

The Insolvency Act 1986

**Statement of administrator's proposals****2.17B**

Name of Company <b>The Groundwork Trust Limited</b>	Company number <b>01604493</b>
In the <b>High Court of Justice, Chancery Division, Birmingham District Registry</b>	Court case number <b>4924 of 2006</b>

(a) Insert full name(s)  
and address(es) of  
administrator(s)

We (a) Ian James Gould and Matthew David Gibson of PKF (UK) LLP New Guild House 45  
Great Charles Street Queensway Birmingham B3 2LX

\* Delete as applicable

attach a copy of ~~\*my/~~ our proposals in respect of the administration of the above company.

A copy of these proposals was sent to all known creditors on

(b) Insert date

(b) 13 October 2006

Signed

  
**Ian Gould - Joint Administrator**

Dated **13 October 2006**

**Contact Details:**

You do not have to give any contact information in the box opposite but if you

do, it will help Companies House to contact you if there is a query on the form.

The contact information that you give will be visible to searchers of the public record.

Richard Tonks PKF (UK) LLP New Guild House	
45 Great Charles Street Queensway Birmingham B3 2LX	
	Tel 0121 212 222
DX Number	DX Exchange

When you have completed and signed this form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ

DX33050 Cardiff





Accountants &  
business advisers

# **The Groundwork Trust Limited in Administration**

## **Administrators' Proposals**

October 2006

## Contents

1	Introduction .....	1
2	Company information and events leading to Administration .....	2
3	Administration strategy, trading on and sale of assets .....	5
4	Assets of the Company .....	6
5	Liabilities of the Company .....	8
6	Receipts & payments, estimated outcome and costs of Administration ....	10
7	Proposed exit route from Administration .....	12
8	The Administrators' proposals and creditors' meeting .....	14
9	EU Regulation .....	16
10	Conclusions and recommendations .....	17
	Appendix A - Statutory information .....	18
	Appendix B - Receipts and payments account .....	20
	Appendix C - Estimated outcome statement .....	22
	Appendix D - Our time costs analysis to 6 October 2006 .....	24
	Appendix E - A creditors' guide to administrators' fees .....	26
	Appendix F - A schedule of our charge out rates .....	32
	Appendix G - Notice of meeting of creditors .....	34
	Appendix H - Forms of special and general proxy .....	36
	Appendix J - Proof of debt form .....	39
	Appendix K - List of company creditors .....	41
	Appendix L - Notice of our Proposals .....	42

# 1 Introduction

- 1.1 We, Ian James Gould and Matthew David Gibson of PKF (UK) LLP ("PKF"), were appointed Joint Administrators of the Groundwork Trust Limited (also known as Groundwork St Helens, Knowsley, Sefton & Liverpool) ("the Company") on 22 August 2006 by the Company's directors in The High Court of Justice, Chancery Division, Birmingham District Registry, case number 4924 of 2006.
- 1.2 This report is prepared pursuant to Schedule B1, Paragraph 49 of the Insolvency Act 1986 ("the Act") and Rule 2.33 of the Insolvency Rules 1986 ("the Rules").
- 1.3 Form 2.17B (Notice of Administrators' Proposals) is attached at Appendix L together with a notice of the creditors' meeting (attached at Appendix G) to be held on the morning of Monday 30<sup>th</sup> October 2006 at the Thistle Hotel, Haydock, Penny Lane, Haydock WA11 9SG. Forms of special and general proxy for use at the meeting are also appended to this report.
- 1.4 We anticipate that there will be funds realised in the Administration to enable a return to unsecured creditors, however, the timing and quantum of any return cannot be predicted with any degree of certainty at this time. This is discussed in Section 5 of this report.

## 2 Company information and events leading to Administration

2.1 The Company was incorporated and registered as a charity in December 1981, its principal activity being the re-generation of derelict land and communities. The Company's statutory information is attached at Appendix A.

2.2 The Company was controlled on a daily basis by the Executive Directors', Michael Molyneux and Helen Bush, although a number of board members were involved in the senior decision making of the Company.

2.3 The Company owned 100% the shareholding in a company called GSH Commercial Limited, whose sole purpose was to hold 50% of the shares of another company, called GWK EBS Limited.

### 2.4 Business history

2.4.1 Councillor Tom Hargreaves, Chairman of the Board of Directors of the Company, has provided the following brief history of the Company:

2.4.2 *"The Groundwork Trust Limited was the first of its kind set up in 1981 under the (then) Environmental Secretary, Michael Heseltine, as a charity devised to assist in the re-generation of derelict land and communities in the areas of St Helens and Knowsley."*

2.4.3 *"As the Company was a non-political organisation, it was possible to work across area boundaries to obtain support and funding, where as other similar organisations such as local authorities might struggle."*

2.4.4 *"Following the demise of British Coal in 1986, the Company acquired the ownership of the Northside land local to St Helens (a disused colliery known as "Colliers Moss") and cash funds in the sum of £500,000 from The Coal Board. The transfer of the land took place following restrictions being placed on the land by St Helens MBC and the planning authority and the inability of British Coal to continue with the maintenance of the site. The Company purchased the site with a view to restoring it to the requirements imposed by St Helens MBC and the planning authority."*

2.4.5 *"The Company also set up a scheme known as "green apprentices", which was a mechanism used to assist youngsters in obtaining full time jobs after their apprenticeships had finished."*

