

# S.94

**Return of Final Meeting in a  
Members' Voluntary Winding Up**  
Pursuant to Section 94 of the  
Insolvency Act 1986

To the Registrar of Companies

For official use

Company Number

08736231

Name of Company

(1) Insert full  
name of Company

(1) Juno Woods Limited

(2) Insert full  
name(s) and  
address(es)

We, Simon Blakey and Martin Daley, of  
Robson Laidler Accountants Limited  
Fernwood House  
Fernwood Road  
Jesmond  
Newcastle upon Tyne  
NE2 1TJ

Give notice that a general meeting of this company was duly held on ~~summoned for~~ the 30th day of June 2016 pursuant to section 94 of the Insolvency Act 1986 for the purpose of having an account (a copy of which is attached) laid before it showing how the winding up of the company has been conducted, and the property of the company has been disposed of, and that the same was done accordingly ~~(no quorum was present at the Meeting)~~

The meeting was held at the office of Robson Laidler Accountants Limited, Fernwood House, Fernwood Road, Jesmond, Newcastle upon Tyne, NE2 1TJ on 30 June 2016 at 11 00am

The winding up covers the period from 15 March 2016 (opening of winding up) to the final meeting (close of winding up)

The outcome of the meeting (including any resolutions passed at the meeting) was as follows

- 1 That the Joint Liquidators account laid before the Members showing the manner in which the winding-up has been conducted and the property of the Company disposed of be approved,
- 2 That the Joint Liquidators be granted their release in this matter,
- 3 That the books, accounts and documents of the Company and Joint Liquidators be disposed of as the Joint Liquidators see fit subject to any legal requirements governing the period of retention

Signed

Date 30 June 2016

Presenter's name, address and reference (if any)

Simon Blakey  
Robson Laidler Accountants Limited  
Fernwood House, Fernwood Road  
Jesmond, Newcastle upon Tyne  
NE2 1TJ

**For Official Use**  
Liquidation section

FRIDAY



A23

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01/07/2016

#422

COMPANIES HOUSE

**JUNO WOODS LIMITED  
(IN MEMBERS' VOLUNTARY LIQUIDATION)  
REGISTERED NUMBER: 08736231**

**JOINT LIQUIDATORS FINAL REPORT PREPARED IN ACCORDANCE WITH SECTION  
94 OF THE INSOLVENCY ACT 1986 AND RULE 4.126A OF THE INSOLVENCY RULES  
1986 (AS AMENDED)**

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**JUNO WOODS LIMITED  
(IN MEMBERS' VOLUNTARY LIQUIDATION)  
REGISTERED NUMBER: 08736231**

**JOINT LIQUIDATORS FINAL REPORT PREPARED IN ACCORDANCE WITH SECTION  
94 OF THE INSOLVENCY ACT 1986 AND RULE 4.126A OF THE INSOLVENCY RULES  
1986 (AS AMENDED)**

**TO: ALL KNOWN MEMBERS**

**1. INTRODUCTION**

Martin Daley and I were appointed as Joint Liquidators of the Company at a meeting of members held on 15 March 2016. Martin Daley and I are authorised to act as Insolvency Practitioners by the Insolvency Practitioners Association. I can confirm there has been no change in office-holder since the date of liquidation.

The liquidation is now for practical purposes complete. This is my final report as required by Section 94 of the Insolvency Act 1986 and Rule 4.126A of The Insolvency Rules 1986 (as amended). It shows how the liquidation has been conducted and the Company's property disposed of, the outcome for members and other information that I am required to disclose.

**2 CONDUCT OF THE LIQUIDATION**

|                               |  |
|-------------------------------|--|
| Name of Company               | Juno Woods Limited   |
| Trading name(s)               | Juno Woods Limited   |
| Company registered number     | 08736231   |
| Company registered office     | Fernwood House, Fernwood Road, Jesmond, Newcastle upon Tyne, NE2 1TJ   |
| Former trading address        | Flat 1, Ashgill House, Clayton Road, Jesmond, Newcastle upon Tyne, NE2 1TL   |
| Names of Joint Liquidators    | Simon Blakey and Martin Daley (IP No's 12990 and 9563) of Robson Laidler Accountants Limited, Fernwood House, Fernwood Road, Jesmond, Newcastle upon Tyne, NE2 1TJ                           |
| Date of winding up            | 15 March 2016  |
| Date of appointment:          | 15 March 2016  |
| Change in Liquidator (if any) | None   |
| Basis of remuneration         | That the joint liquidators are entitled to receive remuneration for their services and that the basis of remuneration shall be fixed as a set amount of £1,800.00 plus VAT and disbursements |

