

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 8 2 8 9 9 0 4

Company name in full Flow Plumbing & Heating Specialist Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Kevin

Surname Lucas

3 Liquidator's address

Building name/number Stanmore House

Street 64-68 Blackburn Street

Post town Manchester

County/Region

Postcode M 2 6 2 J S

Country

4 Liquidator's name ①

Full forename(s)

Surname

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

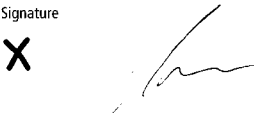
Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report												
From date	^d	2	^d	8	^m	0	^m	3	^y	2	^y	0	
To date	^d	2	^d	7	^m	0	^m	3	^y	2	^y	0	
7	Progress report												
	<input type="checkbox"/> The progress report is attached												
8	Sign and date												
Liquidator's signature	Signature												
	 X												
Signature date	^d	2	^d	0	^m	0	^m	5	^y	2	^y	0	

**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 **Stephen Lancaster**

Company name **Lucas Ross Limited**

Address **Stanmore House**

64-68 Blackburn Street

Post town **Radcliffe**

County/Region **Manchester**

Postcode **M 2 6 2 J S**

Country

DX

Telephone

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ 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

Flow Plumbing & Heating Specialist Ltd
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 28/03/2020 To 27/03/2021 £	From 28/03/2017 To 27/03/2021 £
	HIRE PURCHASE		
22,049.00	Volkswagen Transporter	NIL	NIL
(22,049.00)	Volkswagen Financial Services	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
6,000.00	Book Debts	NIL	NIL
Uncertain	Directors Loan Account	NIL	1,000.00
		NIL	1,000.00
	COST OF REALISATIONS		
	Liquidators Disbursements	NIL	332.80
		NIL	(332.80)
	UNSECURED CREDITORS		
(24,535.69)	HM Revenue & Customs - PAYE/NIC	NIL	NIL
(7,543.03)	HM Revenue & Customs - VAT	NIL	NIL
(13,528.76)	Lloyds Bank plc	NIL	NIL
(12,343.49)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(51,951.97)		NIL	667.20
	REPRESENTED BY		
	Bank 1 Current		601.24
	Vat Receivable		65.96
			667.20

FLOW PLUMBING & HEATING SPECIALIST LTD - IN LIQUIDATION

**Liquidator's Fourth Annual Progress Report
pursuant to Section 104A of the Insolvency Act 1986
For the period from 28 March 2020 to 27 March
2021**

FLOW PLUMBING & HEATING SPECIALIST LTD - IN LIQUIDATION PROGRESS REPORT

1. INTRODUCTION, CREDITORS' RIGHTS AND ABBREVIATIONS

The following abbreviations will be used as appropriate throughout this report:

Act	Insolvency Act 1986
CDDA	Company Directors Disqualification Act 1986
Company	Flow Plumbing & Heating Specialist Ltd
Liquidator:	Kevin Lucas of Lucas Ross Limited Stanmore House, 64-68 Blackburn Street, Radcliffe, Manchester, M26 2JS
Rules or Rule	Insolvency Rules 2016
SIP2	Statement of Insolvency Practice Number 2 - Investigations by office holders in administration and insolvent liquidations
SofA	Statement of Affairs signed by the directors at the start of the process

A resolution to wind up the Company was passed on 28 March 2017, when the Liquidator was appointed.

This is the Fourth annual progress report to creditors and covers the period from to and is issued pursuant to Section 104A of the Act to provide creditors with an update on the progress of the Liquidation. This report should be read in conjunction with any previous reports.

Creditors' rights

At the end of this report is an extract from the Insolvency Rules 2016 setting out the rights of creditors to request further information and/or challenge the remuneration or expenses within the liquidation. Creditors may access information setting out creditors' rights in respect of the approval of Liquidator's remuneration free of charge from this office on request

Complaints about Insolvency Practitioners should be made to the office of the relevant Liquidator in the first instance. If you are not satisfied with the response, the Insolvency Service has a central gateway for considering complaints. This gateway can be found at <https://www.gov.uk/complain-about-insolvency-practitioner> where you will find further information on how you may pursue a complaint.

