

# LIQ13

## Notice of final account prior to dissolution in MVL



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number	00686707
Company name in full	Cobham Hall (a company limited by guarantee)

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

### 2 Liquidator's name

Full forename(s)	Vincent John
Surname	Green

### 3 Liquidator's address

Building name/number	4 Mount Ephraim Road
Street	Tunbridge Wells
Post town	Kent
County/Region	
Postcode	TN1 1EE
Country	

### 4 Liquidator's name ①

Full forename(s)	Steven
Surname	Edwards

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

### 5 Liquidator's address ②

Building name/number	4 Mount Ephraim Road
Street	Tunbridge Wells
Post town	Kent
County/Region	
Postcode	TN1 1EE
Country	

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

# LIQ13

## Notice of final account prior to dissolution in MVL

6

### Final account

☒ I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.

7

### Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup>  
2

<sup>d</sup>  
1

<sup>m</sup>  
1

<sup>m</sup>  
2

<sup>y</sup>  
2

<sup>y</sup>  
0

<sup>y</sup>  
2

<sup>y</sup>  
3

## LIQ13

Notice of final account prior to dissolution in MVL



### 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	Emily Gillett
Company name	Crowe U.K. LLP
Address	4 Mount Ephraim Road Tunbridge Wells
Post town	Kent
County/Region	
Postcode	T N 1 1 E E
Country	
DX	
Telephone	01892 700200



### 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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

# Crowe

**Cobham Hall (a company limited by guarantee)  
(In Members' Voluntary Liquidation)**

**Final Account**

**Vincent John Green  
Steven Edwards**

**Crowe U.K. LLP  
4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE**

## **CONTENTS**

1. Introduction
2. Administration and Planning
3. Asset Realisations
4. Creditors
5. Distributions to Members
6. Fees and Expenses
7. Conclusion

## **APPENDICES**

- I. Statutory Information
- II. List of Work Undertaken in Review Period
- III. Receipts and Payments Account
- IV. Charge Out Rates and Expenses Policy

## 1. INTRODUCTION

On 30 May 2022, Vincent John Green and Steven Edwards of Crowe U.K. LLP were appointed Joint Liquidators of Cobham Hall (a company limited by guarantee) ("the Company").

The Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to their appointment. Prior to the Joint Liquidators' appointment, a review of ethical issues was undertaken and no ethical threats were identified. Since their appointment the Joint Liquidators have continued to undertake periodic reviews of ethical matters and no ethical threats have been identified.

This Final Account summarises the progress of the Liquidation for the period from the last report and also the duration of the Liquidation ("the Review Period").

Statutory information relating to the Company is attached at **Appendix I**.

## 2. ADMINISTRATION AND PLANNING

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, they assist in the efficient and compliant progression of the Liquidation, which ensures that work is carried out to high professional standards. A detailed list of these tasks can be found at **Appendix II**.

## 3. ASSET REALISATIONS

The Joint Liquidators' Receipts and Payments account is attached at **Appendix III**. The Receipts and Payments account shows all receipts and payments in the course of the Liquidation together with details of the assets and liabilities detailed in the Directors' Declaration of Solvency ("DoS").

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken can be found at **Appendix II**.

The DoS indicated that the Company did not have any assets and no assets have been realised.

## 4. CREDITORS

The Joint Liquidators have carried out key tasks which are detailed at **Appendix II**.

### Secured creditors

As at the date of Liquidation, the Company did not have any secured creditors with charges over its assets.

### Preferential & Unsecured creditors

A notice to creditors requiring them to submit claims was published in the Gazette. In addition, several letters were sent to HMRC seeking confirmation of their claims and that no tax liabilities remained. In response HMRC confirmed that there were outstanding CT and P11d returns due.

The final CT return to the date of the Joint Liquidators' appointment was filed late. Accordingly, HMRC applied a penalty of £100 which was settled by a third party. A P11d return to the date of Liquidation was also filed at HMRC, with the associated costs being met by a third party.

## 5. DISTRIBUTIONS TO MEMBERS

As the company had no realisable assets, no distributions have been made to the member during the course of the Liquidation.

## 6. FEES AND EXPENSES

### The Joint Liquidators' Fees

The Joint Liquidators' fees have been paid by a third party in the Review Period. Details of the work undertaken in the Review Period is detailed at **Appendix II**.

