from old account. I acknowledge receipt of (<u>3</u>) keys for the main safe		Signature of Incoming Agent Signature of Outgoing Agent GRO	
Examined at TP		Signature of GRO	
Transfer noted in TP		Witness to transfer <u>J BAWDON RA</u>	
		Tel GRO	

Howey FAD: 1586440
10:57 17/01/2011 TP:10
Office Snapshot - Office Copy

*****Discrepancies in this Account*****
*Discrepancy OVER 0.00 *
*Discrepancy SHORT 0.00 *
*Nett discrepancy 0.00 *

VALUE ITEMS & MOP	VOLUME	VALUE
Cash		0.00
Cash		0.00
MOP		0.00
Postage stmp		0.00
Other Postage Items		0.00
POSTAGE		0.00
TOTAL VALUE ITEMS & MOP		0.00

RECEIPTS	VOLUME	VALUE
Balance B/Fwd		0.00
FinalA/c surplus	2	87.18
Miscellaneous		87.18
OTHER RECEIPTS		87.18
Destroy MVL Rang	4	0.00
AP Others		0.00
AUTOMATED PAYMENTS		0.00
1st class Large	2-	1.32-
First Class Stamps		1.32-
Special Lge 1st	2	1.32
Special 97p	1-	0.97-
Special Stamps		0.35
SAS bk 1st x 12	2-	9.84-
SAS bk 2nd x 12	2	7.68
Christmas 1stbk	2	9.84
Stamp Books - Misc		7.68
POSTAGE		6.71
Rem In Auto Dist		3343.38
Remittance In Detail		3343.38
Discrepancy OVER Transferred		0.00
Discrepancy SHORT Resolved		0.00

TOTAL RECEIPTS 3437.27

PAYMENTS	VOLUME	VALUE
Cash In Pouches	2	2135.16
Cash In Pouches	2-	12608.04-
Out Pouches AUD		74.14-
Out Pouches EUR		943.15-
Out Pouches AED		3.50-
UNCLAIMED PAYMENTS		11493.67-
Rem Out Auto Dist		14930.94
Remittance Out Detail		14930.94
Discrepancy SHORT Transferred		0.00
Discrepancy OVER Resolved		0.00
Total VALUE ITEMS & MOP		0.00
Nett discrepancies		0.00

TOTAL PAYMENTS 3437.27

Transfers In	0.00
Transfers Out	0.00
Balance C/Fwd	0.00

STOCK VOLUMES VOLUME
UK Tchq 200
*** END OF REPORT ***

17/1/11

Please find enclosed R42 for Howey.

The sub was suspended from the branch

on 5/1/11 but the w/r for the outreach
branch was not working. I returned to the
branch on 17/1/11 & balanced the outreach

which resulted in a surplus of £87.18

(including a credit T/C accepted on Howey)

This surplus should be offset against audit
shortage revealed on 5/1/11.

Hope this makes sense if not feel free to
give me a call
regards

Judy Balderson
FSA

Ta

GRO

GRO

SW/SW

Dawn Wall

From: Jo M Welsh
Sent: 05 January 2011 15:20
To: Former_Agents_Debt
Subject: HOWEY 158644

Outgoing agent	Branch name	Branch code
1. Name and Branch code	HOWEY	158644
3. Name (in full) of outgoing Agent (BLOCK LETTERS)	MR LAWRENCE GLYN BAILEY	
4. DATE OF APPOINTMENT OF OUTGOING AGENT	05.11.2005	
5 (1) DATE OF CESSATION (2) State whether Trading Statement prepared	05.01.2011	
6. Cause of cessation (see notes overleaf)	SUSPENSION	

Joanna Welsh
Customer Service Advisor
Agent Services,
Human Resources
Post Office Ltd



HRSC Farnworth, Bolton Mail Centre, Stone Hill Road, Farnworth,
BOLTON. BL4 9XX

☎ GRO Postline: GRO

✉ jo.m.welsh@ GRO
GRO
● Post Office HR Help

**Confidential Information:**

This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorised review, use, disclosure or distribution is prohibited. If you are not the intended recipient please contact me by reply email and destroy all copies of the original message.

