

LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY



A24 *A7A3GL2A* 13/07/2018 #325
COMPANIES HOUSE

1 Company details

Company number 0 6 9 8 1 4 8 7
Company name in full C & J Services (Essex) Limited

→ Filling in this form
Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Lee
Surname De'ath

3 Liquidator's address

Building name/number Town Wall House
Street Balkerne Hill
Post town Colchester
County/Region Essex
Postcode C O 3 3 A D
Country

4 Liquidator's name ①

Full forename(s) Richard
Surname Toone

① Other liquidator
Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number CVR Global LLP
Street New Fetter Place West
Post town 55 Fetter Lane
County/Region LONDON
Postcode E C 4 A 1 A A
Country

② Other liquidator
Use this section to tell us about
another liquidator.

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Notice of progress report in voluntary winding up

6 Period of progress report

From date	^d 1	^d 1	^m 0	^m 5	^y 2	^y 0	^y 1	^y 7
To date	^d 1	^d 0	^m 0	^m 5	^y 2	^y 0	^y 1	^y 8

7 Progress report


☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X




X


Signature date



^d 0	^d 5	^m 0	^m 7	^y 2	^y 0	^y 1	^y 8
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LIQ03

Notice of progress report in voluntary winding up

 Presenter information	
You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.	
Contact name	Claire Harris
Company name	CVR Global LLP
Address	Town Wall House
	Balkerne Hill
Post town	Colchester
County/Region	Essex
Postcode	C O 3 3 A D
Country	
DX	
Telephone	01206 217900


 Checklist
We may return forms completed incorrectly or with information missing.
Please make sure you have remembered the following:
<input type="checkbox"/> The company name and number match the information held on the public Register.
<input type="checkbox"/> You have attached the required documents.
<input type="checkbox"/> You have signed the form.

 Important information
All information on this form will appear on the public record.
 Where to send
You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:
The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ. DX 33050 Cardiff.

 Further information
For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk
This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

C & J Services (Essex) Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 11/05/2017 To 10/05/2018 £	From 11/05/2017 To 10/05/2018 £
	ASSET REALISATIONS		
90.00	Plant & Machinery	150.00	150.00
1,050.00	Motor Vehicles	1,650.00	1,650.00
Uncertain	Book Debts	1,010.60	1,010.60
4,000.00	Cash at Bank	5,851.26	5,851.26
Uncertain	Other Debtors	NIL	NIL
	Bank Interest Gross	0.83	0.83
		<u>8,662.69</u>	<u>8,662.69</u>
	COST OF REALISATIONS		
	Specific Bond	20.00	20.00
	Preparation of S. of A.	5,000.00	5,000.00
	Office Holders Fees	1,190.61	1,190.61
	Agents/Valuers Fees (1)	860.00	860.00
	Stationery & Postage	40.02	40.02
	Online Reporting Fee	12.00	12.00
	Statutory Advertising	153.00	153.00
		<u>(7,275.63)</u>	<u>(7,275.63)</u>
	PREFERENTIAL CREDITORS		
(1,600.00)	Employee Arrears/Hol Pay	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	UNSECURED CREDITORS		
(54,113.11)	Trade & Expense Creditors	NIL	NIL
(3,912.00)	Employees	NIL	NIL
(17,428.00)	HM Revenue & Customs - CT	NIL	NIL
(77,987.08)	HM Revenue & Customs - VAT	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(2.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
(149,902.19)		<u>1,387.06</u>	<u>1,387.06</u>
	REPRESENTED BY		
	Vat Receivable		1,717.00
	Interest Bearing Bank Account		0.06
	Vat Payable		(330.00)
			<u>1,387.06</u>


 Lee De'ath
 Joint Liquidator

ANNUAL PROGRESS REPORT

C & J Services (Essex) Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

COMPANY NO: 06981487

**CVR Global LLP
Town Wall House
Balkerne Hill
Colchester
Essex
CO3 3AD
Telephone Number: 01206 217900
E Mail: charris@cvr.global**

This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever

ANNUAL PROGRESS REPORT OF C & J Services (Essex) Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

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3. Enquiries and Investigations
4. Realisation of Assets
5. Creditors
6. Fees and Expenses
7. *Creditors' Rights*
8. EC Regulations
9. Conclusion

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- *Appendix 1 - Statutory Information*
- Appendix 2 - Receipts and Payments account for the period 11 May 2017 to 10 May 2018
- Appendix 3 - Detailed list of work undertaken in the period
- Appendix 4 - Expenses summary for period

ANNUAL PROGRESS REPORT OF C & J Services (Essex) Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

1. EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

Assets

Asset	Estimated to realise per Statement of Affairs	Realisations to date	Anticipated future realisations	Total anticipated realisations
Plant & Machinery	90	150	Nil	150
Motor Vehicles	1,050	1,650	Nil	1,650
Book Debts	Uncertain	1,010	Nil	1,010
Cash at Bank	4,000	5,851	Nil	5,851
Other Debtors	Uncertain	Nil	Nil	Nil
Bank Interest Gross	Nil	1	Uncertain	1

Expenses

Expense	Amount per fees and expenses estimates	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Preparation of SofA	5,000	5,000	Nil	5,000
Joint Liquidators' fees	Fixed fee £10,000 plus VAT, 20% of asset realisations, 10% of distributions	1,191	1,387	2,578
Agents' fees	-	860	Nil	860
All other expenses	-	225	Nil	225

Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	n/a	n/a
Preferential creditors	n/a	Nil
Unsecured creditors	n/a	Nil

Summary of key issues outstanding

- There are no further issues outstanding, the case will therefore be concluded shortly

Closure

Based on current information, it is anticipated that the liquidation will be concluded within the next 3 months.

2. GENERAL ADMINISTRATION

Statutory information

Statutory information may be found at Appendix 1.

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in the attached appendices.

3. ENQUIRIES AND INVESTIGATIONS

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the directors by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have had past dealings with the Company.

This initial assessment has been completed and the Joint Liquidators did not identify any further assets or actions which might lead to a recovery for creditors.

Although this work did not generate any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

4. REALISATION OF ASSETS

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found in the attached appendices. The Joint Liquidators formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

Plant & Machinery / Furniture & Equipment

The Joint Liquidators instructed Ashwells Nationwide Services Limited ("Ashwells") to value and dispose of the assets of the Company. They have adequate professional indemnity insurance and confirmed their independence.

ANNUAL PROGRESS REPORT OF C & J Services (Essex) Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

The Company's financial statements for the year ended 31 August 2016, indicated the book value of this assets in the sum of £368. Ashwells valued these assets at £90 on a forced sale basis.

As detailed in my report to creditors dated 7 June 2017, these assets have been sold to Mr Young, who is a *connected party being a former director of the Company*, for £150. Ashwells recommended the acceptance of this offer given the likely additional costs for marketing and storage of the assets

Motor Vehicles

Ashwells valued the motor vehicles at £1,050 on a forced sales basis. These have also been sold to Mr Young (connected party) for £1,650.

Book Debts

As previously reported, the book debts represents invoice raised and does not take into account application for payment which have not yet been invoiced. The estimate to realise value on the Statement of Affairs was shown as uncertain given the nature of construction debts and potential counter claims.

To date, the Joint Liquidators have received £1,010 in relation to pre-appointment debtors. Due to the lack of available information and records associated with the debts, the Liquidators do not consider that there is any likelihood of further recoveries.

Cash at Bank

The Company operated a bank account with National Westminster Bank Plc. Following the final transactions and closure of this account the sum of £5,851 has been received by the Joint Liquidators.

Other Debtors

The Company's book and records showed a repayment of CIS Tax due from HM Revenue & Customs ("HMRC"), this was shown on the Statement of Affairs as uncertain as the repayment was likely to be subject to Crown set-off. Given that HMRC have submitted claims totalling £134,416 to date, we do not anticipate any realisation in this regard.

Bank Interest Gross

Gross bank interest has accrued on the funds held in the Liquidation account in the sum of £1.

5. CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed in the attached appendices. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Secured creditors

The Company has not granted any charges over its assets.

ANNUAL PROGRESS REPORT OF C & J Services (Essex) Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

Preferential creditors

Employee claims

Employees were made redundant on 26 March 2017. The relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

The preferential claims have been estimated at £1,600 in respect of the employees' arrears of wages and holiday pay. No claims have yet been received from the Redundancy Payments Office.

Prescribed Part

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

The Prescriber Part will not apply in this case as there are no qualifying floating charge holders.

Unsecured creditors

HMRC was shown to be owed £95,415 on the directors' Statement of Affairs. A claim of £134,416 has been received.

The trade and expense creditors as per the statement of affairs totalled £54,113. To date, claims totalling £45,909 have been received by the Joint Liquidators. Please be advised that proofs of debt are still being received and therefore the total value of unsecured claims is not known at present.

Dividend prospects

Based on current information there is no likelihood that there will be sufficient realisations to declare a dividend to unsecured creditors.

6. FEES AND EXPENSES

Pre-Appointment Costs

The creditors authorised the fee of £5,000 plus VAT and disbursements, for assisting the directors in placing the Company into Liquidation and with preparing the Statement of Affairs via correspondence on 7 July 2017.