### Expenses

The expenses incurred were settled by a third party as follows:

		Incurred to date	Paid to Date	Remains unpaid
		£	£	£
Statutory advertising	Category 1	266.25	266.25	0.00
Bond	Category 1	20.00	20.00	0.00
<b>TOTAL</b>		<b>286.25</b>	<b>286.25</b>	<b>0.00</b>

No Category 2 expenses were incurred in the Review Period.

### Specialist Advice and Services

When either non-associated third parties or Crowe U.K. LLP are instructed to provide specialist advice or services, the Joint Liquidators are obliged to ensure that such advice or work is warranted, and that the advice or work undertaken reflects best value and service.

## 7. CONCLUSION

Following the delivery of the Final Account to the members and the Registrar of Companies the Joint Liquidators will vacate office and obtain their release.

Should you have any queries, please contact Joe Longhurst at this office.



Signed \_\_\_\_\_

Vincent John Green  
Joint Liquidator

Date 20 December 2023

## Appendix I

### Statutory Information

Company Name	<b>Cobham Hall (a company limited by guarantee)</b>
Principal Activity	<b>Other accommodation, Event catering activities</b>
Company Number	<b>00686707</b>
Registered Office	<b>4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE</b>
Former Registered Office	<b>Cobham Hall, Cobham, Gravesend, DA12 3BL</b>
Office holders	<b>Vincent John Green - IP Number 009416 Steven Edwards - IP Number 26090</b>
Office holders' address	<b>Crowe U.K. LLP, 4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE</b>
Office holder's telephone	<b>01892 700 200</b>
Date of appointment	<b>30 May 2022</b>
Appointed by	<b>the Members</b>



## Appendix II

### List of Work Undertaken in Review Period

General Description	Includes
<b>Administration and Planning</b>	
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 and closing 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
Reports to Members	Preparing and issuing annual progress report and general reports to members Responding to members' queries
Meeting of Members	Preparation of meeting notices, proxies/voting forms notice of meeting to all members Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of members, reports to members and draft minutes of meeting. Responding to queries and questions following meeting
Closure	Preparing and issuing final account to members Submission of final account to Companies House
<b>Creditors</b>	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post Confirmation regarding creditor claims received and subsequent withdrawals of the same Closure of the Company's PAYE scheme Finalising pre appointment tax position Obtaining tax clearance
Dealing with proofs of debt	Receipting and filing 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 Request further information from claimants regarding POD

Appendix III

Receipts & Payments Account

Cobham Hall (a company limited by guarantee)  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments

Declaration of Solvency £	From 30/05/2022 To 20/12/2023 £	From 30/05/2022 To 20/12/2023 £
	NIL	NIL
REPRESENTED BY		NIL

## Appendix IV

### Charge Out Rates and Expenses Policy

The table below sets out the charge-out rates utilised by Recovery Solutions at Crowe U.K. LLP for charging staff time:-

Partner	£435 per hour
Director- Appointment Taker	£375 per hour
Director – Non-appointment Taker	£360 per hour
Senior Manager	£325 per hour
Manager	£275 per hour
Assistant Manager	£250 per hour
Senior Administrator	£200 per hour
Administrator	£180 per hour
Cashier	£175 per hour
MVL Administrator	£100 per hour
Trainee/Support Staff	£80 per hour

It should be noted that the above rates may increase from time to time over the period of the administration of each insolvency case. The above rates are effective from 1 April 2023. Time is charged in six minute units.

### Expenses

Expenses are amounts properly payable by the office holder from the estate which are not otherwise categorised as the office holder's remuneration or as a distribution to a creditor or member. These may include, but are not limited to, legal fees, agents' fees, trading expenses and tax liabilities.

Category 1 expenses are payments to entities providing a service to which the expense relates who are not associates and where the specific expenditure is directly referable to the appointment in question. These are charged to the estate at cost, with no uplift. These include, but are not limited to, such items as advertising, bonding and other insurance premiums. Legislation provides that office holders may discharge Category 1 expenses from the funds held in the estate without further recourse to creditors or members.

Category 2 expenses are other expenses which are payable to associates or which have an element of shared cost. Payments may only be made in relation to Category 2 expenses after the creditors or members have approved the bases of their calculation.

### Further Guidance

Guidance in respect of insolvency practitioners' fees is available to download at:  
<https://insolvency-practitioners.org.uk/regulation-and-guidance/creditors-guides-to-fees/>

Information about insolvency processes can be found on the R3 website at:  
<http://www.creditorinsolvencyguide.co.uk/>