


TR No. and Year M072	No of Regd Papers <input type="checkbox"/> POSIS proforma received	Name of Office LLANDDANIEL	Code No. 202 604
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 MRS MARGERY CORAINE WILLIAMS	
		Name of new Subpostmaster Temp Subpostmaster POCL Staff	
From _____	To _____	WK No _____	Deficiency £ _____ Surplus £ _____
		Deficiency made good £ _____	Surplus withdrawn £ _____
ACTION		DATE	ACTION
DATE			
 <p>NO DEBT.</p>			



Post Office Limited
Finsbury Dials
20 Finsbury Street
London
EC2Y 9AQ

Ms M.L. Williams

GRO

20th April 2015

Ref: M072

Dear Ms Williams

Post Office Complaint Review and Mediation Scheme

I am writing in connection to your application to the Scheme.

You will be aware that your case has been looked at afresh and thoroughly re-investigated by Post Office. Your case has also been considered by the Scheme's independent forensic accountants, Second Sight Support Services Ltd. The reports of both of these investigations have been shared with you.

As you will know, Second Sight considered that your case was a weak candidate for mediation.

Responsibility for Losses

Post Office considers that the question of responsibility for the losses suffered in your branch was appropriately addressed at the time of the termination of your contract with Post Office, your subsequent prosecution and conviction for false accounting.

It remains Post Office's view that the conclusions drawn at the time were correct and nothing in our own re-investigation, or in the Review of your case by Second Sight, represents a challenge to that position. The Post Office will not, therefore, be entering into mediation in your case.

Consequential Loss Claim

I am aware that your Case Questionnaire Response (CQR) contained a claim for losses and costs. Post Office is firmly of the view that it did not act in any way by which it could be held liable to you for the losses you are now claiming.

In the circumstances, Post Office considers your complaint to the Scheme is now concluded.

I understand that this news will come as a disappointment to you. I nevertheless hope that the extensive investigations undertaken both by Post Office and Second Sight will

have demonstrated our determination to carefully consider all of the concerns you raised in your application in a detailed, comprehensive and independently verified fashion.

I am copying this letter to your professional adviser.

Yours sincerely,

GRO

Angela Van Den Bogerd

Head of Partnerships
Post Office Limited

GRO

Type	Agent#	Ref#	Txn Date	Fad Code	Face	Fee	Total
1	588509	27537687	20140506	2745089	40087	999	41086
1	588509	63840099	20140506	2745089	70000	1799	71799
1	588509	44978143	20140506	2745089	4550	450	5000

TK

No ref -

Not on ~~MG~~ HORIZON -

6/6 - Emailed M&M
6/6 - letter - Cancel - sent

ISSUED LATE ACC	CREDIT	1870.00	17/6/2010
ISSUED	CREDIT	3530.00	21/4/210
ISSUED	CREDIT	1490.00	23/1/210
ISSUED	DEBIT	500.00	28/10/2009

Llanfachell 170604

GRO

APPOINTMENT

TR No. and Year 2011 1019075	No of Regd Papers <input type="checkbox"/> POSIS proforma received	Name of Office Region LLANDANIEL NW & NW	Code No. 202604
CAUSE OF CHANGE <input 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 Name of new Subpostmaster Temp Subpostmaster POCL Staff	MRS MARGERY LOBRINE WILLIAMS

From 16.04.2009 To 03.06.2011 WK No _____ Deficiency £ 14,633.57 Deficiency made good £ _____
Surplus £ 125.84 Surplus withdrawn £ _____

ACTION	DATE	ACTION	DATE
Final Account Deficiency £14,633.57	02.06.11	Checked trace and trace and 1st letter signed for.	23/10/11
Details and appointment paper requested	17.06.11	2nd letter sent	24/10/11
Details received	17.06.11	Summary termination & interview letter in file.	17/02/12
NI number GRO		Response Letter of Intent to biph promises in file.	17/02/12
Do.B GRO		3rd letter sent	17/03/12
Home address GRO		100 response received - Discuss with A&S jobs?	05/04/12
		Appointment paper requested	18/04/12
Tel no: GRO		Email from AOL security - Full recovery of £14,633.57 has been achieved.	23/04/12
Final Account surplus £125.84	20/6/11	Case closure form attached to email.	
Appointment paper unavailable in Leeds	27.06.11	Will await arrival of money and final update from security before closing the case.	23/04/12
1st letter sent	26/9/11		

202 604



Office: Llandaniel
 Postmaster: Mrs Margery Lorraine Williams
 Investigator: Keith Bridges
 Cost/Compensation awarded: £600 costs
 Total: £600

Debt: paid in full

Costs	Compensation
£30 07/08/2012 P05 2012	
£30 06/11/2012 P08 2012	
£60 18/12/12 P09 2012	
£390 18/12/12 P09 2012	
Total = £510	
£40 left to pay	

Still waiting
for £40 from
court.

HMCTS - North Wales
 Port Talbot Justice Centre
 Harbourside Road
 Port Talbot SA13 1SB

HER MAJESTY'S COURTS AND TRIBUNAL SERVICE WALES
 GWASANAETH LLYSOEDD A THIRIBIWNLYSOEDD EI MAWRHYDI-CYMRU

M WILLIAMS Cheque No./Rhify Sics

GRO

DATE/DYDDIAD	AMOUNT/SWM	TRAN No./RHIF Y TRAFODIAD	TYPE/MATH	CT	DATE/DYDDIAD	DEBIT A/C/CYFRIF DERBY
06.12.2012	60.00	12008606V NW	COSTS	0	03.05.2012	GRO

THIS CHEQUE SHOULD BE PRESENTED FOR PAYMENT IMMEDIATELY
 DYLLID CYFLWYNO'R SICC HON I GAEL EI THALU AR UNWAITH

HMCTS - North Wales
 Port Talbot Justice Centre
 Harbourside Road
 Port Talbot SA13 1SB

HER MAJESTY'S COURTS AND TRIBUNAL SERVICE WALES
 GWASANAETH LLYSOEDD A THIRIBIWNLYSOEDD EI MAWRHYDI-CYMRU

M WILLIAMS Cheque No./Rhify Sics

GRO

DATE/DYDDIAD	AMOUNT/SWM	TRAN No./RHIF Y TRAFODIAD	TYPE/MATH	CT	DATE/DYDDIAD	DEBIT A/C/CYFRIF DERBY
15.10.2012	390.00	12008606V NW	COSTS	0	03.05.2012	GRO

THIS CHEQUE SHOULD BE PRESENTED FOR PAYMENT IMMEDIATELY
 DYLLID CYFLWYNO'R SICC HON I GAEL EI THALU AR UNWAITH

HMCTS - North Wales
 Port Talbot Justice Centre
 Harbourside Road
 Port Talbot SA13 1SB

HER MAJESTY'S COURTS AND TRIBUNAL SERVICE WALES
 GWASANAETH LLYSOEDD A THIRIBIWNLYSOEDD EI MAWRHYDI-CYMRU

M WILLIAMS Cheque No./Rhify Sics

GRO

DATE/DYDDIAD	AMOUNT/SWM	TRAN No./RHIF Y TRAFODIAD	TYPE/MATH	CT	DATE/DYDDIAD	DEBIT A/C/CYFRIF DERBY
07.12.2012	390.00	12008606V NW	COSTS	0	03.05.2012	GRO

THIS CHEQUE SHOULD BE PRESENTED FOR PAYMENT IMMEDIATELY
 DYLLID CYFLWYNO'R SICC HON I GAEL EI THALU AR UNWAITH

Stacey J Beresford

From: Jacqueline Whitham
Sent: 11 May 2012 13:53
To: Stacey J Beresford
Subject: FW: Case closure - POLTD/112/0046 - Branch - Llandaniel - Defendant - Margery Lorraine Williams

Jackie Whitham
 Current Agent Accounting Team Leader

Product & Branch Accounting**Post Office Ltd**

2nd Floor West, Post Office Ltd, 1 Future Walk, West Bars, Chesterfield, S49 1PF

✉ GRO or Postline: LGRO

✉ mailed GRO

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 Building a Post Office® we can all be proud of