sw/sw

TO BE AFFIXED TO THE FRONT OF THE CASH ACCOUNT PRODUCED ON DAY OF TRANSFER /CLOSURE

FINAL CASH ACCOUNT OF POSTMASTER/AGENT OF: -

Howley

OFFICE

DEFICIENCY IN FINAL ACCOUNT [(from Line (10)86 only]	£13044.23	Due to Transfer* /Temporary Closure* / Permanent Closure* , *Delete as applicable Temp. closure due to Suspension* /Robbery* / Other Please state for other _____
SURPLUS IN FINAL ACCOUNT[from Line (00)40 only]	£ /	
DEFICIENCY MADE GOOD AT FINAL ACCOUNT	£ /	OFFICE CODE 158644
SURPLUS WITHDRAWN AT FINAL ACCOUNT (up to £100.00 ONLY)	£ /	DATE OF FINAL ACCOUNT 05 / 01 / 11
OFFICE TRANSFER When the transfer is made during business hours, the time should be stated. The ordinary Cash Account for the rest of the period should contain only transactions subsequent to transfer.		Bp 01 TP 09 WEEK No.
Please state if a further Cash Account is due for this accounting week <input checked="" type="checkbox"/> YES / NO		5/1/11 Datestamp
*Delete as appropriate NOTE: If the account is transferred to a New Agent , the total of the cash, stock and vouchers table should be entered at Line 'A' and at Payments line (10)85 'Balance transferred to new account' If the office is closed , the total should be entered on Line 'B'. The cash and stock must be dispersed as follows: Temporary closure - remit all cash and stock (including Game Licences) to parent Distribution Centre and include the value at Payments Line (10)82 'Rems to other offices'. A breakdown of this must be shown in Table 9. Permanent closure - stock must be despatched to NSSC/Chesterfield and include the value at Payments line (10)77 'Stock returns to SSO'. Cash and vouchers must be remitted to the parent Cash Centre and the value included at Payments line (10)82 'Rems to other offices'. A breakdown of the values claimed at Payments line (10)77 and (10)82 must be shown in Tables 8 and 9 respectively.		
The sum of £ <u>NIL</u> (being the amount of cash, stock and vouchers shown overleaf at (10)85 Payments. To be charged in the Cash Account of <u>WCS</u> day of period ended <u>5/1/11</u> as balance transferred from old account. I acknowledge receipt of (<u>3</u>) keys for the main safe		Signature of Incoming Agent Signature of Outgoing Agent GRO
Examined at TP		Signature of GRO
Transfer noted in TP		Witness to transfer GRO
		Ter GRO

P344
(Rev'd Mar 97)

TRANSFER REPORT

IMPORTANT - See Notes overleaf

Send to:-
Former Subpostmasters Accounts
Transaction Processing
Post Office Ltd
No. 1 Future Walk
CHESTERFIELD
S49 1PF

Important Message for Auditors

Please ensure that this Transfer Report is forwarded to the Former Subpostmasters Accounts team at the address opposite on the day of transfer.

**GRO**

ACCOUNTS TO CEASE	OFFICE NAME	OFFICE CODE NO
1. Name and office Code No of (1) Office, (2) Region	(1) <i>Howey</i> (2)	<i>158644</i>
2. Name (in full) of officer ceasing (BLOCK LETTERS)	<i>MR LAWRENCE GLYN BAILEY</i>	
3. DATE OF APPOINTMENT OF OUTGOING SUBPOSTMASTER	<i>5/11/2005</i>	
4. (1) DATE OF CESSATION (2) State whether Final cash Account prepared	<i>5/11/11</i> (2) <i>Yes</i>	
5. Cause of cessation. eg resignation, suspension or dismissal, illness, death, cessation of POL staff, temporary Subpostmaster ceased etc (see notes overleaf)	<i>SUSPENDED</i>	
6. If closed for all business, state whether: temporarily, seasonally or permanently	<i>TEMP CLOSED</i>	
ACCOUNTS TO COMMENCE	OFFICE NAME	OFFICE CODE NO
7. Name and Office Code		
8. (1) Name (in full) of Officer commencing (BLOCK LETTERS) (2) If related to Officer ceasing, state relationship	(1) (2)	
9. State whether new Subpostmaster, Subpostmaster reinstated, Temporary acting Subpostmaster, Nominees Subpostmaster, POL staff placed in charge, Conversion from Non-cash-Account Office		
10. Date of commencement		

COMPLETED BY :

Signature

Office location P & O SERVICE CENTRE, SALFORD

Date 30 September 2003

Name (please print)