All Licensed Insolvency Practitioners are bound by the Insolvency Code of Ethics when carrying out all professional work. The Insolvency Code of Ethics can be found at <https://www.icaew.com/-/media/corporate/files/technical/ethics/insolvency-code-of-ethics.ashx?la=en>

**FLOW PLUMBING & HEATING SPECIALIST LTD - IN LIQUIDATION
PROGRESS REPORT**

2. STATUTORY INFORMATION

Date of appointment of the Liquidator: 28 March 2017

Trading style(s) of the Company: N/A

Registered number: 08289904

Registered office: Stanmore House, 64-68 Blackburn Street,
Radcliffe, Manchester, M26 2JS

Changes in office holder: None

3. PROGRESS OF THE LIQUIDATION DURING THE PERIOD

Book Debt

As advised previously, the director maintained he paid the sum of £5,000 plus VAT to a third party representing the purchase of assets prior to the commencement of the Liquidation . Despite requesting evidence of this payment, nothing has been provided and the matter remains outstanding. Efforts to liaise with the director in the review period and through the Covid-19 pandemic did not result in any meaningful progress and the Liquidator is now passing the matter to solicitors to pursue a recovery.

Director's Loan Account ("DLA")

As mentioned in the last progress report, the overdrawn DLA was determined at £7,600 from the Company records. The director has paid £1,000 to date but nothing has been received in the review period. During the Covid-19 pandemic the director advised he had been furloughed from his employment, and hence not able to make any further contributions. However, recent efforts to progress matters have not succeeded. As with the book debt matter above, the Liquidator is now passing the matter to solicitors to assist with a realisation.

Future Actions

The Liquidation will remain open until the two above matters have been fully concluded. Creditors will be provided with a further update in the next report.

4. COSTS OF THE LIQUIDATION

A summary of the receipts and payments account is attached for your information, analysed to show activity in the last year and the entire period of the liquidation as appropriate.

It shows actual receipts and actual payments rather than accrued and unrealised/unpaid receipts and payments.

Remuneration of the Liquidator

FLOW PLUMBING & HEATING SPECIALIST LTD - IN LIQUIDATION PROGRESS REPORT

Owing to limited realisations to date, no steps have been taken to fix the basis of the Liquidator's remuneration and therefore no remuneration has yet been drawn in this matter. The Liquidator will contact creditors separately for fee approval shortly.

The Liquidator's time costs for the period 28 March 2020 to 27 March 2021 are £1,827.50 and are shown in more detail at the end of this report. This represents 6.8 hours at an average hourly rate of £268.75. Time has been mainly spent on Admin & Planning; below is further guidance on the work involved for each category where time has been recorded:

Category	Description of work undertaken
Admin & Planning	Time booked to this category has related to statutory and compliance matters of the Liquidation and does not necessarily give rise to a financial benefit to the estate. Tasks undertaken include preparation of the last progress report, statutory filing, attending to cashing and tax formalities, case reviews, correspondence with the director, and all other internal aspects of the case
Realisation of Assets	Work has involved corresponding with the director in relation to the DLA and book debt.
Creditors	Dealing with a routine creditor enquiry.

The Liquidator's total time costs to date since the commencement of the Liquidation to 27 March 2021 are £11,005. This represents 50.2 hours at an average hourly rate of £219.22.

The Liquidator has drawn no remuneration since appointment.

Expenses

Expenses are payments from the insolvent estate which are neither an office holder's remuneration nor a distribution to a creditor or member (as appropriate). Expenses include disbursements, which are payments first met by the office holder, and then reimbursed to the office holder from the estate.

Expenses are split into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2):

- Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder and may be paid without prior approval.
- Category 2 expenses are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

No professional advisers or sub-contractors have been retained to date in this matter.