From: Steve Bradshaw
Sent: 10 May 2012 12:08
To: Keith Bridges; John Breeden
Cc: Post Office Security; Keith Gilchrist; Helen Dickinson; Jacqueline Whitham
Subject: Case closure - POLTD/112/0046 - Branch - Llandaniel - Defendant - Margery Lorraine Williams

Case Closure Reporting

To be emailed to Primary & Secondary Stakeholders, Post Office Security, Team Leader, Financial Investigator (if applicable) & jacqueline.w

Case reference:	POLTD/1112/0046
Date case set up:	07-Jun-11
Branch Name / Location:	Llandaniel (FAD 030611)
Branch Code:	202604
Enquiry Type:	Cash Loss
Name of Person(s) Interviewed: (if applicable)	Margery Lorraine Williams
Subject type / Grade:	Sub Postmaster
Case File associated:	Yes
Primary Stakeholder:	Keith Bridges(Glenn Chester A/L) John Breeden
Secondary Stakeholder:	Post Office Security
Other Stakeholder 1:	Operational Team Leader
Other Stakeholder 2:	Financial Investigation Manager (where applicable)
Initial Loss:	£14,633.57
Recovery: (include method & dates)	14633.57 - by cheque paid into B0I Account on 11 April 2012
Outstanding Loss:	Nil
Confiscation case:	No
SPOB 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)	Prosecution
Prosecution Outcome: (Include court, date & sentence)	Sentenced to 12 months custodial suspended for 18 months - 12 months Caernarfon Crown Court on Thursday 3 May 2012.
Costs / Compensation: (Compensation awarded in multiple partner cases / SPOB assistant cases must be repaid to loser - contact P&BA cashiers 5309 2381 / 01246 542381 to ensure compensation cheques dealt with correctly).	£600 awarded towards costs to be paid at £30 per month with the first
Debarment: (Confirm completed and date forwarded to Intelligence)	Completed and sent to Corporate Security on 10 May 2012.

15/05/2012

Transaction Manager)	
Procedural and organizational failings identified - (if yes, complete PROCEDURAL FAILINGS form & e-mail to Stakeholders, Post Office@ Security and Security Programme Manager.	Select
Procedural and organizational failings discussion held with Primary Stakeholder: (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).	
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)	
Any other comments:	
Security Manager:	Stephen Bradshaw
Security Programme Manager:	Keith Gilchrist
Date Completed:	08-May-12

Stacey J Beresford

From: Alison Bolsover
Sent: 03 May 2012 15:29
To: Jenny Smith; Stacey J Beresford
Subject: FW: News Article

From: Matthew L Hibbard
Sent: 03 May 2012 14:02
To: Alison Bolsover
Cc: Kay Wilson
Subject: News Article

She sounds like a nice lady just doing her best, then the nasty Post Office comes along and finds an error!

I bet this is your fault!

<http://www.bbc.co.uk/news/uk-wales-north-west-wales-17936619>

Regards

Matt Hibbard
Product Accountant
Product & Branch Accounting

Post Office Ltd
1 Future Walk, West Bars, CHESTERFIELD, S49 1PF

Phone:

Mobile:

External Email:


BBC NEWS

NORTH WEST WALES

3 May 2012 Last updated at 13:11

Sub-postmistress Margery Williams sentenced for Llanddaniel post office fraud

A sub-postmistress who stole more than £14,000 to help keep a community shop open has escaped a prison sentence.

Margery Williams,  of Llanddaniel, Anglesey, admitted four charges of fraud against the Post Office.

Williams, described as a pillar of the village, was given a year's sentence, suspended for 18 months, and told to do 200 hours of unpaid work.

Caernarfon Crown Court heard she had repaid the £14,600.

Williams was also given a 12-month supervision order, and she was ordered to pay £600 prosecution costs.

She admitted stealing the money at a court hearing in March.

It heard that the village shop had reopened after villagers paid £15 each to buy the building.

Her legal team said she had been "robbing Peter to pay Paul".

The court heard in March that an audit in June last year uncovered four months of offending.

At a hearing on Thursday, Recorder Wyn Lloyd Jones said he had no doubt that she would never set foot in a court again.

He read testimonials for the foster parent and old people's warden, including one from a councillor and headmaster.

The court heard that Williams earned £100-a-week from the Post Office after becoming sub-postmistress in Llanddaniel in 2009.

Recorder Lloyd Jones said: "This was a lady who was working hard on problems with the shop and helped herself to this money to help the shop.

"But she should have got help if she was in a mess rather than help herself to someone else's money."

BBC

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**FORMER SUBPOSTMASTERS ACCOUNTS
WRITE OFF AUTHORITY**

Office FAD Code: 202604

Office Name: Llandaniel

Former Subpostmaster's Name: Mrs Margery Lorraine Williams

Reason for Leaving: Suspension/Termination

Amount to be written off: £125.84

Agents Debt Team Member: Stacey Beresford

Telephone number **GRO**

Date: 1st May 2012

Summary of Action Taken To Recover Debt

- Mrs Margery Lorraine Williams was sub-postmistress at Llandaniel Post Office from 16.04.2009 until 03.06.2011
- At audit a large deficiency was found in her office so Mrs Williams was suspended.
- Following her suspension, the decision to terminate was finalised.
- 3 weeks after Mrs Williams left the office, a new postmistress was placed in Llandaniel and on 20th July a Final Account Surplus of £125.84 was posted to Mrs Williams account.
- This amount was not mentioned in audit and the full amount of £14,633.57 has now been recovered.

Therefore, I request that the amount of £125.84 as it is not proper to Mrs Williams.

Authorised Signatories

Signed **GRO** Former Agents Debt Team Leader

Signed ----- Branch Accounting Analyst

Signed ----- Branch Accountant

Signed ----- Head of Product and Branch Accounting

Signed ----- Finance Director

Security Operations BOI Account Funding Notification

Date: 11 April 2012

To : post.office.security GRO

From : Stephen Bradshaw
(T)

Mobile: GRO (Mobex: GRO)

BANK OF IRELAND – SECURITY OPERATIONS BANK ACCOUNT

Sort Code
Account
Deposit slip number
Horizon Receipt Number

GRO

*keyed
27/4/12*

I can confirm that I have deposited the following amount within the Investigation Team Bank of Ireland account and that I have retained a copy of this memo (along with the stamped payment receipt) in Appendix C of the case papers:

Case reference number:	POLTD/1112/0046
Branch Name:	Llandaniel
Branch Code:	202 604
Incident Type:	Audit (Cash Loss)
Date of Loss (if known)	06 June 2011
Amount of recovery:	£14,633.57
Amount in Words	Fourteen thousand six hundred and thirty-three pounds fifty-seven pence
Suspects Surname:	Margery Lorraine Williams
Suspects Grade:	Sub postmaster
Comments:	

Please complete as appropriate:

1. Ownership of the amount seized and deposited is likely to be disputed by the suspect offender and should be retained in the account pending resolution: No
2. Ownership of the amount deposited has been relinquished by the suspect offender and may be transferred to the Cashier's Office: Yes

Stacey J Beresford

From: Jenny Smith
Sent: 23 April 2012 10:24
To: Stacey J Beresford
Subject: FW: Case Closure - POLTD/1112/0046
Attachments: Case Closure Form WILLIAMS.doc

YAY!!!!!!!!!!!!!!!!!!!!!!!!!!!!

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

GRO

GRO

From: Helen Dickinson
Sent: 23 April 2012 09:15
To: Dave Posnett; Graham C Ward; Paul Southin
Cc: Post Office Security; Jenny Smith; Allison Drake
Subject: Case Closure - POLTD/1112/0046

Morning Guys,

Please see attached the case closure form for Llandaniel.
A full recovery of £14,633.57 has been achieved.