### 3 RECEIPTS AND PAYMENTS ACCOUNT AND OUTCOME FOR MEMBERS

#### Declaration of Solvency

On 15 March 2016 the directors made a declaration of solvency, appending a statement of the Company's assets and liabilities as at 30 October 2014, being the latest practicable date before the making of the declaration, this can be summarised as follows

|                            | Declaration<br>of Solvency<br>as at<br>30/10/2014<br>£ | Financial<br>Statements<br>as at<br>08/02/2016<br>£ | Realised<br>in period<br>£ | Realised<br>Cumulative<br>£ |
|----------------------------|--|---|----------------------------|-----------------------------|
| Balance at Bank            | 7,915  | 235,382   | 235,381 72                 | 235,381 72                  |
| Stock                      | 567,473  | -   | -                          | -                           |
| Directors' current account | -  | 2   | 2 00                       | 2 00                        |
|                            | <u>575,388</u>   | <u>235,384</u>                                      | <u>235,383 72</u>          | <u>235,383 72</u>           |

#### Receipts and Payments Account

Attached at Appendix A is a summary of my receipts and payments account for the final period from 15 March 2016 to 30 June 2016 and for the full period of the liquidation from 15 March 2016 (being the date of commencement) to 30 June 2016

Appendix A also provides details of any costs or expenses that have been incurred and have been included within the receipts and payments account but have not yet been paid as at the date of this report

I can confirm that my receipts and payments account reconciles with the account maintained by the Bank. All funds are held in a single non-interest bearing account, held in the Company's name, and maintained with the The Royal Bank of Scotland. The Royal Bank of Scotland does not levy any bank charges in this instance.

#### Receipts

##### Balance at Bank

The sum of £235,381 72 has been realised, representing the credit balance of fund held by the Company. No further realisations will be made from this source.

##### Directors' current account

The sum of £2 00 has been realised. No further realisations will be made from this source.

#### Outcome for Members

The costs of liquidation have been paid, or provided for, in full. A first and final dividend of 100 pence in the pound has been paid to unsecured creditors, totalling £48,203 20. No further dividend will be paid as all funds realised have been distributed or used or allocated for defraying the expenses of liquidation.

Distributions totalling £184,340 92 have to date been made to the members of the Company. No further distributions will be made.

I would draw your attention to the indemnity provided to the Joint Liquidators by the members in respect of these distributions, and the potential for claims to be made by the Joint Liquidators in the unlikely event that claims are subsequently agreed in excess of the balance of funds held by the Joint Liquidators

The accompanying notes to the receipts and payments account provide a summary of the outcome for each class of creditor and member

#### 4. LIQUIDATOR'S REMUNERATION AND DISBURSEMENTS

##### Remuneration

At the meeting of members held on 15 March 2016 it was resolved that the joint liquidators are entitled to receive remuneration for their services and that the basis of remuneration shall be fixed as a set amount of £1,800 00 plus VAT and disbursements

For completeness time costs incurred for the liquidation are summarised below:

|                                     | Hours<br>No | Rate/hr<br>£  | Total value of<br>time<br>£ |
|-------------------------------------|-------------|---------------|-----------------------------|
| Time previously reported            | 7 5         | 198 40        | 1,488 00                    |
| Time recorded since previous report | 2 5         | 200 00        | 500 00                      |
|                                     | <u>10 0</u> | <u>198 80</u> | <u>1,988 00</u>             |

During the period of this report remuneration in the sum of £1,800 00 has been drawn. Cumulatively the sum of £1,800 00 has been drawn against my time costs and the balance of my outstanding costs will be written off

My time costs are further analysed at Appendix 2 by reference to the grade of staff involved and the function of work undertaken