2.4.6 *"GWK EBS Limited (Joint Venture) was set up as a profit making organisation to assist the Company, which as it is a non profit making organisation, was losing out on certain local authority works."*

**2.5 Business failure**

- 2.5.1 The draft trading results prepared for the Company for the year ended 31 March 2006, showed a loss of £226,000 for the year.
- 2.5.2 The Company concluded that the losses were due to an increase in staff levels of 5 employees and associated costs, together with unbudgeted temporary staff costs due to unexpected maternity cover and sickness cover, investments in the Liverpool office and importantly, a significant reduction of high value projects.
- 2.5.3 Coupled with the above, a number of high value projects failed to materialise, or materialised at substantially lower levels than anticipated and although turnover was achieved at or around budgeted levels, the profit in the work undertaken was very low.
- 2.5.4 The Company operated a defined benefit pension scheme which formed part of a multi-employer scheme administered by Merseyside Pension Fund under local government pension scheme regulations.
- 2.5.5 The accounts to 31 March 2005 reported an estimated deficit on the Company's Final Salary Multi-employer Pension Scheme of approximately £500,000.
- 2.5.6 Before the directors approached PKF, they had monitored the Company's position very closely during the summer months and as a consequence recovery plans were considered including a redundancy package. However work of a sufficient value failed to materialise during these months to the point that the board of directors felt that the Company was unlikely to trade out of it's financial position.
- 2.5.7 The directors, therefore, approached us during August 2006 and instructed PKF to assist in placing the Company into Administration.
- 2.5.8 We were duly appointed on 22 August 2006.
- 2.5.9 For the purposes of Paragraph 100 of Schedule B1 of the Act, the Administrators confirm that they are authorised to carry out all functions, duties and powers by all of them, jointly and severally.
- 2.5.10 Pursuant to Paragraph 3(1) of Schedule B1 of the Act, the Administrators are required to perform their functions with the objective of:
- a. rescuing the Company as a going concern, or
  - b. achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration), or

- c. realising property in order to make a distribution to one or more secured or preferential creditors.

2.5.11 The strategy adopted by us with a view to achieving one or more of the objectives referred to above is discussed in Section 3 of this report.

### **3 Administration strategy, trading on and sale of assets**

#### **3.1 Administration strategy**

3.1.1 Given the nature of the Company's trading activities and "not for profit status", we considered it highly unlikely that the Company would be sold as a going concern.

3.1.2 We considered, therefore, that we would be more likely to achieve one of the objectives discussed above if the Company's staff were retained in the short term in order to:

- Review the Company's current and ongoing works to assess if there were any viable projects to complete, or, which had the potential to be completed by another party in order to:
  - a. protect the amounts due to the Company for complete and part complete works, and,
  - b. reduce the potential of counter claims arising from customers as a result of failure to complete.
- Update the Company's accounting records, which would assist in the book debt collection process, as a number of contracts require specific documentation in order to release payment.
- Maximise the period of consultation with certain of the Company's employees, the consultation process having commenced prior to our appointment. In accordance with the terms of their contracts of employment, the Company's 31 staff had been paid wages and salaries for the month of August, prior to our appointment. The incurrence of labour costs was not, therefore, an immediate concern.

3.1.3 Having reviewed the ongoing contracts in accordance with the above strategy, it became apparent that given the nature of the Company's trading activities, the types of funding it required and its "not for profit" status, it was not viable or appropriate for the Company to continue with any of its ongoing projects/contracts.

3.1.4 Three employees had handed in their notice prior to our appointment and were working their notice period. Twenty two of the Company's twenty eight remaining staff were made redundant on 30 August 2006. The last 6 staff were subsequently made redundant on various dates, the last redundancies taking place on the 21 September 2006.

3.1.5 The disposal of the Company's trading premises and chattel assets is discussed in more detail in Section 4 below.



## **4 Assets of the Company**

### **4.1 Statement of affairs**

- 4.1.1 A statement of the Company's affairs has been requested from the directors of the Company but, to date, this has not been received. The directors have been granted an extension and we anticipate that it will be available for the meeting of creditors to be held on 30 October 2006.

### **4.2 Freehold property at Shaw Street, St Helens ("Shaw Street")**

- 4.2.1 The Company mainly operated from freehold premises at 19-27 Shaw Street, St Helens.
- 4.2.2 Immediately following our appointment, Messrs Edward Symmons were instructed to prepare a valuation of Shaw Street and subsequently advised that they consider the property should be marketed with an asking price of £210,000.
- 4.2.3 We have recently instructed Edward Symmons to prepare sale particulars and dispose of Shaw Street. For the purposes of this report, we have assumed a realisable value in the Administration of £210,000.

### **4.3 Freehold property known as Colliers Moss Common ("Colliers Moss")**

- 4.3.1 As discussed above in Section 2, the Company acquired Colliers Moss with a view to restoring and redeveloping the land.
- 4.3.2 Our agents' and legal advisors are awaiting further details regarding the ownership and restrictions of use at Colliers Moss, so that they may recommend a suitable disposal strategy and estimate the realisable value, if any.
- 4.3.3 For the purposes of this report, we have assumed that no value is realisable in respect of Colliers Moss.

### **4.4 Other trading premises**

- 4.4.1 The Company operated from a number of smaller units under short terms leases and licenses to occupy.
- 4.4.2 Edward Symmons have reviewed the occupancy of each property and advised that there are no sums to be realised from re-assignment. All premises have, therefore, been vacated and handed back to the respective landlords.