Regards

Helen Dickinson
Security Operations Manager - Midlands
Post Office Ltd
Room G21, Ground Floor
Future Walk
Chesterfield
S49 1PF

GRO [Mobex] **GRO**
GRO



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Staff in Confidence

Internal memo



To: Post Office Security Team

cc Jenny Smith
Former Agents Debt Recovery Team

From: Helen Dickinson
Financial Investigator
Security Team

Date: 20th April 2012

SUBJECT: - Investigation Ref: - POLTD/1112/0046 - Llanddaniel / Ms Williams

The Financial Investigation has now been concluded.

The Sub Postmaster, Ms Margery Lorraine WILLIAMS pleaded guilty to four charges of Fraud totalling £14,633.57 at Caernarfon Crown Court on 16th February 2012. A Section 18 Statement was served in preparation for this hearing. Sentencing was set for 9th March but this was adjourned until 10th April to allow her to repay the full amount to Post Office Ltd. On this date Ms Williams presented a cheque for the full amount and sentencing was again adjourned until 30th April to allow the cheque to clear.

The cheque has now cleared and the shortage has repaid in full. There is no further known shortage to Post Office Ltd at this time. An update will be submitted to Post Office Security once the sentencing result has been passed.

The case file is now forwarded for formal closure.

Regards,

Helen Dickinson
Accredited Financial Investigator

CWM FI

Stacey J Beresford

From: Stacey J Beresford
Sent: 18 April 2012 14:07
To: Contract Admin Team
Subject: Poulton Road, Lon y Bryn, Llandaniel
Hi There,

Would it be possible to have the appointment papers for the following 3 offices please?


Poulton Road 318420 Mr Peter Christopher Kilbane was postmaster until 20/04/2010
Lon y Bryn 222604 Mrs Enid Roberta Mummery was postmistress until 16/11/2010
Llandaniel 202604 Mrs Margery Lorraine Williams was postmistress until 03/06/2011

These are required as soon as possible please.

Kind Regards

Stacey Beresford
Former Agent Accounting Team
Post Office Ltd

2nd Floor West, 1 Future Walk, Chesterfield S49 1PF



Email:

CORRESPONDENCE ADDRESS
FORMER AGENT ACCOUNTING TEAM
2nd Floor West
No 1 Future Walk
Chesterfield
S49 1PF

Telephone:
Email: Stacey.j.beresford@
Opening Hours:
Monday to Friday 8:00am – 5:00pm

PRIVATE and CONFIDENTIAL

Mrs M L Williams



Date: 17/02/2012

**LETTER BEFORE ACTION
FORMER SUBPOSTMASTERS ACCOUNT
LLANDANIEL POST OFFICE
PROFIT CENTRE 202604**

Dear Mrs Williams,

I am writing to you for payment of £14,507.73 being the sum you owe in respect of accounting errors found in the accounts of Llandaniel Post Office during your term in office.

We have previously written to you on the 26th September and again on the 24th October requesting repayment of the above sum but to no effect.

As you are no doubt aware, under the contract for services, you are responsible for all losses occurring as a result of the acts or omissions of yourself or your assistants. Deficiencies due to such losses must be made good without delay and your responsibility for the losses does not cease when your appointment as sub postmaster finishes.

I must therefore ask you to forward a remittance in payment for the total sum of £14,507.73 within 7 days from the date of this letter.

In the circumstances, if you fail to comply with this request within the prescribed limit, legal proceedings will be issued against you forthwith to recover the sum due together with interest and costs of any such action without further reference to you.

We trust this will not be necessary and look forward to hearing from you within the next 7 days.

Yours sincerely,



RECEIVED
02 DEC 2008

pw.



Post Office Ltd
Area Intervention Office

Date 27/11/08

Dear Sir/Madam,

(Your branch details should be entered in the box below)

Branch Name:	LLANDDANIEL	
FAD Code:	GRO	

I hereby give notice of my resignation as subpostmaster at the above branch in accordance with my Contract for Services.

This is subject to the appointment of my buyer, if applicable, and subject to contract.

~~*My premises will not be available for continued use as a Post Office® branch.~~

*My premises will be available for continued use as a Post Office® branch.

*(Delete as applicable)

Name of Proposed Purchaser:	MRS M L WILLIAMS
Home Address: (Including postcode)	GRO
Contact Telephone Number:	GRO
Has the Proposed Purchaser	Yes / No

LETTER OF INTENT
(If no Business Transfer Agent involved)

S U B P O S T M A S T E R	<p>I have negotiated the sale of my business and property/premises to Mr/Mrs <u>ML WILLIAMS</u>, subject to contract, at a figure of <u>£3500</u>.</p>
	<p>I can confirm that the above premises are Freehold/Leasehold: <u>Rented</u></p>
	<p>If Leasehold, please confirm:</p> <ul style="list-style-type: none"><input type="checkbox"/> Unexpired period of lease _____<input type="checkbox"/> That the lease contains the right of assignment under the terms of the Landlord and Tenant Act
	<p><input checked="" type="checkbox"/> YES/NO</p>
	<p>I have instructed my/our solicitors <u>N/A</u> to issue a contract for sale at the agreed price.</p>
<p>Signature GRO</p>	
<p>Name (In Capitals) GRO</p>	
<p>Date <u>27/1/08</u></p>	

P U R C H A S E R	<p>I have agreed to purchase the above business and premises from Mr/Mrs GRO, at an agreed figure of £ <u>3,500</u>.</p>
	<p>This is subject to contract and Post Office appointment.</p>
	<p>I have instructed my/our solicitors <u>n/a</u> to act for me/us in this matter.</p>
	<p>Signature GRO</p>
	<p>Name (In Capitals) GRO</p>
<p>Date <u>27/11/08</u></p>	

Schedule 5
Draft Decision Notice



APPLICATION FOR PLANNING PERMISSION

**Town and Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015**

APPLICANT:
London International Exhibition Centre Plc

AGENT:
DP9
100 Pall Mall
St James's
London
SW1Y 5NQ

Part I - Particulars of Application

APPLICATION NO: 21/00965/FUL **DATE OF APPLICATION:** 16 April 2021

PROPOSAL: Extension of existing ExCeL London building, for use as an exhibition and conference centre and ancillary uses (Sui Generis), new landscaping, public realm and new floating walkway and associated works.

LOCATION: ExCeL



IRRELEVANT

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

Mrs Margery Williams

GRO

Strictly Confidential
15 July 2011

Dear Mrs Williams

Post Office® Llanddaniel branch at Yr Efail, Llanddaniel Fab, Gaerwen, LL60 6ES

I am writing following our meeting on 27th June 2011 at Rhyl Crown office in which you put forward reasons why your Subpostmaster Contract should not be summarily terminated.

I have reviewed the papers relating to this case very carefully and have taken into account the points you have put forward.

After full consideration I have decided to summarily terminate your Subpostmaster Contract at the above Post Office branch with effect from the date of this letter on the following grounds:

Falsification of the branch account and failure to make good losses

The audit undertaken at your branch on 3 June 2011 revealed an overall shortage in the account of £14633.57p. The bulk of this shortage being identified in the amount of cash on hand at the branch, which was found to be £14479.42 short. It was noted that the denominations of the cash declaration completed a Branch Trading the evening before, bore no resemblance to the actual cash produced on the day of the audit. This being contrary to the instructions contained within This being contrary to the instructions contained within Horizon Online Help, Back Office, End of Day, Declaration of Cash Procedures and Cash and Stock Remittance Service procedures. (see attached addendum).

At the time of the audit you were unable to offer any explanation for the shortage and were unable to explain why there was no discrepancy reported when the Branch Trading Statement was completed the previous evening.

Page 2 of 3

At our meeting of 27th June 2011 you admitted that the branch account had been short by approximately £2-3k since February/March 2011 and you had subsequently inflated the cash on hand to conceal the shortage in the branch account. Despite the significant amount involved, you decided not to seek any advice or guidance from Post Office Ltd , .

Your actions in falsifying the cash declarations at the branch and failing to make good losses being contrary to the obligations placed on you under Section 1 paragraph 5 and Section 12 paragraphs 4 and 12 of your Subpostmasters contract for services (please see attached addendum)

You may, if you wish, appeal against this decision.