##### Disbursements and expenses

Category 1 disbursements do not require approval by creditors. The type of disbursement that may be charged generally comprise of external supplies of incidental services specifically identifiable to a case, such as postage, case advertising, invoiced travel, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in conjunction with the case. Category 1 disbursements can be summarised as follows:

| Nature of expense     | By whom provided       | Amount<br>incurred<br>this<br>period<br>£ | Total<br>amount<br>incurred<br>to date<br>£ | Amount<br>paid<br>£ | Amount<br>unpaid<br>£ |
|-----------------------|------------------------|---|---|---------------------|-----------------------|
| Statutory advertising | Legal & Public Notices | 289 00                                    | 289 00                                      | 289 00              | -                     |
| Statutory bond        | IRS                    | 230 00                                    | 230 00                                      | 230 00              | -                     |
| Statutory declaration | Mincoffs               | 14 00                                     | 14 00                                       | 14 00               | -                     |
|                       |                        | <u>533 00</u>                             | <u>533 00</u>                               | <u>533 00</u>       | <u>0 00</u>           |

##### Other professional costs

On this assignment we have used the professional advisors listed below. I have also indicated alongside the basis of the fee arrangement with them.

| Name of Advisor | Nature of Work | Basis of Arrangement | Fee Paid (£) |
|-----------------|----------------|----------------------|--------------|
|-----------------|----------------|----------------------|--------------|

None appointed

My choice was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. I have reviewed the fees charged to date and I am satisfied that they are reasonable in the circumstances of this case.

#### **Rights to request further information**

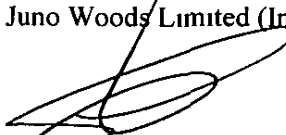
Pursuant to Rule 4.49E of the Insolvency Rules 1986, within 21 days of receipt of a progress report such as this the members of the Company with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the Company (or if less than 5% with the permission of the court), may request the office holder to provide further information about the remuneration and expenses set out in his report. The office holder must within 14 days of receipt of this request provide the requested information or give reasons for not providing it.

#### **Rights to make an application to court**

Pursuant to Rule 4.148C of the Insolvency Rules 1986, within 8 weeks of receipt of a progress report such as this members 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 if less than 10% with the permission of the court), may make an application to court on the grounds that the office holders remuneration or expenses are, in the circumstances, excessive, or the basis is inappropriate. If the court considers the application is well founded, it may order that the remuneration be reduced, the basis be changed, the expenses be reduced or disallowed, or the liquidator pay to the Company the amount of any excess as the court may specify. Unless the court orders otherwise, the costs of the application must be paid by the applicant and not out of the assets of the Company.

This concludes my final report. Should you require any further information then please contact my office in writing. Electronic communication should include a full postal response.

Yours faithfully  
For and on behalf of  
Juno Woods Limited (In Members' Voluntary Liquidation)



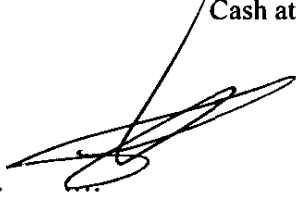
Simon Blakey  
Joint Liquidator

Dated 30 June 2016

Simon Blakey and Martin Daley (IP No's 12990 and 9563), Joint Liquidators Appointed 15 March 2016. Robson Laidler Accountants Limited, Fernwood House, Fernwood Road, Jesmond, Newcastle upon Tyne, NE2 1TJ. Contact Simon Blakey, [sblakey@robson-laidler.co.uk](mailto:sblakey@robson-laidler.co.uk), tel 0191 2818191.

**Juno Woods Limited (In Members' Voluntary Liquidation)**  
**Joint Liquidators' Abstract of Receipts and Payments**  
**For the period 15 March 2016 to 30 June 2016**