All expenses incurred to date

Expense Incurred	Incurred in prior period £	Incurred in this period £	Paid to end of period £	Total anticipated period end cost £	Original Fee Estimate £
------------------	-------------------------------	------------------------------	----------------------------	-------------------------------------	-------------------------

**FLOW PLUMBING & HEATING SPECIALIST LTD - IN LIQUIDATION
PROGRESS REPORT**

Category 1					
Search Fee	3.00	-	3.00	3.00	-
Specific Bond	30.00	-	-	30.00	-
Statutory Advertising	119.80	-	119.80	119.80	-
Category 2					
Photocopying and Stationery	210.00	-	210.00	210.00	-
Total	362.80		332.80	362.80	-

A recent review has highlighted that photocopying and stationery charges of £210 were drawn in error and will be refunded.

A copy of 'A Creditors' Guide to Liquidators' Fees' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set is available from the Liquidator on request at no cost.

6. PROSPECTS FOR CREDITORS

Secured Creditors

There are no secured creditors in this matter.

Preferential Creditors

There are no preferential creditors.

Unsecured Creditors and Prescribed Part

Pursuant to Section 176A of the Act where a company has granted a floating charge to a creditor on or after 15 September 2003, a proportion of the net property of that company must be made available purely to unsecured creditors.

As there are no qualifying floating charges registered at Companies House, the Prescribed Part does not apply in this matter.

The SofA detailed unsecured creditors of £57,950. As at the date of this report claims have been received totalling £67,323. The increase is attributed to a claim from H M Revenue and Customs being higher than originally anticipated.

Based upon future potential realisations and the likely costs now to be incurred in needing to instruct solicitors there is no prospect of a distribution to unsecured creditors. The proceeds of any future realisations will be used for paying the costs and expenses of the Liquidation.

Next Report to Creditors

The next report will be issued within two months of the next anniversary of the Liquidation or at its conclusion; whichever may be the sooner.

If you require any further information please contact us via help@lucasross.co.uk.

**FLOW PLUMBING & HEATING SPECIALIST LTD - IN LIQUIDATION
PROGRESS REPORT**

**Kevin Lucas
Liquidator**

20 May 2021

Creditors' and members' requests for further information in administration, winding up and bankruptcy
18.9.

(1) The following may make a written request to the office-holder for further information about remuneration

or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14—

- (a) a secured creditor;
- (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
- (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
- (d) any unsecured creditor with the permission of the court; or
- (e) any member of the company in a members' voluntary winding up with the permission of the court.

(2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.

(3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—

- (a) providing all of the information requested;
- (b) providing some of the information requested; or
- (c) declining to provide the information requested.

(4) The office-holder may respond by providing only some of the information requested or decline to provide the information if—

- (a) the time or cost of preparation of the information would be excessive; or
- (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
- (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
- (d) the office-holder is subject to an obligation of confidentiality in relation to the information.

(5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.

(6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—

- (a) the office-holder giving reasons for not providing all of the information requested; or
- (b) the expiry of the 14 days within which an office-holder must respond to a request.

(7) The court may make such order as it thinks just on an application under paragraph (6).

Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive

18.34.

(1) This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that—

- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
- (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
- (c) the expenses incurred by the office-holder are in all the circumstances excessive.

(2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—

- (a) a secured creditor,

- (b) an unsecured creditor with either—
 - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
 - (ii) the permission of the court, or
- (c) in a members' voluntary winding up—
 - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
 - (ii) a member of the company with the permission of the court.

(3) The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").

Applications under rules 18.34 and 18.35 where the court has given permission for the application
18.36.