If it is your intention to appeal, you should notify me by signing and returning to me by **4th August 2011** the enclosed notice. The format of the appeal can either be a personal interview or written submission. Should you wish to progress an appeal, I will arrange for it to be heard by a member of Post Office Ltd Appeals Authority.

Please note that if you decide not to appeal or if you appeal and it is unsuccessful, Post Office Ltd will need to assess what to do in respect of the vacancy that termination of your contract has created. Post Office Ltd will conduct a review of service provision in the area to ensure that Post Office® services are provided to the most appropriate means available to us.

The termination of your contract by Post Office Ltd is without prejudice to any rights or claims Post Office Ltd may have under the subpostmasters' contract or in law. You are still required to make good any outstanding shortages, as well as any further deficiencies highlighted by future enquiries which arose whilst you were subpostmaster.

Please note also that as your contract has been summarily terminated you will not be eligible to make an application to the Discretionary Fund in the event that the branch is closed or relocated.

Yours sincerely

Keith Bridges
Agency Contract Manager

Post Office Ltd

Page 3 of 3

To: Keith Bridges
Agents Contract Manager

From: Mrs Margery Williams
Post Office® Llanddaniel branch

I wish to appeal against Post Office Ltd's decision to summarily terminate my Subpostmaster Contract at the above branch I and would like to do so in the form of a *personal interview** OR a *written submission*.*

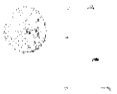
**Delete whichever is not applicable*

Signed: _____

Name of subpostmaster in capitals: _____

Date: _____

Please note, if you wish to appeal, your reply must reach me by 4 August 2011. If I do not receive your reply by that date you will lose your right to appeal.



Ad Hoc Requests

23/06/2011

Date Taken	Incident ID	Office Name	FAD Code	Call Type	Client	Activity	Sub Activity	Brief Description	Detailed Description	Resolution	Incident Log
03/06/2011	H17206664	Llanddaniel	202604	Office Process	Unplanned Closure	Non Critical Closure	Audit/Suspension	CLOSURE PENDING 04/07	OFFICE CLOSURE		1307098415_mannp_Priority: Low Status set to: Assigned Assigned to group: Tier 1 Admin_1307098441_sue.hunt_Status set to: Allocated Allocated to: sue.hunt_1307098617_sue.hunt_Gaerwen [GRO] sybil informed of closure only_1307098638_sue.hunt Allocated to: T1A_1307355183_sue.hunt Allocated to: sue.hunt_1307355253_sue.hunt_rang office @ 11.13 -no reply_1307378039_sue.hunt_nth sht completed and sent_1307378049_sue.hunt Allocated to: T1A_1307431159_browna2_ADDED TO PON SHEET_1307431182_browna2_ADDED TO PON SHEET_1307435937_sue.hunt Allocated to: sue.hunt_1307436016_sue.hunt_rang office @ 09.39 -still closed ufn - mrs williams_1307436036_sue.hunt Allocated to: T1A_1307521998_sue.hunt Allocated to:
20/06/2011	H17226373	Llanddaniel	202604	Horizon On Line	Ordering Stores and Stock HNG	Automated Ordering System	Obsolete Value Stock	OBSOLETE STAMPS	HAS STAMPS NOT RETURNED SHE IS AN AUDITOR DEALING WITH STOCK SHE WILL RING BACK WITH NO S OF STAMPS FOR REMMING OUT PLUS TOTAL VALUE	I ADVISED HER TO CHECK VALUES RING BACK REM OUT AS 1P STAMPS	1308562561_ashtonj_20/06/11 10:36:01 ashtonj Priority: Low Assigned to group: Tier 1_
20/06/2011	H22886193	Llanddaniel	202604	Horizon On Line	Ordering Stores and Stock HNG	Automated Ordering System	Obsolete Value Stock	OBSOLETE STOCK	HAS WORKED OUT ALL THE AMOUNTS FOR EACH STAMPS THERE ARE #684.96 TO DC. SHE SAID SHE WAS CUT OFF BUT HAS GOT VALUES	KB ADVISED TO ADD THE STAMPS TO THE 1P STAMPS SHE SAID SHE HAD WORKED IT OUT AND WAS REMMING OUT 30000 AND ODD STAPS	1308563944_naomi.grieves_20/06/11 10:59:04 naomi.grieves Priority: Low Assigned to group: Tier 1_

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

Mrs Margery Williams



Your Ref:
Our Ref:

Strictly Confidential

6th June 2011

Dear Mrs Williams

Post Office® Llanddaniel branch

I am writing further to my letter dated 3 June 2011 confirming the suspension of your contract for services as subpostmaster of Llanddaniel Post Office® branch.

I have now received the necessary papers relating to this case and, after reviewing them, I should advise you that I will have to consider the summary termination of your Contract for Services on the grounds of:-

Your failure to ensure that accounts of all stock and cash entrusted to you by Post Office Ltd are kept in the form prescribed by Post Office Ltd.

The audit revealed a shortage in the branch of £14,633.57. A breakdown of the audit result and details of the audit findings are as follows:

£	14028.39	-	Identified as a difference in cash figures
£	0.00		Identified as a difference in cheque on hand figures
£	591.28	-	Identified as a difference in stock figures
£	101.12	-	Identified as a difference in postage figures
£	0.00		Obsolete stock not included in audit figures
£	87.22	+	Identified as a difference in foreign currency figures
£	0.00		Transaction errors revealed to documentation
£	0.00		Outstanding transaction corrections not processed
£	0.00		Discrepancy as per office snapshot
£	0.00		Other
£	14633.57	-	Total Shortage/surplus (delete as appropriate)

The audit revealed a difference in the amount of cash on hand against that declared the previous evening of £14,028.39. The denominations of the cash declaration bore no resemblance to the actual cash produced on the day of the audit. This being contrary to the instructions contained within Horizon Online Help, Back Office, End of Day, Declaration of Cash Procedures and Cash and Stock Remittance Service procedures. (see attached addendum). The auditor asked you to re-check the cash with her, which you did and then signed the cash sheet to agree the figures. You were unable to provide any explanation as to why there was such a significant shortage in the branch account.

Your failure to ensure that accounts of all stock and cash entrusted to you by Post Office Ltd are kept in the form prescribed by Post Office Ltd is in contravention of the obligations placed on you under Section 1 paragraphs 5, 14 and Section 12 paragraph 4 of your Subpostmasters contract for services. See attached addendum.

This is in accordance with your Contract for Services which provides that the Agreement may be determined at any time in case of breach of conditions by you, or non-performance of your obligations or non-provision of Post Office Services.

Before I reach any decision about the future of your contract for services, I would like to give you the opportunity to put forward your version of events relating to the above charge. You can do this by attending the prearranged interview at Rhyl Crown office, 2 Water Street, Rhyl, LL18 1AD or by submitting a written response to the charges. In either case you should inform me of your intentions, in writing, by 23rd June 2011.

You also have the right to request and receive all information relating to the aforementioned charge.

If you choose to attend the interview, it will be recorded in order that an accurate record of the discussion can be made. A copy of this recording will be provided to you after the interview.

If you wish to put forward a written representation this should reach me 27th June 2011.

Please note that if that you decline this opportunity to present your case, or fail to advise me of your intentions within the above stated timescales, I

shall have to reach my decision about the future of your Contract for Services on the basis of the evidence available to me.

Should you choose a personal interview, you may be accompanied at the interview by a friend, who must be a Royal Mail employee, a registered Sub Office Assistant or a Subpostmaster, who may also be a representative of the National Federation of Subpostmasters. If there are any specific circumstances or special requirements that either yourself or your friend have in terms of the interview, please provide details of these when returning the reply slip.