This fee was paid to CVR Global LLP from the first realisations on appointment and is shown on the enclosed receipts and payments account at Appendix 2.

The Joint Liquidators' fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and partner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or partner.

ANNUAL PROGRESS REPORT OF C & J Services (Essex) Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

The basis of the Joint Liquidators' fees was approved by creditors on 7 July 2017 in accordance with the following:

- A fixed fee of £10,000 plus VAT in respect of Regulatory and Statutory Compliance matters;
- 20% of gross asset realisations;
- 10% of all distributions to creditors.

Approval was also given for the recovery of all Category 2 disbursements.

The Joint Liquidators have raised fee invoices totalling £2,500 plus VAT and disbursements on account of their fees agreed on a fixed fee basis of £10,000 plus VAT. To date a payment totalling £1,191 has been made, with the balance to be settled upon receipt of an outstanding VAT refund.

Disbursements

The disbursements that have been incurred and not yet paid during the period are detailed in the attached appendices. Also included in the attached appendices is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

The category 1 disbursements paid for in the period total £213 are detailed in the appendices and represent the reimbursement or payments made in relation to the assignment.

The category 2 disbursements for the period total £12 and these may include an element of overhead charges in accordance with the decision approved by creditors on 7 July 2017. The basis of calculation of this category of disbursement was disclosed to creditors prior to the decision being made and is also detailed at in the appendices.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' can be found at <https://www.r3.org.uk/index.cfm?page=1591>. A hard copy of both Guides may be obtained on request.

Other professional costs

Agents and valuers

Ashwells Nationwide Services Limited were instructed on 25 April 2017 to value and dispose of the assets of the Company. Their remuneration was agreed based on their standard hourly charge out rate and disbursements. To date, they have been paid £860 and no further fees are expected this in regard.

7. CREDITORS' RIGHTS

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

ANNUAL PROGRESS REPORT OF C & J Services (Essex) Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

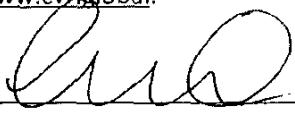
An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the CVR Global LLP's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

8. EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in the UK and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

9. CONCLUSION

If you require any further information, please contact this office. CVR Global LLP's data privacy policy can be found at www.cvr-global.com.

Signed 
L M DE'ATH
Joint Liquidator
9 July 2018

ANNUAL PROGRESS REPORT OF C & J Services (Essex) Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix 1

Statutory Information

Company Name	C & J Services (Essex) Limited
Former Trading Name	n/a
Company Number	06981487
Registered Office	CVR Global LLP, Town Wall House, Balmerne Hill, Colchester, Essex, CO3 3AD
Former Registered Office	44 Astley Road, Clacton on Sea, Essex, CO15 3EJ
Officeholders	Lee De'ath Richard Toone
Officeholders address	CVR Global LLP, Town Wall House, Balmerne Hill, Colchester, Essex, CO3 3AD CVR Global LLP, New Fetter Place West, 55 Fetter Lane, London, EC4A 1AA
Date of appointment	11 May 2017

ANNUAL PROGRESS REPORT OF C & J Services (Essex) Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix 2

C & J Services (Essex) Limited
(In Liquidation)

Joint Liquidators' Summary of Receipts and Payments
To 10 May 2018

RECEIPTS	Statement of Affairs (£)	Total (£)
Plant & Machinery	90.00	150.00
Motor Vehicles	1,050.00	1,650.00
Book Debts	Uncertain	1,010.60
Cash at Bank	4,000.00	5,851.26
Other Debtors	Uncertain	0.00
Bank Interest Gross		0.83
		<hr/> 8,662.69 <hr/>
PAYMENTS		
Specific Bond		20.00
Preparation of S. of A.		5,000.00
Office Holders Fees		1,190.61
Agents/Valuers Fees (1)		860.00
Stationery & Postage		40.02
Online Reporting Fee		12.00
Statutory Advertising		153.00
Employee Arrears/Hol Pay	(1,600.00)	0.00
Trade & Expense Creditors	(54,113.11)	0.00
Employees	(3,912.00)	0.00
HM Revenue & Customs - CT	(17,428.00)	0.00
HM Revenue & Customs - VAT	(77,987.08)	0.00
Ordinary Shareholders	(2.00)	0.00
		<hr/> 7,275.63 <hr/>
Net Receipts/(Payments)		<hr/> 1,387.06 <hr/>

MADE UP AS FOLLOWS

Interest Bearing Bank Account	0.06
VAT Receivable / (Payable)	1,387.00
	<hr/> 1,387.06 <hr/>

ANNUAL PROGRESS REPORT OF C & J Services (Essex) Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix 3

Detailed list of work undertaken for C & J Services (Essex) Limited in Creditors' Voluntary Liquidation for the review period 11 May 2017 to 10 May 2018

Below is detailed information about the tasks undertaken by the Joint Liquidators.