- (1) This rule applies to applications made with permission under rules 18.34 and 18.35.
- (2) Where the court has given permission, it must fix a venue for the application to be heard.
- (3) The applicant must, at least 14 days before the hearing, deliver to the office-holder a notice stating the venue and accompanied by a copy of the application and of any evidence on which the applicant intends to rely.
- (4) If the court considers the application to be well-founded, it must make one or more of the following orders—
 - (a) an order reducing the amount of remuneration which the office-holder is entitled to charge;
 - (b) an order reducing any fixed rate or amount;
 - (c) an order changing the basis of remuneration;
 - (d) an order that some or all of the remuneration or expenses in question is not to be treated as expenses of the administration, winding up or bankruptcy;
 - (e) an order for the payment of the amount of the excess of remuneration or expenses or such part of the excess as the court may specify by —
 - (i) the administrator or liquidator or the administrator's or liquidator's personal representative to the company, or
 - (ii) the trustee or the trustee's personal representative to such person as the court may specify as property comprised in the bankrupt's estate;
 - (f) any other order that it thinks just.
- (5) An order under paragraph (4)(b) or (c) may only be made in respect of periods after the period covered by the relevant report.
- (6) Unless the court orders otherwise the costs of the application must be paid by the applicant, and are not payable as an expense of the administration, winding up or bankruptcy.

Applications under rule 18.34 where the court's permission is not required for the application
18.37.

- (1) On receipt of an application under rule 18.34 for which the court's permission is not required, the court may, if it is satisfied that no sufficient cause is shown for the application, dismiss it without giving notice to any party other than the applicant.
- (2) Unless the application is dismissed, the court must fix a venue for it to be heard.
- (3) The applicant must, at least 14 days before any hearing, deliver to the office-holder a notice stating the venue with a copy of the application and of any evidence on which the applicant intends to rely.
- (4) If the court considers the application to be well-founded, it must make one or more of the following orders—
 - (a) an order reducing the amount of remuneration which the office-holder is entitled to charge;

- (b)an order reducing any fixed rate or amount;
- (c)an order changing the basis of remuneration;
- (d)an order that some or all of the remuneration or expenses in question be treated as not being expenses of the administration or winding up or bankruptcy;
- (e)an order for the payment of the amount of the excess of remuneration or expenses or such part of the excess as the court may specify by –

- (i)the administrator or liquidator or the administrator's or liquidator's personal representative to the company, or

- (ii)the trustee or the trustee's personal representative to such person as the court may specify as property comprised in the bankrupt's estate;

- (f)any other order that it thinks just.

(5) An order under paragraph (4)(b) or (c) may only be made in respect of periods after the period covered by the relevant report.

(6) Unless the court orders otherwise the costs of the application must be paid by the applicant, and are not payable as an expense of the administration or as winding up or bankruptcy.

OFFICE HOLDER'S FEES AND DISBURSEMENTS POLICY

Fees based on Time Properly Given and the Estimation of Fees

Each member of staff involved with the case will time charge on an individual basis. The hourly cost of each member of staff shall be calculated in accordance with their experience and resultant grade within the practice.

Recording of Fees

Time is formally recorded in prescribed categories in units of 6 minutes. All units of time properly spent, shall be recorded on a formal time management system and retained throughout appointment, irrespective of the basis of fees.

Charge Out Rates

Hourly charge out rates from 3 December 2020 are:

Charges for usual cases	(£)
Partner/Director/Consultant	395
Manager/Senior Manager	280-325
Assistant Manager	260
Administrator/Senior Administrator	170-225
Cashier(#)	150
Junior and Support Staff	125

(#) Please note that time charged by our cashiers relates only to accounting matters relevant to the case.

The basis upon which the Office Holder determines the appropriate charge out rate on the complexity of the case is detailed in the respective independent creditors' guides to fees, available to download from our company website or by email from this office.

The Office Holder reserves the right to uplift both the hourly rates and category 2 disbursements periodically without further recourse to the creditors. By law, such increases must be disclosed to creditors within each statutory report. Where such increases affect the total fees incurred and take these over the totality of any fee resolution proposed previously, an additional fee resolution will be sent to creditors for their consideration.

Support Staff

In an effort to minimise costs to the case, it is necessary to use support staff to undertake certain matters. Support staff time is charged in the same manner as technical staff on the rates outlined above.

VAT

Services provided by Insolvency practitioners are subject to VAT, except when acting as Nominee or Supervisor of an estate.

Our fees will be subject to VAT at the appropriate rate.

Where the case is not registered for VAT, VAT shall be shown as an irrecoverable expense of the estate.

Expenses

Every case dealt with will incur expenses in addition to fees.