### **4.5 Furniture and office equipment**

- 4.5.1 The Company had office furniture, gardening equipment and some motor vehicles at its various trading premises at the date of our appointment.

- 4.5.2 Edward Symmons have valued these assets collectively at £13,000 and were subsequently instructed to dispose of them. For the purposes of this report, we have assumed a realisable value in the Administration of £13,000.

#### **4.6 Book debts**

- 4.6.1 As discussed above, the Company has a number of part complete contracts/projects outstanding at the date of our appointment.
- 4.6.2 It is our intention to employ the services of specialist debt collectors to recover the sums due to the Company on a contingent/success fee basis.
- 4.6.3 £49,515 has been received from customers to date and, for the purposes of this report, we have estimated that a further £75,000 will be realised.

#### **4.7 Cash at bank**

- 4.7.1 The Company's bank account, held with The National Westminster Bank Plc, was in credit at the date of our appointment and the sum of £118,232 has been received in the Administration.

#### **4.8 VAT Refund**

- 4.8.1 The Company's final pre administration vat return has been submitted and shows the sum of approximately £5,000 as being due to the Company. For the purposes of this report, we have assumed that HM Revenue & Customs will apply Crown set-off and this sum will not be recovered in the Administration.

## 5 Liabilities of the Company

### 5.1 Prescribed part and secured creditors

5.1.1 Section 176A of the Act requires us to set aside a prescribed amount of the Company's "net property" towards the satisfaction of unsecured debts. Net property is the amount of property that would otherwise be available for satisfaction of holders of debentures secured by, or holders of, any floating charge created by the Company after 15 September 2003.

5.1.2 No charges were registered against the Company at the date of our appointment. A prescribed part calculation is therefore not required.

### 5.2 Preferential creditors

5.2.1 As discussed above, there were no wage arrears outstanding at the date of our appointment.

5.2.2 Holiday pay outstanding at the date of our appointment is estimated to amount to £15,000 in respect of 21 employees. We anticipate that the preferential creditors of the Company will be paid in full from the proceeds recovered in the Administration.

### 5.3 Unsecured creditors

5.3.1 The Company's estimated liabilities to unsecured creditors are as follows:

	£
Trade and expense creditors	723,731
HM Revenue & Customs – PAYE and NIC	Nil
Pension shortfall	700,000
Redundancy	45,000
Pay in lieu of notice	65,000
Protective award	65,000
	<u>1,598,731</u>

5.3.2 Attached at Appendix K is a list of the Company's creditors pursuant to Rule 2.33(2) of the Rules.

5.3.3 The quantum of any return to unsecured creditors is firstly dependent upon the level of realisations achieved from the Company's book debts.

5.3.4 Secondly, a return to unsecured creditors is dependent upon the quantum and timing of any claims received in respect of the Company's pension shortfall, the claims of creditors who lodged funds with the Company for future contracts and projects prior to our appointment, and, any claims in respect of the protective award.

5.3.5 For the purposes of this report, we have included a claim in the sum of £700,000 in respect of the pensions shortfall as advised by the Merseyside Pension Fund, the administrators of

the Company's pension scheme. The value of any final claim submitted in respect of the pension shortfall may be significantly different from this sum.

- 5.3.6 We have estimated that a claim in respect of the protective award may total £65,000 based on the number of employees employed by the Company at the date of Administration.
- 5.3.7 The estimated outcome statement attached at Appendix C suggests that unsecured creditors may receive an estimated return of approximately 18 pence in the pound. This amount should be treated as indicative only.

## **6 Receipts & payments, estimated outcome and costs of Administration**

### **6.1 Receipts and payments account**

- 6.1.1 Attached at Appendix B is a receipts and payments account to 6 October 2006 showing a balance in hand of £146,542.

### **6.2 Estimated outcome statement**

- 6.2.1 Attached at Appendix C is an estimated outcome statement for the Administration as a whole.
- 6.2.2 This statement includes our estimates for costs applicable to the Administration and the final predicted trading outcome.
- 6.2.3 We anticipate that there should be funds available to unsecured creditors but that the quantum and timing of return will be highly dependant upon the level of book debts realisations and the level of claims received from creditors. This is discussed in more detail in Section 5 above.

### **6.3 Costs of Administration**

- 6.3.1 Our pre appointment time costs to the date of Administration amount to £7,251 which represents 38 hours at an average hourly rate of £191. No fees are anticipated to be drawn in respect of these amounts and as such creditors approval is not sought.
- 6.3.2 Our post appointment time costs to 6 October 2006 amount to £49,278 which represents 353 hours at an average hourly rate of £140. These costs are analysed further at Appendix D. No fees have yet been drawn in respect of these amounts and creditors approval for the basis of our remuneration will be sought at the creditors meeting.
- 6.3.3 Attached at Appendix D is an analysis of the time costs incurred from the date of Administration to 6 October 2006. These amounts are derived by reference to PKF (UK) LLP's normal rates for time properly spent by us and our staff in attending to matters arising in the Administration. Where members of staff have been employed on the Administration they have been so based on their experience and abilities in dealing with a case of this nature. Where appropriate, certain staff have dealt with a specific area of the Administration due to their specialist skills in that area. We would advise that PKF (UK) LLP's scale rates increase from time to time over the period of the administration of each insolvency.
- 6.3.4 Attached at Appendix E is an extract from the Statement of Insolvency Practice 9, A Creditors' Guide to Administrators' fees, for your reference.