Yours sincerely

Keith Bridges
Agent Contract Manager

Post Office Ltd

To: Keith Bridges

Agent Contract Manager

From: Margery Williams
Post Office® Llanddaniel branch

*I will attend for interview on 27th June 2011 at Rhyl Crown Office and will be accompanied by

Please indicate if you have any specific circumstances or special requirements which need to be considered when arranging an interview. YES / NO

- If yes please enclose details

*I will be submitting a written representation by 27th June 2011

*I do not wish to attend for interview or submit a written representation

* Please delete as necessary

Signed

Date

CORRESPONDENCE ADDRESS

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

Email : jacqueline.whitham@GRO

Opening Hours

Monday to Friday 8:00am - 5:00pm

Private and Confidential
Mrs M L Williams



Mrs Jackie Whitham
Former Agents Accounting Team Leader
Telephone @GRO

Date: 24th October 2011

**REMINDER
FORMER SUB-POST MASTERS ACCOUNT
LLANDDANIEL POST OFFICE
FAD 202604**

Dear Mrs Williams

We wrote to you previously on the 26th September 2011 regarding the recovery of deficiencies found in your accounts at the above post office, whilst you were Sub-Postmaster.

The sum of £14,507.73 is due to Post Office Limited to clear your account.

As we have yet to receive payment or an acceptable reason for dispute your account has now been passed to me for attention.

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 give this matter your urgent attention and 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. A prepaid envelope is enclosed for your convenience. 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.

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.

Failure to respond to this letter will result in your account being passed to our Legal Service Enquiry Officer for attention.

Yours sincerely,

@GRO

Mrs Jackie Whitham



Your electronic Proof of Delivery

Your item with reference BR379935796GB was delivered from our BANGOR Delivery Office on 28/09/11 .


Electronic Proof of Delivery for your item



GRO

Printed Name: L WILLIAMS

Signature Time: 11:04:00C

[Close window](#) 

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BR 3799 3579 6GB

CORRESPONDENCE ADDRESS	
FORMER AGENTS DEBT TEAM	
2 nd Floor West	
No 1 Future Walk	
Chesterfield	
S49 1PF	
Email : jenny.smith@	GRO
Opening Hours	
Monday to Friday 8:00am - 5:00pm	

Private and Confidential
Mrs M L Williams

GRO

Mrs Jenny Smith
Former Agents Advisor
Telephone **GRO**

Date: 26th September 2011

**FORMER SUBPOST MASTERS ACCOUNT
LLANDDANIEL POST OFFICE
FAD 202604**

Dear Mrs Williams,

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 £14,507.73 is due to Post Office Limited to clear the account. I have attached a copy of the statement of errors which details how the account is made up.

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,

GRO

Mrs Jenny Smith

*copy of final Trading Statement
also sent.*

Statement of Debt

Date	26/09/2011	Office	Llanddaniel
Account	GRO	Name	Margery Lorraine Williams
FAD	202 604	Outstanding	£14,507.73

Posting			
Date	Amount	Type	Text
03.06.2011	£14,633.57	FA	Final Account-Deficiency
20.06.2011	-£125.84	FA	Final Account Surplus
	£14,507.73		

KEY **

BD Branch Discrepancy

DG Transaction Credit Entry

DR Transaction Debit Entry

DZ Customer Payments

FA Final Account

RM Deduction through remuneration

SA Debit/Credit Entry

Jenny Smith

From: Contract Admin Team
Sent: 27 June 2011 15:12
To: Jenny Smith
Subject: RE: Appointment paper needed for Llanddaniel 202604 - FAO the Leeds office

Hi Jenny

I am unable to locate the hard copy file for this branch in Leeds.

Thanks

Sharon

From: Jenny Smith
Sent: 17 June 2011 11:53
To: NSA HoBD43
Subject: Appointment paper needed for Llanddaniel 202604 - FAO the Leeds office

Please could you send me the appointment paper and photograph if possible for Mrs Margery Lorraine Williams. She was the postmistress at Llanddaniel until 03/06/11.

Thanks

Jenny

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

GRO

GRO

Jenny Smith

From: Graham Wernick on behalf of HR Advice Centre
Sent: 17 June 2011 12:56
To: Jenny Smith
Subject: Re: Details needed for Llanddaniel 202604

Jenny

Mrs Margery Lorraine Williams

GRO

GRO

Start Date: 16.04.2009

End Date: 03.06.2011

Reason: Suspension

Home Address:

GRO

Tel: GRO

Regards
Graham

Post Office Limited HR Advice Centre Team

Postline: GRO

STD Tel: GRO

RNID TalkType: GRO

This information has been provided following confirmation of your authority to use it within your managerial function as recorded within your job description or following authority from your line manager.

The use of the information is subject to the legislation of the Data Protection Act 1998.

Have you tried the HR Help Site yet? Please click on the link below for easy access to the site, 24 hours a day, 7 days a week.

<http://iplatform.intranet.point/rmg/Services/HR+Help/Post+Office+Ltd/>

▼ Jenny Smith

GRO

Jenny Smith
Sent by: Jenny Smith
To: HR Advice Centre <HR_Advice_Centre%
POSTOFFICE@GRO>
cc:
Subject: Details needed for Llanddaniel 202604

17/06/2011
11:51

Please could you send me the following information on Mrs Margery Lorraine Williams.
She was the postmistress at Llanddaniel 202604 until 03/06/11.

Please could you provide:

Date of birth

National Insurance number

Home address

Home telephone number

Start date

Reason for leaving

Thanks

Jenny

Jenny Smith

Former Agents Debt Team

2nd Floor West

1 Future Walk

Chesterfield

Derbyshire

S49 1PF

GRO



Jenny Smith

From: Jenny Smith
Sent: 17 June 2011 11:53
To: NSA HoBD43
Subject: Appointment paper needed for Llanddaniel 202604 - FAO the Leeds office

Please could you send me the appointment paper and photograph if possible for Mrs Margery Lorraine Williams. She was the postmistress at Llanddaniel until 03/06/11.

Thanks

Jenny

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

GRO

GRO

Jenny Smith

From: Jenny Smith
Sent: 17 June 2011 11:52
To: HR Advice Centre
Subject: Details needed for Llanddaniel 202604

Please could you send me the following information on Mrs Margery Lorraine Williams. She was the postmistress at Llanddaniel 202604 until 03/06/11.

Please could you provide:

Date of birth
National Insurance number
Home address
Home telephone number
Start date
Reason for leaving

Thanks

Jenny

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

GRO

GRO

Customer
Company Code
Name
City

GRO
1254
Margery Lorraine Williams
Gaerwen

open items as of 17/6/11

Profit Ctr	Stat	Account	DocumentNo	Type	Doc..Date	Lock	LC amnt	Text	Reference	Clrng doc.
202604	#	GRO	6000014573	FA	03.06.2011		14,633.57	Final Account-Deficiency		
*							14,633.57			
**							14,633.57			

Customer GRO
Company Code 1254
Name Margery Lorraine Williams
City Gaerwen

All items as of 17/6/11.

Profit Ctr	Stat	Account	DocumentNo	Type	Doc..Date	Lock	LC amnt	Text	Reference	Clrng doc.
	#	GRO	6000171422	TC	03.06.2010		1,490.00	CIP 202604	*CIP DL	6000100372
	#		6000100372	TR	03.06.2010		1,490.00-	CIP 202604	*CIP DL	6000100372
202604	#		6000109700	BD	04.08.2010		1,490.00	Central (Hardship)		1400004167
	#		6000226691	TC	18.08.2010		0.01-	STOCK ADJ IN	JA	6000134228
	#		6000134228	TR	18.08.2010		0.01	STOCK ADJ IN	JA	6000134228
	#		6000226690	TC	18.08.2010		0.01-	STOCK ADJUSTED IN	JA	6000030536
	#		6000030536	TR	18.08.2010		0.01	STOCK ADJUSTED IN	JA	6000030536
202604	#		1400004167	DZ	23.08.2010		1,490.00-	Chq payment		1400004167
	#		6000225403	TC	24.08.2010		100.00	17/PB/02		6000047651
	#		6000047651	TR	24.08.2010		100.00-	17/PB/02		6000047651
	#		6000386521	TC	18.02.2011		0.01-	STOCK ADJ IN	JA	6000314609
	#		6000314609	TR	18.02.2011		0.01	STOCK ADJ IN	JA	6000314609
	#		6000380640	TC	18.02.2011		0.01-	STOCK ADJ IN	JA	6000307529
	#		6000307529	TR	18.02.2011		0.01	STOCK ADJ IN	JA	6000307529
	#		6000395399	TC	18.02.2011		0.01-	STOCK ADJ IN	JA	6000298638
	#		6000298638	TR	18.02.2011		0.01	STOCK ADJ IN	JA	6000298638
	#		6000370651	TC	18.02.2011		0.01-	STOCK ADJ IN	JA	6000266732
	#		6000266732	TR	18.02.2011		0.01	STOCK ADJ IN	JA	6000266732
	#		6000433099	TC	23.03.2011		98.82		CHQS TO EDS	6000053859
	#		6000053859	TR	23.03.2011		98.82-		CHQS TO EDS	6000053859
202604	#	6000014573	FA	03.06.2011		14,633.57	Final Account-Deficiency			
*							14,633.57			