Telephone Number 5336

NOTES

THE TABLE BELOW SHOWS WHETHER A TRANSFER REPORT (P344) AND/OR FINAL CASH ACCOUNT (P242) SHOULD BE PREPARED WHEN A SUBPOSTMASTER CEASES OFFICE OR THERE IS A CHANGE OF OFFICE STATUS:-

CAUSE OF CESSATION	TRANSFER REPORT (P344) TO BE PREPARED	FINAL CASH ACCOUNT (P242) TO BE PREPARED	REMARKS
- Resignation	YES	YES	
- Suspension /Dismissal	YES	YES	IF THE SUBPOSTMASTER IS REINSTATED AFTER SUSPENSION A FURTHER P344 SHOULD BE PREPARED
- Illness (when a relative acts as a temporary Subpostmaster)	YES	NO	WHEN THE SUBPOSTMASTER RESUMES AFTER ILLNESS, A FURTHER P344 SHOULD BE PREPARED
- Death (when a relative acts as a temporary Subpostmaster)	YES	NO	WHEN A NEW SUBPOSTMASTER IS APPOINTED, A FURTHER P344 AND P242 SHOULD BE PREPARED
- Officer in charge (POL staff)	YES	YES	NEITHER FORM NECESSARY ON TRANSFER FROM OIC TO ANOTHER OIC
- Temporary Subpostmaster	YES	YES	
- Nominee Subpostmaster and change of firm	YES	YES	
- Nominee Subpostmaster (no change of firm)	NO	NO	
- Subpostmaster at a Non-Cash Account Office	NO	NO	
Change of office status			
- From a Non-Cash Account Office to an SPSO, MSPO, FPO	NO	NO	
- From an SPSO, MSPO, FPO to a Non-Cash Account office	YES	YES	
- From a BO to an SPSO, MSPO, FPO	NO	NO	

Retention period: 5 years

FAD 1586440

Page 1
TP 08

05/01/2011

Final Branch Trading Statement - Office Copy From 15/12/10 To 05/01/11

	Branch Total	Suspense	SU AA	SU ATM
Cash On Hand B Fwd	19497.82		17232.56	1265.33
All Currencies Awaiting Collection B Fwd	0.00	0.00		
Suspense B Fwd	0.00	0.00		
Other MOP B Fwd	95.99		95.99	0.00
ForEx B Fwd	1020.24		1020.24	0.00
Other Postage B Fwd	2501.96		2501.96	0.00
Remittances In Total	27000.00		27000.00	0.00
All Currency Rems from SUs	13628.83	13628.83		
Gains to/from Suspense	0.00	0.00	0.00	0.00
All Currency Pouches Despatched	0.00		0.00	0.00
Transfers In from other SUs	3274.67		1730.00	1544.67
Other Receipts	21558.38		21558.38	0.00
Remittances Out Total	13300.43		13300.43	0.00
All Currency Pouches Despatched via Sus	0.00	0.00		
Losses to/from Suspense	0.00	0.00	0.00	0.00
All Currency Rems to Suspense	13628.83		13628.83	0.00
Transfers Out to other SUs	3274.67		1544.67	1730.00
Other Payments	43745.20		42665.20	1080.00
Cash On Hand C Fwd	0.00		0.00	0.00
All Currencies Awaiting Collection C Fwd	13628.83	13628.83		
Suspense C Fwd	0.00	0.00		
Other MOP C Fwd	0.00		0.00	0.00
ForEx C Fwd	0.00		0.00	0.00
Other Postage C Fwd	0.00		0.00	0.00
Total C Fwd	13628.83	13628.83	0.00	0.00
Trading position (+/-)	0.00		0.00	0.00
Discrepancy OVER Transferred	0.00		0.00	0.00
Discrepancy SHORT Transferred	0.00		0.00	0.00
Discrepancy OVER Resolved	0.00		0.00	0.00
Discrepancy SHORT Resolved	0.00		0.00	0.00
Total Branch Adjustments	0.00		0.00	0.00

Howey
12:49 05/01/2011

FAD 1586440

Page 3
TP 00

Final Branch Trading Statement - Office Copy From 15/12/10 To 05/01/11

Stock Holdings at End of Period

DESCRIPTION	VOLUME	DESCRIPTION	VOLUME	DESCRIPTION	VOLUME
UK Tchq	200				
MVL Discs	813				
Transaction Corrections	0				

I certify that the content of this balancing and trading statement is an accurate reflection of the cash and stock on hand at this branch.

Signature:

GRO

*** END OF REPORT ***