| <b>Declaration<br/>of Solvency<br/>£</b> |                 |                                | <b>From<br/>15/03/2016<br/>To 30/06/2016<br/>£</b> | <b>From<br/>15/03/2016<br/>To 30/06/2016<br/>£</b> |
|--|-----------------|--------------------------------|--|--|
|  |                 |                                |  |  |
|  | <b>Receipts</b> |                                |  |  |
| 7,915                                    |                 | Balance at Bank                | 235,381 72   | 235,381 72   |
| 578,473                                  |                 | Stock                          | -  | -  |
| -  |                 | Directors' current account     | 2 00   | 2 00   |
| <u>586,388</u>                           |                 |                                | <u>235,383 72</u>                                  | <u>235,383 72</u>                                  |
|  | <b>Payments</b> |                                |  |  |
| 3,120                                    | {               | Liquidators remuneration       | 1,800 00   | 1,800 00   |
| -  | {               | Liquidators disbursements      | 533 00   | 533 00   |
| -  |                 | Bank charges                   | 40 00  | 40 00  |
| -  |                 | Input VAT                      | 466 60   | 466 60   |
| 587,468                                  |                 | Unsecured creditors            | 48,203 20  | 48,203 20  |
| (4,200)                                  |                 | Amounts paid to contributories | 184,340 92   | 184,340 92   |
| <u>586,388</u>                           |                 |                                | <u>235,383 72</u>                                  | <u>235,383 72</u>                                  |
| <u>0</u>                                 |                 |                                | <u>0.00</u>  | <u>0 00</u>  |
|  |                 | <b>Represented by</b>          |  |  |
|  |                 | Cash at Bank                   |  | <u>0 00</u>  |

  
**Simon Blakey**  
**Joint Liquidator**

**Juno Woods Limited (In Members' Voluntary Liquidation)**  
**Notes to the Liquidator's Final Receipts & Payments Account**

**1. Unrealisable Assets**

There are no assets unrealised

**2. Payments to Debenture Holders**

There are no debenture holders in this matter

**3. Payments to preferential creditors**

There are no preferential claims in this matter

**4. Payments to unsecured creditors under the prescribed part**

No floating charge has been granted in this matter and consequently the prescribed part will not apply in this instance

**5. Payments to unsecured creditors**

The number of unsecured creditors who claimed in the liquidation and the amounts paid to them by way of unsecured dividend are summarised below

| <b>Number of unsecured claims</b> | <b>Total value of claims £</b> | <b>Total dividends paid £</b> | <b>Dividend rate p in the £</b> |
|-----------------------------------|--------------------------------|-------------------------------|---------------------------------|
| 4                                 | 48,203 20                      | 48,203 20                     | 100 00                          |

**6. Statutory interest paid**

None interest has been paid pursuant to section 189 of the Insolvency Act 1986

**7. Payments to contributories**

Amounts paid to contributories are summarised below

| <b>Class of share</b> | <b>Nominal value of 1 share</b> | <b>Total dividends paid £</b> | <b>Dividend rate p in the £</b> |
|-----------------------|---------------------------------|-------------------------------|---------------------------------|
| 1 A ordinary shares   | £1 00                           | 92,170 46                     | £92,170 46                      |
| 1 B ordinary shares   | £1 00                           | 92,170 46                     | £92,170 46                      |

**8. Amounts paid into the Insolvency Service Account**

No sums have been paid into the Insolvency Service Account

**Juno Woods Limited (In Members' Voluntary Liquidation)**  
**Liquidators' time and charge out summary**  
**For the period from 15 March 2016 to 30 June 2016 (Period)**

| Classification of Work function     | Hours    |         |                    |                  |                | Time Cost £ | Average hourly rate £ |
|-------------------------------------|----------|---------|--------------------|------------------|----------------|-------------|-----------------------|
|                                     | Partner  | Manager | Admini-<br>strator | Support<br>Staff | Total<br>Hours |             |                       |
| Administration, Planning, Statutory | 8 1      |         |                    |                  | 8 1            | 1,620 00    | 200 00                |
| Cashiering                          |          |         |                    | 0 3              | 0 3            | 48 00       | 160 00                |
| Investigations                      |          |         |                    |                  | 0 0            | 0 00        | 0 00                  |
| Realisation of Assets               | 0 8      |         |                    |                  | 0 8            | 160 00      | 200 00                |
| Tax                                 |          |         |                    |                  | 0 0            | 0 00        | 0 00                  |
| Creditors                           | 0 8      |         |                    |                  | 0 8            | 160 00      | 200 00                |
| Total Hours                         | 9 7      | 0 0     | 0 0                | 0 3              | 10 0           |             | 198 80                |
| Total time charged                  | 1,940 00 | 0 00    | 0 00               | 48 00            |                | 1,988 00    |                       |