Expenses are payments from the insolvent estate which are neither an office holder's remuneration nor a distribution to a creditor or member (as appropriate). Expenses include disbursements, which are payments first met by the office holder, and then reimbursed to the office holder from the estate.

Expenses are split into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2):

- Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder and may be paid without prior approval.
- Category 2 expenses are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

Category 1 can include, but not be limited to, insolvency bonds, statutory advertising, company searches, post

redirection, third party postal service, external room hire, public transport and accommodation costs incurred by staff whilst attending to the administration of the estate, bank charges, Anti Money Laundering searches.

Category 2 can include, but not be limited to, mileage, storage of books and records, any payments to a person/provider where a reasonable and informed third party would consider there to be an association.

Any authorised category 2 disbursements which have been charged shall be shown in the statutory abstract of accounts, postage and stationery costs.

Lucas Ross Limited currently charge mileage at 50pence per mile. Other costs are not currently charged.

Flow Plumbing & Heating Specialist Ltd
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 28/03/2020 To 27/03/2021 £	From 28/03/2017 To 27/03/2021 £
	HIRE PURCHASE		
22,049.00	Volkswagen Transporter	NIL	NIL
(22,049.00)	Volkswagen Financial Services	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
6,000.00	Book Debts	NIL	NIL
Uncertain	Directors Loan Account	NIL	1,000.00
		NIL	1,000.00
	COST OF REALISATIONS		
	Liquidators Disbursements	NIL	332.80
		NIL	(332.80)
	UNSECURED CREDITORS		
(24,535.69)	HM Revenue & Customs - PAYE/NIC	NIL	NIL
(7,543.03)	HM Revenue & Customs - VAT	NIL	NIL
(13,528.76)	Lloyds Bank plc	NIL	NIL
(12,343.49)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(51,951.97)		NIL	667.20
	REPRESENTED BY		
	Bank 1 Current		601.24
	Vat Receivable		65.96
			667.20

Time Entry - SIP9 Time & Cost Summary

F0017 - Flow Plumbing & Heating Specialist Ltd
All Post Appointment Project Codes
From: 28/03/2020 To: 27/03/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.20	4.60	0.00	0.20	6.00	1,609.50	268.25
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.20	0.00	0.00	0.20	50.00	250.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.60	0.00	0.00	0.60	168.00	280.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	1.20	5.40	0.00	0.20	6.80	1,827.50	268.75
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

F0017 - Flow Plumbing & Heating Specialist Ltd
All Post Appointment Project Codes
To: 27/03/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	7.30	6.80	10.50	7.00	31.60	7,119.50	225.30
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.50	0.00	2.00	2.50	432.50	173.00
Investigations	0.00	3.00	0.50	0.00	3.50	925.00	264.29
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.70	0.60	8.00	3.10	12.40	2,478.00	199.84
Trading	0.00	0.20	0.00	0.00	0.20	50.00	250.00
Total Hours	8.00	11.10	19.00	12.10	50.20	11,005.00	219.22
Total Fees Claimed						0.00	
Total Disbursements Claimed						332.80	

Time Entry - SIP9 Time & Cost Summary

All Disbursements

F0017 - Flow Plumbing & Heating Specialist Ltd
To: 27/03/2021

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Disbursement Category	Amount
10/04/2017	Statutory Advertising: Appointment of Liquidator - 26555965 (09-04)	Category 1	59.90
10/04/2017	Statutory Advertising: Resolution for winding up - 26555921 (06-04)	Category 1	59.90
06/07/2017	Specific Bond: Bordereau March 17	Category 1	30.00
04/10/2019	Land Registry Search: Land Registry Search Fees - vclink://190216/1/1	Category 1	3.00
21/04/2017	Photocopying and Stationery: Postage and Stationery	Category 2	50.00
17/05/2018	Photocopying and Stationery: Postage and Stationery	Category 2	80.00
17/07/2019	Photocopying and Stationery: Photocopying and stationairy cost - 10 x 8 = £80	Category 2	80.00
Total			362.80