Suspension Notification
Telephone the NSA team and inform them of your decision

Circulation List			
National Contracts Manager	John Breeden Lin Norbury	Contract Support Team	
Temporary Subpostmaster Advisor	David Sears	External Relations- select relevant contact for area.	Mike Dalton, <input type="text" value="GRO"/> Heulyn Davies, <input type="text" value="GRO"/> Julie Morrison – Scotland <input type="text" value="GRO"/> Barbara Roulston – Northern Ireland – <input type="text" value="GRO"/> Stuart Taylor – Wales – <input type="text" value="GRO"/> Marie Gray – North England
Regional Sales Manager		Area Sales Manager	
Agency Network Change		P& BA	Jacqueline Whitham
ATM Team	Wayne Cowan	Property	Tim J Wells
Post Office Security			

Email should be marked precautionary Suspension and marked high importance

Branch Details		
Name	Llanddaniel	
Code	202604	
Subpostmaster		
Name	Mrs Margery Williams	
Preferred Mailing Address	<input type="text" value="GRO"/>	
Telephone: Home	<input type="text" value="GRO"/>	(branch)
Telephone: Mobile	<input type="text" value="GRO"/>	
Field Support Advisor		
Name	Sally Turner	
Telephone: Mobile	<input type="text" value="GRO"/>	
Brief details of reason for suspension		
Details	Cash had been inflated to cover shortage	
Shortage if audit loss	£14618.33	
Premises		
Available	Yes	
Interim appointed	To be confirmed	
Name of interim		
If no interim, Agency Network Change advised by email	Yes/No	
Nominated branches if closed	1 Gaerwen 2 Llanfeirpwll	
Details from NBSC –	<input type="text" value="GRO"/>	

	3
External Relations	
Additional Information	
Contract Support Team	
Information	Please complete MUF/Suspension letter
Centrally Supported	Yes
Others	

IN CONFIDENCE

To: Keith Bridges Contracts Advisor	From: Sally Turner Field Advisor	cc: Fraud Team Manager Area Sales Manage David Patrick Field Support Team Leader Branchsupportteam: GRO
Date: 06/06/11		

Audit of Post Office@Llanddaniel, Branch Code202604X.
--

On 03/06/11 I attended the above branch to carry out an intervention visit on cash management and complete a cash check. I arrived at 10.30 and introduced myself to the subpostmaster Mrs Margery Williams and explained the purpose of my visit. I asked her to give me access to the Post Office counter and to open the safe, which she did.

By 11.10 it became apparent there was a shortage in the cash of £14,010.69. I asked the subpostmaster Mrs Margery Lorraine Williams, who was present, to re-check the cash with me, which she did and signed the cash sheet to agree the figures. I asked her if there was any other cash belonging to the Post Office, but she said there was not, that it was all in the safe or the drawer.

I asked Mrs Williams why the cash I counted did not agree with the figures on her previous day's cash declaration, but she offered no explanation and said she did not know.

I tried to phone the Contracts Advisors Glenn Chester and Paul Williams, but was unsuccessful. I telephoned NBSC at 11.50 to say the office would be closed and gave the nominated offices of Gaerwen and Llanfairpwll as alternatives. I spoke to you (Keith Bridges) at 12.23 to relay the preliminary findings and you asked me to complete a full audit and call you back with the final figures as soon as possible.

I completed a full Tier 2 audit, which resulted in a final shortage of £14,633.57. I phoned you back at 14.23 to relay the final outcome and you took the decision to precautionarily suspend Mrs Margery Williams.

I telephoned Security manager Lesley Frankland at 14.56 and left a message on her voicemail with regards to the results of the Audit.

I secured the cash, stock, paystation and datestamp in the safe, changed the alarm code
And took the keys with me at 16.15 p.m..

The audit revealed a shortage in the branch of £14,633.57. A breakdown of the audit
result and details of the audit findings are as follows:

£	14028.39	-	Identified as a difference in cash figures
£	0.00		Identified as a difference in cheque on hand figures
£	591.28	-	Identified as a difference in stock figures
£	101.12	-	Identified as a difference in postage figures
£	0.00		Obsolete stock not included in audit figures
£	87.22	+	Identified as a difference in foreign currency figures
£	0.00		Transaction errors revealed to documentation
£	0.00		Outstanding transaction corrections not processed
£	0.00		Discrepancy as per office snapshot
£	0.00		Other
£	14633.57	-	Total Shortage/surplus (delete as appropriate)

The branch was balanced and rolled over into TP3 BP02. The figure of £14633.57 was
posted to Late Account.

No Compliance Tests were carried out at this audit.

If you require any additional information, please contact me on the telephone number
below

Sally Turner
Lead Auditor

 **GRO**
Mobex: **GRO**

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

Final Trading statement OF Subpostmaster/Franchisee/Operator (referred to in this form as "Agents") OF: -

Post Office ® branch name CLAMODANIEL 202604

Deficiency in final trading statement	£ /	Due to Transfer* / Temporary Closure* / Permanent Closure* *Delete as applicable Temporary closure due to Suspension* / Robbery* / Other Please state for other _____
Surplus in final trading statement (amounts over £150 only)	£ /	
Deficiency made good at final trading statement (attempts to make good should be made for most occasions)	£ /	Branch Code <u>202604</u>
Surplus withdrawn at final trading statement (up to £150.00 ONLY)	£ /	Date of final trading statement <u> / /</u>

BRANCH TRANSFER – when a transfer takes place outside the allocated trading statement day, Horizon should be rolled into the next balancing period. Please state if a full TRADING STATEMENT is due for this accounting period *YES/ NO

Week No <u>13</u>	T/P <u>03-</u>	Datestamp GRO <u>20/06/11</u>
----------------------	-------------------	--

Stock Type	Volumes	Stock Type	Volumes	Stock Type	Volumes

Actions	Check on Horizon if there are any outstanding TC's	Has the suspense account been cleared?
---------	--	--

The sum of £ _____ (being the amount of cash and value stock on hand). Non-value stock items are listed above. To be charged in the Trading Statement of _____ day of period ended as balance transferred from old account.