## **ROBSON LAIDLER ACCOUNTANTS LIMITED – STATEMENT ON REMUNERATION AND EXPENSES IN INSOLVENCY PROCEEDINGS**

### **INTRODUCTION**

The insolvency legislation was changed in April 2010 for insolvency appointments commenced on or after 6 April 2010 in order to allow more flexibility on how an office holder's fees are charged to a case. This fact sheet explains how we may apply the alternative fee bases. The new legislation allows different fee bases to be used for different tasks within the same appointment. The basis or combination of bases set for a particular appointment are subject to approval, generally by a committee if one is appointed, the creditors in general meeting, or the court.

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also each creditor. The report will provide a breakdown of the remuneration drawn and time costs incurred and will also enable the recipients to see the average rates of such costs. Under the new legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

### **POLICY**

In order to maximise the cost effectiveness of the work performed it is Robson Laidler Accountants Limited's normal policy to delegate certain tasks within the case to members of staff subject to their qualifications, experience and specialist skills with the provision of supervision as deemed appropriate. Matters deemed to be complex or significant will be dealt with by senior members of staff or the office holder.

#### **Time cost basis**

This is the basis that is used in the majority of cases whereby charge out rates are applied. These rates are appropriate to the skills, qualifications and experience of the relevant staff member and the work they perform. This is combined with the amount of time that they work on each case, recorded in six minute units with supporting narrative to explain the work being undertaken. All staff who work on an assignment, including support staff, charge time directly to that assignment and are included within any analysis of time. The costs of any central administration or general overheads are not charged directly to the assignment but are reflected in the level of charge out rates.

The charge out rates vary between individuals of each grade based on their skills, qualifications and experience. The maximum charge out rates typically utilised per grade of staff are currently:

| <b>Staff Grade</b>    | <b>Rate per hour (£)<br/>effective from 1 April<br/>2009</b> |
|-----------------------|--|
| Partner               | 300 00   |
| Partner 2             | 220 00   |
| Senior Manager 1      | 205 00   |
| Senior Manager 2      | 200 00   |
| Manager               | 170 00   |
| Administrator/Cashier | 160 00   |
| Clerical Support      | 70 00  |

Charge out rates may be revised periodically, when rates are adjusted to reflect such matters as inflation, increases in direct wage costs and changes to other indirect costs.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and is generally recorded under the following categories: Administration, Planning and Statutory, Cashiering, Investigations, Realisation of Assets, Tax, Creditors, and Other case specific matter.

#### **Percentage basis**

The new legislation allows fees to be charged as a percentage of the value of the property with which the office holder has to deal. Different percentages can be used for different assets or types of assets. If this basis is considered appropriate we will provide further information explaining why, and ask the committee if one is appointed, the creditors in general meeting, or the court, to approve this basis.

#### **Fixed fee basis**

Again the new legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. If this basis is considered appropriate we will provide further information explaining why, and ask the committee if one is appointed, the creditors in general meeting, or the court, to approve this basis.

### **TASKS TYPICAL UNDERTAKEN**

Matters typically dealt with during an appointment may include, but are not limited to, the following:

## **Administration, Planning and Statutory**

This will include case planning and strategy, appointment notification, file set up and on-going maintenance, obtaining specific bond and on-going maintenance, uplift and maintenance of company books and records, case filing, periodic case reviews, statutory compliance and returns, general administrative matters and general correspondence excluding specific correspondence relating to any other categories

## **Cashiering**

This will include general cashiering activities including banking, maintenance of cash book, recording of receipts and payments, bank reconciliations and related filing and correspondence

## **Investigations**

To include such matters as reviewing directors questionnaires, considering the directors conduct, reviewing creditor concerns and reporting to the Secretary of State in accordance with the Company Directors Disqualification Act 1986

Additional investigation may also be undertaken to identify any assets or antecedent transactions to include preference, transaction at undervalue, misfeasance and wrongful trading etc

## **Realisation of Assets**

The realisation of assets will include, but is not limited to the following intangible assets, freehold and leasehold property, fixtures and fittings, plant and machinery, furniture, equipment, motor vehicles, debtors, stock, work in progress, cash at bank and in hand