6.3.5 We do not propose to charge internal disbursements to the Administration estate.

## **7 Proposed exit route from Administration**

7.1 Having identified that it was not appropriate or viable for the Company to complete or continue to work on contracts in Administration, we consider that the Administration process has realised property in order to make a distribution to the preferential creditors, who will be paid in accordance with our comments above in Section 5.2.

7.2 It is unclear at this stage if our actions will lead to any direct improvement for unsecured creditors. However, the preferential creditors will be paid in full and therefore we consider that one of the three statutory objectives has been achieved.

7.3 As advised earlier in this report, due to the uncertainty surrounding the outcome for the unsecured creditors of the Company, we propose four potential exit routes from Administration, one of which will be actioned:

- The Joint Administrators be empowered to place the Company into creditors voluntary liquidation, seeking the appointment as Liquidators of the Company.
- The Joint Administrators be empowered to submit proposals to the Company and its creditors to place the Company into a company voluntary arrangement, seeking the appointment as Supervisors of the Company, if they so desire.
- The Joint Administrators be empowered to apply to Court to bring the Administration to an end and recommend that the Company be compulsorily wound-up, seeking the appointment as Liquidators of the Company, if they so desire.
- In the event that on the anniversary of the Administration the outcome to unsecured creditors of the Company remains unclear, but there is a genuine possibility of the outcome being known for certain up to six months thereafter, the Joint Administrators are empowered to extend the period of Administration for a period not longer than six months following its one year anniversary.

### **7.4 Administrators discharge**

7.4.1 It is standard practice for administrators to seek a discharge from liability for any action taken by them during the course of an administration, following the termination of the administration.

7.4.2 Granting our discharge does not prevent any creditor of the Company from applying to Court (under Paragraph 75 of Schedule B1 to the Insolvency Act 1986) for permission to bring proceedings against us if any such party believes that our conduct as Joint Administrators

has breached our duties in relation to the Company or has otherwise made us guilty of misfeasance.

7.4.3 We are not currently aware of any issue that may result in such an application to Court.

7.4.4 For the avoidance of doubt, granting us our discharge prior to the termination of the Administration, does not discharge our liability, until the termination is effective.

7.4.5 A resolution seeking our discharge forms part of the Administrators' Proposals, discussed in more detail in Section 8.



## **8 The Administrators' proposals and creditors' meeting**

8.1 In accordance with Paragraph 49 of Schedule B1 of the Act, we make the following proposals to the creditors.

8.2 Approval of these proposals and other resolutions will be considered at a meeting of creditors to be held on 30 October 2006. We propose:

I. That the Joint Administrators do all such things and generally exercise all of their powers as administrators contained in Schedule 1 of the Insolvency Act 1986, as they in their discretion consider desirable or expedient in order to achieve the purposes of the Administration, to protect and preserve the assets of the Company or maximise the realisation of those assets or for any purpose incidental to these proposals.

II. That the Joint Administrators, at their sole discretion and at a time they see fit, are empowered to either:

- i. File the necessary returns at Court and with the Registrar of Companies to place the Company into Creditors Voluntary Liquidation pursuant to Paragraph 83 of Schedule B1 of the Insolvency Act 1986 and that Ian James Gould and Matthew David Gibson (the Joint Administrators) be appointed Joint Liquidators, or any other person(s) be appointed Liquidator of the Company in accordance with Paragraph 83(7) of the same, OR;
- ii. Make application to Court to end the Administration pursuant to Paragraph 79 of Schedule B1 of the Insolvency Act 1986, following which, the Joint Administrators request that the Company be compulsorily wound-up and Ian James Gould and Matthew David Gibson (the Joint Administrators) may be appointed Joint Liquidators, if they so desire, OR;
- iii. Summon meetings of the Company and its creditors in accordance with Section 3(2) of the Insolvency Act 1986 to consider a proposal to place the Company into a company voluntary arrangement and that Ian James Gould and Matthew David Gibson (the Joint Administrators) be appointed Joint Supervisors, if they so desire, OR;
- iv. File the necessary returns at Court and with the Registrar of Companies, or make the necessary application to the Court to extend the period of the Administration for a period not exceeding six months pursuant to Paragraph 76 of Schedule B1 of the Insolvency Act 1986.
- v. In the event that an extension of the Administration is sought under Proposal II(iv) above, the Joint Administrators remain empowered to:

- a. proceed with other actions under Proposal II at the appropriate time without further reference creditors, OR;
    - b. apply to Court to seek a further extension of the Administration in accordance with Paragraph 76(2) of Schedule B1 of the Insolvency Act 1986, OR;
    - c. apply to the Court to seek directions.
  - III. That the Joint Administrators shall be remunerated on a time cost basis by reference to PKF (UK) LLP's normal rates for the time spent by them and their staff in attending to matters arising in the Administration.
  - IV. That the Joint Administrators may take such action as they deem fit to disown, disclaim, gift or transfer onerous property in which the Company has interest, or take such steps to limit, curtail or end any obligations or liabilities incurred or to be incurred by the Company in respect of such property at their sole discretion as and when they see fit.
  - V. That the Joint Administrators be discharged from liability in accordance with Paragraph 98 of Schedule B1 of the Insolvency Act 1986, 28 days after filing their final progress report in the Administration.
  - VI. That, if thought appropriate, a creditors' committee be formed.
- 8.3 Attached at Appendix G is a notice of the meeting of creditors.
- 8.4 Attached at Appendix H is a form of general and special proxy to be used at the creditors meeting. Attached at Appendix J is a proof of debt form, also for creditors' submission.