ADMINISTRATION AND PLANNING	Work involved in this category relates mainly to routine and statutory functions. It does not necessarily provide financial benefit to creditors, but ensures that the case is managed and administered in accordance with legislation and in a professional manner. Specific work is detailed below:
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Creditor reports	Preparing annual progress report to creditors
Creditors' decisions	Preparation of decision notices, proxies/voting forms Collate and examine proofs and proxies/votes to establish decisions Consider objections received and requests for physical meeting or other decision procedure Responding to queries and questions following decisions Issuing notice of result of decision process
INVESTIGATIONS	The office holders are required to undertake an investigation in to the affairs of the company or individual prior to the commencement of the insolvency process. An office holder is required to submit a report on the conduct of the Directors who were in office in the period three years prior to the commencement of the insolvency process, to the Insolvency Service, in accordance with legislation. Occasionally such investigations identify further potential asset recoveries. Specific work is detailed below:
SIP 2 Review	Collection, and making an inventory, of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
REALISATION OF ASSETS	This involves work in realising assets of the company or individual, which are known and stated in the statement of affairs. It may also include work involved in asset recoveries identified post appointment, which were either unknown or identified during the office holders' investigations. Specific work is detailed below.
Plant and Equipment	Liaising with valuers and interested parties Reviewing asset listings
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers
Other assets: motor vehicles, cash at bank	Liaising with agents to agree disposal strategy Dealing with potential purchasers Liaising with company bankers to facilitate transfer of funds and closure of bank account

ANNUAL PROGRESS REPORT OF C & J Services (Essex) Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
CREDITORS	This involves work in dealing with creditor queries and correspondence, including reports and where funds permit agreeing creditor claims and provision of dividends to creditors. This may also involve assisting employees. Specific work is detailed below:
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD <i>Request further information from claimants regarding POD</i>

Current Charge-out Rates for the firm

Time charging policy

Charge-out rates are normally reviewed annually when rates are adjusted to reflect such matters as inflation; increases in direct wage costs; and changes to indirect costs such as Professional Indemnity Insurance. It is the firm's policy for the cashier's time spent on an assignment to be charged to the case. However, secretarial and office admin support time is charged only in respect of identifiable blocks of time devoted to the case where we consider it to be viable to do so. All time is recorded in 6 minute units

Staff	Charge out rates £
Insolvency Practitioner/Partners	390-495
Consultants	390-495
Directors	360-390
Associate Directors	330-360
Managers	300-330
Assistant Manager	290-310
Senior Executive	240-275
Executive	155-190
Cashier	135-185
Secretarial/Admin/Analyst	90-125

ANNUAL PROGRESS REPORT OF C & J Services (Essex) Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix 4

Expenses summary for period, cumulative & comparison with estimate for C & J Services (Essex) Limited Limited in Creditors' Voluntary Liquidation

Below are details of the Joint Liquidators' expenses for the period under review and the total to date

Expenses	Actual expenses incurred to date £	Anticipated future expenses £	Anticipated total expenses £
Category 1 Expenses			
Agents' and valuers' costs	860	Nil	860
Advertising	153	Nil	153
Bonding	20	Nil	20
Stationery / fax / postage	40	40	80
Online reporting fee	12	Nil	12
Category 2 Expenses	Nil	Nil	Nil

CVR GLOBAL LLP**Online reporting checklist****CASE NAME** C & J Services (Essex) Limited – In Liquidation**CASE CODE** CJSE64878

Date:

NB: The checklist assumes that a case has already been created on INSOLPOINT

No	Requirement/Check	Partner Initial	Manager Initial	'Support' Initial
1.	Proposals/report and supporting documents checked and covering letter produced, (IPS).			
2.	All documents made ready as if they were to be posted.			
3.	Online letter produced and checked (please check the login instructions by testing via the 'creditor route'.			
4.	All above documents checked and signed by the IP.			
5.	Document pack scanned, named, filed electronically and uploaded to INSOLPOINT.			
6.	Once uploaded – manager to check INSOLPOINT to ensure all documents are clear, accessible and correct.			
7.	Online letter copied/merged (signed if necessary) and made ready for posting (within normal reporting timeframes (plus 2 days posting)).			
8.	Send a copy of the full proposals/ report (i.e. what has been uploaded) to any government department (as they have web access difficulties).			