Signature of incoming agent
GRO

I acknowledge receipt of (1) keys for the Signature of outgoing Agent N/A

3A_2356938_6 FINAL

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

main safe	
Examined at TP	
<i>Are there any amounts in suspense</i> Yes /No <i>Detail reason for amounts left in suspense:</i>	
Transfer noted in TP	
Witness to the signature of the Incoming Agent	Witness to the signature of the Outgoing Agent
Signature: GRO	Signature: GRO
Print Name of Signatory: NATALIE Tims	Print Name of Signatory:
Representative of Post Office Ltd <i>Trep Advisor</i>	Representative of Post Office Ltd

Local Schemes

Following discussion with the outgoing Agent, I confirm that all local schemes have been returned to *NSSC/transferred to the incoming Agent (*delete as applicable) and reconciliations completed

Post Office Ltd representative signature: _____

Post Office Ltd representative name: _____

anddaniel
 :20 20/06/2011 TP:03 BP:03 SU:AA
 Final Balance - Office Copy

****Discrepancies in this Account*****
 Discrepancy OVER 125.84 *
 Discrepancy SHORT 125.84 *

 Nett discrepancy 0.00 *
 -----*

 VALUE ITEMS & NOP VOLUME VALUE
 Cash 11614.10
 Cash 11614.10
 JP 11614.10
 Euro 158.79
 US Dollar 38.48
 Foreign Currency Sterling Equ 197.27
 BUREAU DE CHANGE 197.27
 Postage stamp 1900.62
 Other Postage Items 1900.62
 POSTAGE 1900.62

 TOTAL VALUE ITEMS & NOP 13711.99

RECEIPTS VOLUME VALUE
 Balance B/Fwd 14271.33
 Final/c surplus 1 125.84
 Miscellaneous 125.84
 OTHER RECEIPTS 125.84
 Curr Revalue Up 1 0.54
 B De Chge - Revalue Up 0.54
 BUREAU DE CHANGE - IN 0.54
 Transfers In 0.00
 Remittance In Detail 0.00
 Discrepancy OVER Transferred 0.00
 Discrepancy SHORT Resolved 0.00

 TOTAL RECEIPTS 14397.71

PAYMENTS VOLUME VALUE
 Curr Reval Down 1 0.76
 B De Change - Revalue Dn 0.76
 BUREAU DE CHANGE - OUT 0.76
 Transfers Out 0.00
 Rem Out Auto Dist 684.96
 Remittance Out Detail 684.96
 Discrepancy SHORT Transferred 0.00
 Discrepancy OVER Resolved 0.00
 Total VALUE ITEMS & NOP 13711.99
 Nett discrepancies 0.00

 TOTAL PAYMENTS 14397.71

 Balance C/Fwd 13711.99

STOCK VOLUMES VOLUME
 1st class stamp 539
 1st class Large 139
 ASF 1st Large 37
 2nd class stamp 1292
 2nd class Large 152
 Airletter Single 14
 SD up to 100 gms 25
 SD 101-500 gms 25
 S/a 2ndx100 7
 S/a 1stx100 15
 SAS bk 1st x 12 114
 SAS bk 2nd x 12 48
 S bk 1st x 6 1
 1st Large x 4 46
 2nd Large x 4 90
 PG Phonecard #5 12
 PG Phonecard #10 10
 POca Vault Cards 7
 Postal Orders 256

EXAMINATION
 Drawer examined and cash and stock found
 as shown in this summary
 Signature **GRO** Datestamp
 Time AM/PM

TRANSFER
 Cash and stock in this summary have been
 transferred to me
 Signature **GRO** Datestamp
 Time AM/PM

There is no need to send this form special delivery

P344
(Revd Jan 2010)

TRANSFER REPORT

IMPORTANT - See Notes overleaf

Send to:-
Former Agents Debt
Product & Branch Accounting
Post Office Ltd
No. 1 Future Walk
CHESTERFIELD
S49 1PF email:
Former_Agents_Debt: GRO

Important Message for Post Office Ltd representatives
Please ensure that this Transfer Report is forwarded to the Former Agents Debt team at the address opposite on the day of transfer.

GRO

Outgoing agent	Branch name	Branch code
1. Name and Branch code	LLANDDANIEL	202604
3. Name (in full) of outgoing Agent (BLOCK LETTERS)	MARGERY WILLIAMS	
4. DATE OF APPOINTMENT OF OUTGOING AGENT	Not available to cost	
5 (1) DATE OF CESSATION (2) State whether Trading Statement prepared	03/06/11 NO TRADING STATEMENT	
6. Cause of cessation (see notes overleaf)	SUSPENSION	
Incoming agent	Branch name	Branch code
8. Name and Branch number	LLANDDANIEL	202604
9. (1) Name (in full) of incoming Agent (BLOCK LETTERS) (2) If related to outgoing Agent, state relationship	LAURA BARON (2) MIA	
10. (1) State whether the incoming Agent is a/an: <ul style="list-style-type: none"> - new Subpostmaster; - reinstated Subpostmaster; - Temporary acting Subpostmaster; - Nominee Subpostmaster; - Franchisee; - Operator; or - member of Post Office Ltd staff placed in temporary charge. 	Please write reason in this box TEMPORARY	
11. Date of commencement		

Details of POL representative completing this :

Signature GRO Name (please print) NATAHE TIMMS
Telephone Number GRO Date 20/06/11

NOTES

THE TABLE BELOW SHOWS WHETHER A TRANSFER REPORT (P344) AND/OR FINAL CASH ACCOUNT (P242) SHOULD BE PREPARED WHEN AN AGENT LEAVES HIS/ITS APPOINTMENT OR THERE IS A CHANGE OF BRANCH STATUS:-

CAUSE OF CESSATION	TRANSFER REPORT (P344) TO BE PREPARED	FINAL CASH ACCOUNT (P242) TO BE PREPARED	REMARKS
Termination of contract+ by Agent	YES	YES	
- Suspension of Agent	YES	YES	If the agent is reinstated after suspension a further P344 and a P242 should be prepared
- Termination of contract+ by Post Office Ltd	[]	[]	
- Illness* (when a relative acts as a temporary Agent)	YES	YES	When the agent resumes after illness, a further P344 and P242 should be prepared
- Death* (when a relative acts as a temporary Agent)	YES	NO	When a new agent is appointed, a further P344 and P242 should be prepared
- Agent in charge (Post Office Ltd 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	Neither form necessary on transfer from OIC to another OIC from the same firm
Change of Branch status			
- From a Crown to an agency branch	NO	NO	

+This could be a Subpostmaster Contract, Franchise Agreement or other agency contract such as Post Office® Essentials.

*Not applicable where the Agent is a company.

Retention period: 6 years

NOTES

THE TABLE BELOW SHOWS WHETHER A TRANSFER REPORT (P344) AND/OR FINAL CASH ACCOUNT (P242) SHOULD BE PREPARED WHEN AN AGENT LEAVES HIS/ITS APPOINTMENT OR THERE IS A CHANGE OF BRANCH STATUS:-

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Retention period: 6 years

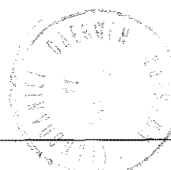
TO BE AFFIXED TO THE FRONT OF THE CASH ACCOUNT PRODUCED ON DAY OF TRANSFER /CLOSURE

Final Trading statement OF Subpostmaster/Franchisee/Operator (referred to in this form as "Agents") OF: -

Post Office ® branch name LLANDANIEL

Deficiency in final trading statement <i>Set to late Account</i>	£14633.57	Due to Transfer* /Temporary Closure* / Permanent Closure* *Delete as applicable
Surplus in final trading statement (amounts over £150 only)	£ ✓	Temporary closure due to Suspension* /Robbery* /Other Please state for other _____
Deficiency made good at final trading statement (attempts to make good should be made for most occasions)	£ ✓	Branch Code <i>202604X</i>
Surplus withdrawn at final trading statement (up to £150.00 ONLY)	£ ✓	Date of final trading statement <i>2 / 6 / 11</i>

BRANCH TRANSFER – when a transfer takes place outside the allocated trading statement day, Horizon should be rolled into the next balancing period. Please state if a full TRADING STATEMENT is due for this accounting period *YES / NO

Week No <i>11</i>	T/P <i>3.</i>	Datestamp 
----------------------	------------------	--

<i>Stock Type</i>	<i>Volumes</i>	<i>Stock Type</i>	<i>Volumes</i>	<i>Stock Type</i>	<i>Volumes</i>

Actions	Check on Horizon if there are any outstanding TC's	Has the suspense account been cleared? <i>YES</i>
----------------	--	---

The sum of £ *14271.33* (being the amount of cash and value stock on hand). Non-value stock items are listed above. To be charged in the Trading Statement of _____ day of period ended _____ as balance transferred from old account.