## **9 EU Regulation**

- 9.1 The EC Regulation does apply to these proceedings as the registered office of the Company at the date of Administration was situated at 19-27 Shaw Street, St Helens.
- 9.2 These proceedings are main proceedings as defined in Article 3 of the EC Regulations.

## 10 Conclusions and recommendations

- 10.1 As discussed earlier in this report, we consider that there will be sufficient funds available to enable a distribution to unsecured creditors, but the timing and quantum of any return is not yet clear.
- 10.2 Following receipt of the advice of our agents and legal advisors in respect of the disposal of Colliers Moss, we propose to exit the Administration using the most appropriate exit route as per our proposals and at our sole discretion.
- 10.3 We therefore recommend that the creditors sanction the Administrators Proposals at the forthcoming meeting of creditors on 30 October 2006.
- 10.4 Should any creditor require any additional information or have any queries, they should contact Richard Tonks on 0121 609 3241.



**Ian Gould & Matthew Gibson**  
Joint Administrators

## **Appendix A - Statutory information**

## Statutory Information

<b>Company Number</b>	01604493		
<b>Date of Incorporation</b>	16/12/1981		
<b>Trading Activities</b>	Re-generation of derelict land and communities		
<b>Trading Address</b>	19-27 Shaw Street, St Helens, Merseyside, WA10 1DF		
<b>Shareholders</b>	Groundwork UK Knowsley MBC Liverpool City Council Sefton MBC St Helens MBC		
<b>Company Director(s)</b>		<b>Appointed</b>	<b>Resigned</b>
	JP Edward Connor	23/07/2004	-
	Nigel Kirkwood	19/05/2003	-
	Cllr Thomas Hargreaves	Pre 31/03/1992	-
	Professor Anthony Bradshaw	Pre 31/03/1992	-
	Cllr Richard John Roberts	11/12/1998	-
	Geoffrey Herbert Slater	14/05/1997	-
	Robert Edward Roberts	01/07/2003	-
<b>Company Secretary(s)</b>	Kevin W Pritchard	23/04/2002	-
<b>Registered Office</b>	For the purposes of the Administration, this has been changed to New Guild House, 45 Great Charles Street, Queensway, Birmingham B3 2LX.		
<b>Company's Bankers</b>	The Company's bankers are the National Westminster Bank Plc, Corporate Office, 1 <sup>st</sup> Floor, 5 Ormskirk Street, St Helens, WA10 1OT		
<b>Registered Charges</b>	None.		
<b>Company's Auditors</b>	The Company's auditors are Livesey Spottiswood, 17 George Street, St Helens, Merseyside, WA10 1DB		

## **Appendix B - Receipts and payments**

**account**

**The Groundwork Trust Limited**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**  
**To 06/10/2006**

S of A £	£	£
<b>ASSET REALISATIONS</b>		
Furniture & Equipment	275.00	
Book Debts	49,515.00	
Cash at Bank	<u>118,231.52</u>	
		168,021.52
<b>COST OF REALISATIONS</b>		
Wages & Salaries	13,867.89	
General office expenses	19.55	
Security/ Burglar Alarm	44.65	
Telephone Telex & Fax	308.58	
Stationery & Postage	36.81	
Motor & Travel	60.95	
Storage Costs	6,309.20	
Other Property Expenses	<u>832.00</u>	
		(21,479.63)
		<u>146,541.89</u>
<b>REPRESENTED BY</b>		
VAT Receivable		1,338.43
Bank 1 - Current		145,251.58
VAT Payable		(48.11)
Pension Contributions		<u>(0.01)</u>
		<u>146,541.89</u>



## **Appendix C - Estimated outcome**

### **statement**

## The Groundwork Trust Limited in Administration

## Estimated outcome statement

	Realised/ (Paid) to date £	Estimated future movements £	Estimated final outcome £
<b>Unencumbered assets</b>			
Freehold property - Shaw Street	-	210,000	210,000
Freehold property - Colliers Moss	-	-	-
Furniture and equipment	275	12,725	13,000
Book debts	49,515	75,000	124,515
Cash at bank	118,232	-	118,232
VAT reclaim	-	-	-
	<u>168,022</u>	<u>297,725</u>	<u>465,747</u>
<b>Costs of administration and realisation</b>			
Administrative wages/salaries	13,868	-	13,868
Office holders' fees	-	80,000	80,000
Legal fees and disbursements	-	15,000	15,000
Agents/Valuers fees and disbursements	-	10,000	10,000
Insurance	-	15,000	15,000
Storage costs and clearance of site	6,309	3,691	10,000
Other sundry costs	1,303	3,697	5,000
	<u>21,480</u>	<u>127,388</u>	<u>148,868</u>
<b>Amounts available to preferential creditors</b>	<b>146,542</b>	<b>170,337</b>	<b>316,879</b>
<b>Preferential creditors</b>			
Holiday pay arrears	-	15,000	15,000
	<u>-</u>	<u>15,000</u>	<u>15,000</u>
<b>Amounts available to unsecured creditors</b>	<b>146,542</b>	<b>155,337</b>	<b>301,879</b>
<b>Estimated Unsecured creditors</b>			
Trade and expense		723,731	
HM Revenue & Customs - PAYE and NIC		-	
Pension Fund shortfall		700,000	
Redundancy		45,000	
Lieu of notice		65,000	
Protective award		65,000	
			<u>(1,598,731)</u>
<b>Estimated (shortfall) as regards unsecured creditors</b>			<b><u>(1,296,852)</u></b>
<b>Estimated return to unsecured creditors (p in the £)</b>			<b><u>18.88</u></b>

NB. This estimated outcome statement excludes the costs of distribution and the costs of any subsequent insolvency proceedings.