The work undertaken will be concerned with the preservation and realisation of such assets to include site visits, compliance with relevant regulations, insurance matters, retention of title, general correspondence, debtor correspondence, instructing solicitors, arranging collections, liaising with agents, negotiating offers, reviewing sales contracts etc

## **Tax**

This will include the processing of any and all returns to HM Revenue & Customs in respect of, but not limited to, VAT, PAYE, NIC and Corporation Tax, and all associated correspondence

## **Creditors**

This will include dealing with the claims of all creditors and associated correspondence

Secured confirming the validity of the security, reporting, general correspondence, and making distributions

Preferential identifying preferential creditors, notifying, agreeing claims, general correspondence, and making distributions

Unsecured identifying unsecured creditors, notifying, agreeing claims, general correspondence, and making distributions

## **Trading**

This will include assessing the viability of on-going trade, preparing forecasts, securing funding, managing operations, trading supervision and monitoring, dealing with employees, reporting, and ensuring statutory compliance e.g health and safety

## **Case specific matters**

Any other matter not falling into any of the above categories

## **SUB-CONTRACTORS**

Details and the costs of any work which has been or is intended to be sub-contracted out that could otherwise be carried out by the office holder or his or her staff will be provided in any report which incorporates a request for approval of the basis upon which remuneration may be charged. However, generally it is not the policy of Robson Laidler Accountants Limited to sub-contract out any work that could otherwise be carried out by the office holder or his or her staff

## **AGENT'S COSTS**

Agent's costs are charged direct to the case and the basis of the fee arrangement will be disclosed. Agents are instructed based on our perception of their experience and ability to perform the type of work, the complexity and nature of the assignment and the basis of the fee arrangement with them. We will review the fees charged to ensure they are proper and reasonable in the circumstances of the case.

The term Agent will include, but is not limited to

- Solicitors and legal advisors
- Auctioneers and valuers
- Accountants and auditors
- Estate agents
- Quantity surveyors
- Consultants
- Any other specialist advisors

## **DISBURSEMENTS**

As part of our disclosure requirements the basis of disbursement allocation in respect of disbursements incurred by the office holder in connection with the administration of a case must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

**Category 1 disbursements** These are costs where there is specific expenditure directly referable to the case and a payment is made to an independent third party. Category 1 disbursements can be drawn without prior approval. These disbursements are recoverable in full from the case either by a direct payment from the case or, where Robson Laidler Accountants Limited has made payment on behalf of the case, by a recharge of the amount invoiced. These expenses may include, but are not limited to advertising, room hire, storage, postage, telephone charges, invoiced travel, company search fees, specific penalty bond, and the properly reimbursed expenses incurred by Robson Laidler Accountants Limited and its employees in connection with the case.

**Category 2 disbursements** These are costs that are directly referable to a case but payment is not made to an independent third party. These may include shared or allocated costs that can be allocated to the case on a proper and reasonable basis. These disbursements are recoverable in full from the case, subject to the basis of the disbursement being approved in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage costs and business mileage. With the exception of business mileage Robson Laidler Accountants Limited does not typically recharge category 2 expenses, although it reserves the right to do so.

Depending upon the circumstances of the case it may be appropriate to raise the Category 2 disbursements charges

|              |  |
|--------------|--|
| Mileage      | at HM Revenue & Customs advisory fuel rate |
| Room Hire    | £30.00 per room                            |
| Storage      | £3 per box per quarter                     |
| Photocopying | 15p per sheet                              |

## **VAT**

Remuneration and expenses invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

## **FURTHER INFORMATION**

Further details about how an office holder's fees are approved for each case type are available in a series of guides issued with Statements of Insolvency Practice 9 (SIP 9). A copy of these guides can be downloaded from <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>. Alternatively a hard copy may be requested, free of charge, from Robson Laidler Accountants Limited by post to Robson Laidler Accountants Limited at Fernwood House, Fernwood Road, Jesmond, Newcastle upon Tyne, NE2 1TJ, by telephone on 0191 2818191, or by email at [information@robson-laidler.co.uk](mailto:information@robson-laidler.co.uk).