I acknowledge receipt of () keys for the Signature of outgoing Agent **GRO**

3A_2356938_6 FINAL

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

main safe	
Examined at TP	
<i>Are there any amounts in suspense Yes/No</i> <i>Detail reason for amounts left in suspense:</i>	
Transfer noted in TP	
Witness to the signature of the Incoming Agent Signature: GRO Print Name of Signatory: Representative of Post Office Ltd	Witness to the signature of the Outgoing Agent Signature: GRO Print Name of Signatory: <i>Sally Turner</i> Representative of Post Office Ltd

Local Schemes

Following discussion with the outgoing Agent, I confirm that all local schemes have been returned to ~~*NCC~~ transferred to the incoming Agent ~~(*delete as applicable)~~ and reconciliations completed

Post Office Ltd representative signature: **GRO**

Post Office Ltd representative name: *Sally Turner*

There is no need to send this form special delivery

P344
(Rev'd Jan 2010)

TRANSFER REPORT

IMPORTANT - See Notes overleaf

Send to:-
Former Agents Debt
Product & Branch Accounting
Post Office Ltd
No. 1 Future Walk
CHESTERFIELD
S49 1PF email:

Important Message for Post Office Ltd representatives
Please ensure that this Transfer Report is forwarded to the Former Agents Debt team at the address opposite on the day of transfer.

Former_Agents_Debt GRO

 GRO

Outgoing agent	Branch name	Branch code
1. Name and Branch code	LLANDANIEL	202 bay
3. Name (in full) of outgoing Agent (BLOCK LETTERS)	MARGERY LORRAINE WILLIAMS.	
4. DATE OF APPOINTMENT OF OUTGOING AGENT		
5 (1) DATE OF CESSATION (2) State whether Trading Statement prepared	3/6/11	NO.
6. Cause of cessation (see notes overleaf)	SUSPENSION	
Incoming agent	Branch name	Branch code
8. Name and Branch number		
9. (1) Name (in full) of incoming Agent (BLOCK LETTERS) (2) If related to outgoing Agent, state relationship	(2) N/A	
10. (1) State whether the incoming Agent is a/an: <ul style="list-style-type: none"> - new Subpostmaster; - reinstated Subpostmaster; - Temporary acting Subpostmaster; - Nominee Subpostmaster; - Franchisee; - Operator; or - member of Post Office Ltd staff placed in temporary charge. 	Please write reason in this box <div style="border: 1px dashed black; padding: 5px; text-align: center; font-weight: bold; font-size: 18px;">GRO</div> <p style="text-align: center;">TEMPORARILY CLOSED WHILE AN AGENT IS FOUND.</p>	
11. Date of commencement		

Details of POL representative completing this :

Signature

GRO

Telephone Number

GRO

Name (please print) Sally Wren

Date 6.6.11

NOTES

THE TABLE BELOW SHOWS WHETHER A TRANSFER REPORT (P344) AND/OR FINAL CASH ACCOUNT (P242) SHOULD BE PREPARED WHEN AN AGENT LEAVES HIS/ITS APPOINTMENT OR THERE IS A CHANGE OF BRANCH STATUS:-

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- Suspension of Agent	YES ✓	YES	If the agent is reinstated after suspension a further P344 and a P242 should be prepared
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Change of Branch status			
- From a Crown to an agency branch	NO	NO	

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*Not applicable where the Agent is a company.

Retention period: 6 years

anddaniel
:51 03/06/2011 TP:03 FAD: 202604X
nal Balance - Office Copy BP:02 SU:AA

****Discrepancies in this Account*****
 discrepancy OVER 14633.57 *
 discrepancy SHORT 14633.57 *
 nett discrepancy 0.00 *

VALUE ITEMS & MOP	VOLUME	VALUE
Cash		11614.10
ash		11614.10
P		11614.10
Euro		159.55
US Dollar		37.94
gn Currency Sterling Equ		137.49
BUREAU DE CHANGE		197.49
Postage stamp		2459.74
Other Postage Items		2459.74
STAGE		2459.74
TOTAL VALUE ITEMS & MOP		14271.33

RECEIPTS	VOLUME	VALUE
Balance B/Fwd		28904.90
Transfers In		0.00
Remittance In Detail		0.00
discrepancy OVER Transferred		0.00
discrepancy SHORT Resolved		0.00
TOTAL RECEIPTS		28904.90

PAYMENTS	VOLUME	VALUE
Final acc def	1	14633.57
Miscellaneous		14633.57
OTHER PAYMENTS		14633.57
Transfers Out		0.00
Remittance Out Detail		0.00
discrepancy SHORT Transferred		0.00
discrepancy OVER Resolved		0.00
Total VALUE ITEMS & MOP		14271.33
Nett discrepancies		0.00
TOTAL PAYMENTS		28904.90
Balance C/Fwd		14271.33




STOCK VOLUMES	VOLUME
1st class stamp	533
1st class Large	139
RSF 1st Large	37
2nd class stamp	1292
2nd class Large	152
Airletter Single	14
SD up to 100 gms	25
SD 101-500 gms	25
S/a 2ndx100	7
S/a 1stx100	15
SRS bk 1st x 12	114
SRS bk 2nd x 12	48
SRS bk 1st x 6	1
1st Large x 4	46
2nd Large x 4	90
PO Phonocrd 25	12
PO Phonocrd 210	10
POca Vault Cards	7
Postal Orders	256

EXAMINATION
 Drawer examined and cash and stock found
 as shown above.
 Signature: **GRO** Datestamp: _____
 Time: 1600 AM/PM

TRANSFER
 Cash and stock in this summary have been
 transferred to me
 Signature: _____ Datestamp: _____
 Time: _____ AM/PM

*** END OF REPORT ***

202/604

<p>Following suspension of Postmaster Mrs Margery Iorraine Williams on 03/06/2011, Branch will transfer to Temp Postmaster Miss Laura Baron on 20/06/2011</p>	<p>DS</p>	<p> LLANDDANIEL Temp Contract.doc</p> <p> Llanddaniel 202604c 8 community 1 Letter</p> <p> Llanddaniel 202604 Transfer notification V6 Natalie Timms will do transfer and v</p>
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Dawn Wall
Current Agents Accounting Team
Post Office Ltd
2nd Floor West
No1 Future Walk
Chesterfield
S49 1PF

 **GRO** Postline **GRO**



The Subpostmaster's Contract

Acknowledgement of Appointment

I accept The Appointment as Subpostmaster at:

LLANDDANIEL

and agree to be bound by the terms of my contract,
and by the rules contained in the book of rules and
the instructions contained in those postal
instructions issued to me.

Date

Signature of Subpostmaster

15/4/09

GRO

Date

Signature of Witness

15/4/09

GRO



**Application Summary - margery williams - SPM002135
(202604)**

Personal Details

Id	GRO	Username	GRO
E-Mail	GRO	Preferred Mail Type	Email
Title	mrs	First Name	margery
Surname	williams	Salary	0
Salary Sought	0		
Address	GRO		
City			
Country			
Post Code			
Place of Birth		NI Number	GRO
		Country of Birth	GRO
Middle Name/ Line Manager	GRO	Nationality	GRO
Home Phone No.	GRO	Mobile Phone No.	GRO
Person Type	Subpostmaster	Sourced From	POL Agents

Experience

Company Post Office
Job Title Temporary Sub-postmaster
Start Date 03 Nov 2008
Description
 Running the sub post office effectively and efficiently dealing with all aspects of customer services.

Company village shop and post office ltd
Job Title Post Office/ Shop Assistant / two days a week
Start Date 04 Jun 2007
Description
 Helping in the running of the shop and post office in the village.

Company Education and Leisure Department Isle of Anglesey County Council
Job Title assistant youth club leader
Start Date 03 Sep 2004
Description
 To enable all youths in promoting themselves to the outer world. keeping them occupied during our sessions, with either quizzes, games, discussions. encouraging them to get involved within the community

GRO

202 604

The Subpostmaster's Contract

Acknowledgement of Appointment

I accept The Appointment as Subpostmaster at:

LLANDDANIEL

and agree to be bound by the terms of my contract,
and by the rules contained in the book of rules and
the instructions contained in those postal
instructions issued to me.

Date

Signature of Subpostmaster

15/4/09

GRO

Date

Signature of Witness

15/4/09

GRO