## **Appendix D - Our time costs analysis to 6**

**October 2006**

### Time & Charge Out Rate Summary

Classification of work function	Hours					Time Cost £	Average hourly rate (£)
	Partner	Director/ Manager	Administrator	Assistants & Support Staff	Total		
Administration and planning	8.00	56.63	83.20	6.01	153.84	22,806.52	148.25
Investigations	0.00	2.25	2.00	1.00	5.25	674.50	128.48
Realisation of assets	1.25	29.73	43.00	0.00	73.98	10,963.26	148.19
Trading	2.50	6.75	6.65	3.25	19.15	2,935.30	153.28
Creditors	1.75	10.85	87.65	0.25	100.50	11,898.70	118.40
Other 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>13.50</b>	<b>106.21</b>	<b>222.50</b>	<b>10.51</b>	<b>352.72</b>		
<b>Total Fees Incurred (£)</b>	<b>3,888.00</b>	<b>17,768.52</b>	<b>27,045.80</b>	<b>575.96</b>	<b>49,278.28</b>		
<b>Average hourly Rate (£)</b>	<b>288.00</b>	<b>167.30</b>	<b>121.55</b>	<b>54.80</b>	<b>139.71</b>		

# **Appendix E - A creditors' guide to administrators' fees**

**A CREDITORS' GUIDE TO ADMINISTRATORS' FEES****Where Petition Presented or Appointment Made On or After 15 September 2003****ENGLAND AND WALES****1 Introduction**

- 1.1 When a company goes into administration the costs of the proceedings are paid out of its assets. The creditors, who hope eventually to recover some of their debts out of the assets, therefore have a direct interest in the level of costs, and in particular the remuneration of the insolvency practitioner appointed to act as administrator. The insolvency legislation recognises this interest by providing mechanisms for creditors to determine the basis of the administrator's fees. This guide is intended to help creditors be aware of their rights under the legislation to approve and monitor fees and explains the basis on which fees are fixed.

**2 The nature of administration**

- 2.1 Administration is a procedure which places a company under the control of an insolvency practitioner and the protection of the court with the following objective:
- rescuing the company as a going concern, or
  - achieving a better result for the creditors as a whole than would be likely if the company were wound up without first being in administration, or, if the administrator thinks neither of these objectives is reasonably practicable
  - realising property in order to make a distribution to secured or preferential creditors.

**3 The creditors' committee**

- 3.1 The creditors have the right to appoint a committee with a minimum of 3 and a maximum of 5 members. One of the functions of the committee is to determine the basis of the administrator's remuneration. The committee is normally established at the meeting of creditors which the administrator is required to hold within a maximum of 10 weeks from the beginning of the administration to consider his proposals. The administrator must call the first meeting of the committee within 6 weeks of its establishment, and subsequent meetings must be held either at specified dates agreed by the committee, or when a member of the committee asks for one, or when the administrator decides he needs to hold one. The committee has power to summon the administrator to attend before it and provide information about the exercise of his functions.

**4 Fixing the administrator's fees**

- 4.1 The basis for fixing the administrator's remuneration is set out in Rule 2.106 of the Insolvency Rules 1986, which states that it shall be fixed either:
- as a percentage of the value of the property which the administrator has to deal with, or
  - by reference to the time properly given by the administrator and his staff in attending to matters arising in the administration.

It is for the creditors' committee (if there is one) to determine on which of these bases the remuneration is to be fixed, and if it is fixed as a percentage fix the percentage to be applied.

Rule 2.106 says that in arriving at its decision the committee shall have regard to the following matters:

- the complexity (or otherwise) of the case;
- any responsibility of an exceptional kind or degree which falls on the administrator;
- the effectiveness with which the administrator appears to be carrying out, or to have carried out, his duties;
- the value and nature of the property which the administrator has to deal with.

4.2 If there is no creditors' committee, or the committee does not make the requisite determination, the administrator's remuneration may be fixed by a resolution of a meeting of creditors having regard to the same matters as the committee would. If the remuneration is not fixed in any of these ways, it will be fixed by the court on application by the administrator.

4.3 There are special rules about creditors' resolutions in cases where the administrator has stated in his proposals that the company has insufficient property to enable a distribution to be made to unsecured creditors except out of the reserved fund which may have to be set aside out of floating charge assets.

In this case, if there is no creditors' committee, or the committee does not make the requisite determination, the remuneration may be fixed by the approval of –

- each secured creditor of the company; or
- if the administrator has made or intends to make a distribution to preferential creditors –
  - each secured creditor of the company; and
  - preferential creditors whose debts amount to more than 50% of the preferential debts of the company, disregarding debts of any creditor who does not respond to an invitation to give or withhold approval, having regard to the same matters as the committee would.

Note that there is no requirement to hold a creditors' meeting in such cases unless a meeting is requisitioned by creditors whose debts amount to at least 10 per cent of the total debts of the company.

4.4 A resolution of creditors may be obtained by correspondence.

## **5 What information should be provided by the administrator?**

### **5.1 When seeking fee approval**

5.1.1 When seeking agreement to his fees the administrator should provide sufficient supporting information to enable the committee or the creditors to form a judgement as to whether the proposed fee is reasonable having regard to all the circumstances of the case. The nature and extent of the supporting information which should be provided will depend on:

- the nature of the approval being sought;
- the stage during the administration of the case at which it is being sought; and
- the size and complexity of the case.

- 5.1.2 Where, at any creditors' or committee meeting, the administrator seeks agreement to the terms on which he is to be remunerated, he should provide the meeting with details of the charge-out rates of all grades of staff, including principals, which are likely to be involved on the case.
- 5.1.3 Where the administrator seeks agreement to his fees during the course of the administration, he should always provide an up to date receipts and payments account. Where the proposed fee is based on time costs the administrator should disclose to the committee or the creditors the time spent and the charge-out value in the particular case, together with, where appropriate, such additional information as may reasonably be required having regard to the size and complexity of the case.

The additional information should comprise a sufficient explanation of what the administrator has achieved and how it was achieved to enable the value of the exercise to be assessed (whilst recognising that the administrator must fulfil certain statutory obligations that might be seen to bring no added value for creditors) and to establish that the time has been properly spent on the case. That assessment will need to be made having regard to the time spent and the rates at which that time was charged, bearing in mind the factors set out in paragraph 4.1 above. To enable this assessment to be carried out it may be necessary for the administrator to provide an analysis of the time spent on the case by type of activity and grade of staff. The degree of detail will depend on the circumstances of the case, but it will be helpful to be aware of the professional guidance which has been given to insolvency practitioners on this subject. The guidance suggests the following areas of activity as a basis for the analysis of time spent:

- Administration and planning
- Investigations
- Realisation of assets
- Trading
- Creditors
- Any other case-specific matters

The following categories are suggested as a basis for analysis by grade of staff:

- Partner
- Manager
- Other senior professionals
- Assistants and support staff

The explanation of what has been done can be expected to include an outline of the nature of the assignment and the administrator's own initial assessment, including the anticipated return to creditors. To the extent applicable it should also explain:

- Any significant aspects of the case, particularly those that affect the amount of time spent.
- The reasons for subsequent changes in strategy.



- Any comments on any figures in the summary of time spent accompanying the request the administrator wishes to make.
- The steps taken to establish the views of creditors, particularly in relation to agreeing the strategy for the assignment, budgeting, time recording, fee drawing or fee agreement.
- Any existing agreement about fees.
- Details of how other professionals, including subcontractors, were chosen, how they were contracted to be paid, and what steps have been taken to review their fees.

It should be borne in mind that the degree of analysis and form of presentation should be proportionate to the size and complexity of the case. In smaller cases not all categories of activity will always be relevant, whilst further analysis may be necessary in larger cases.

- 5.1.4 Where the fee is charged on a percentage basis the administrator should provide details of any work which has been or is intended to be sub-contracted out which would normally be undertaken directly by an administrator or his staff.

## **5.2 After fee approval**

- 5.2.1 Where a resolution fixing the basis of fees is passed at any creditors' meeting held before he has substantially completed his functions, the administrator should notify the creditors of the details of the resolution in his next report or circular to them. In all subsequent reports to creditors the administrator should specify the amount of remuneration he has drawn in accordance with the resolution. Where the fee is based on time costs he should also provide details of the time spent and charge-out value to date and any material changes in the rates charged for the various grades since the resolution was first passed. He should also provide such additional information as may be required in accordance with the principles set out in paragraph 5.1.3. Where the fee is charged on a percentage basis the administrator should provide the details set out in paragraph 5.1.4 above regarding work which has been sub-contracted out.

## **5.3 Expenses and disbursements**

- 5.3.1 There is no statutory requirement for the committee or the creditors to approve the drawing of expenses or disbursements. However, professional guidance issued to insolvency practitioners requires that, where the administrator proposes to recover costs which, whilst being in the nature of expenses or disbursements, may include an element of shared or allocated costs (such as room hire, document storage or communication facilities provided by the administrator's own firm), they must be disclosed and be authorised by those responsible for approving his remuneration. Such expenses must be directly incurred on the case and subject to a reasonable method of calculation and allocation.

## **6 What if a creditor is dissatisfied?**

- 6.1 If a creditor believes that the administrator's remuneration is too high he may, if at least 25 per cent in value of the creditors (including himself) agree, apply to the court for an order that it be reduced. If the court does not dismiss the application (which it may if it considers that insufficient cause is shown) the applicant must give the administrator a copy of the application and supporting evidence at least 14 days before the hearing. Unless the court

orders otherwise, the costs must be paid by the applicant and not as an expense of the administration.

## **7 What if the administrator is dissatisfied?**

- 7.1 If the administrator considers that the remuneration fixed by the creditors' committee is insufficient he may request that it be increased by resolution of the creditors. If he considers that the remuneration fixed by the committee or the creditors is insufficient, he may apply to the court for it to be increased. If he decides to apply to the court he must give at least 14 days' notice to the members of the creditors' committee and the committee may nominate one or more of its members to appear or be represented on the application. If there is no committee, the administrator's notice of his application must be sent to such of the company's creditors as the court may direct, and they may nominate one or more of their number to appear or be represented. The court may order the costs to be paid as an expense of the administration.

## **8 Other matters relating to fees**

- 8.1 Where there are joint administrators it is for them to agree between themselves how the remuneration payable should be apportioned. Any dispute arising between them may be referred to the court, the creditors' committee or a meeting of creditors.
- 8.2 If the administrator is a solicitor and employs his own firm to act on behalf of the company, profit costs may not be paid unless authorised by the creditors' committee, the creditors or the court.

## **9 Provision of information – additional requirements**

- 9.1 In any case where the administrator is appointed on or after 1 April 2005 he must provide certain information about time spent on a case, free of charge, upon request by any creditor, director or shareholder of the company.

The information which must be provided is –

- the total number of hours spent on the case by the administrator or staff assigned to the case;
- for each grade of staff, the average hourly rate at which they are charged out;
- the number of hours spent by each grade of staff in the relevant period.

The period for which the information must be provided is the period from appointment to the end of the most recent period of six months reckoned from the date of the administrator's appointment, or where he has vacated office, the date that he vacated office. The information must be provided within 28 days of receipt of the request by the administrator, and requests must be made within two years from vacation of office.

**SIP 9 VERSION 4 – AUGUST 2005**

## **Appendix F - A schedule of our charge out**

**rates**

**SCHEDULE OF OUR CHARGE-OUT RATES**

The table detailed below sets out the charge-out rates utilised by PKF (UK) LLP for charging staff time.

Partner	£288 per hour
Director	£216 per hour
Senior Manager	£204 per hour
Manager	£162 per hour
Supervisor	£132 per hour
Administrator	£80 - £96 per hour
Assistants and Support Staff	£46 - £67 per hour

It should be noted that the above rates increase from time to time over the period of the administration of each insolvency case. These rates apply from 1 November 2005.

# **Appendix G - Notice of meeting of creditors**

## Notice of a meeting of creditors

Name of Company <div style="text-align: center;"><b>The Groundwork Trust Limited</b></div>	Company number <div style="text-align: right;"><b>01604493</b></div>
In the <div style="text-align: center;"><b>High Court of Justice, Chancery Division, Birmingham District Registry</b></div>	Court case number <div style="text-align: right;"><b>4924 of 2006</b></div>

(a) Insert full name(s) and address(es) of the administrator(s)      Notice is hereby given by (a) Ian James Gould and Matthew David Gibson of PKF (UK) LLP New Guild House 45 Great Charles Street Queensway Birmingham B3 2LX

(b) Insert full name and address of registered office of the company      that a meeting of the creditors of (b)The Groundwork Trust Limited New Guild House 45 Great Charles Street Queensway Birmingham B3 2LX

(c) Insert details of place of meeting      is to be held at (c) the Thistle Hotel Haydock, Penny Lane, Haydock, WA11 9SG

(d) Insert date and time of Meeting      on (d) 30 October 2006 at 1030 hours

The meeting is:

\* Delete as applicable

\* (1) an initial creditors' meeting under paragraph 51 of Schedule B1 to the Insolvency Act 1986 ("the Schedule");

~~\* (2) an initial creditors' meeting requested under paragraph 52(2) of the Schedule;~~

~~\* (3) to consider revisions to my proposals under paragraph 54(2) of the Schedule;~~

~~\* (4) a further creditors' meeting under paragraph 56 of the Schedule;~~

~~\* (5) a creditors' meeting under paragraph 62 of the Schedule~~

I invite you to attend the above meeting.

A proxy is enclosed which should be completed and returned to me by the date of the meeting if you cannot attend and wish to be represented.

In order to be entitled to vote under Rule 2.38 at the meeting you must give to me, not later than 12.00 hours on the business day before the day fixed for the meeting, details in writing of your claim.

Signed

  
**Ian Gould - Joint Administrator**

Dated    **13 October 2006**

\* Delete as applicable

A copy of the \*proposals /~~revised proposals~~ have been sent to all known creditors.

## **Appendix H - Forms of special and general**

**proxy**

## Proxy (Administration)

The Groundwork Trust Limited

PAGE  
1 of 2

Name of Creditor \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please insert name of person (who must be 18 or over) or the Chairman of the Meeting. If you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

Name of Proxy Holder

- 1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

I appoint the above person to be my/the creditor's proxy holder at the meeting of creditors to be held on **30 October 2006**, or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion).

\*Please delete as appropriate

## Voting Instructions for resolutions

1. For the acceptance/rejection\* that the Joint Administrators to do all such things and generally exercise all their powers as Joint Administrators contained in Schedule 1 of the Insolvency Act 1986, as they in their discretion consider desirable or expedient in order to achieve the purposes of the Administration to protect and preserve the assets of the Company or maximise the realisation of those assets or for any purpose incidental to these proposals.
2. For the acceptance/rejection\* that the Joint Administrators at their sole discretion and at any time they see fit, are empowered to either:
  - 2.1. File the necessary returns at Court and with the Registrar of Companies to place the Company into Creditors Voluntary Liquidation pursuant to Paragraph 83 of Schedule B1 of the Insolvency Act 1986 and that Ian James Gould and Matthew David Gibson (the Joint Administrators) be appointed Joint Liquidators, or  
 \_\_\_\_\_ (insert name of licensed IP)  
 be appointed Liquidator of the Company in accordance with Paragraph 83(7) of the same, OR;
  - 2.2. Make application to Court to end the Administration pursuant to Paragraph 79 of Schedule B1 of the Insolvency Act 1986, following which, the Joint Administrators request that the Company be compulsorily wound-up and Ian James Gould and Matthew David Gibson (the Joint Administrators) may be appointed Joint Liquidators, if they so desire, OR;
  - 2.3. Summon meetings of the Company and its creditors in accordance with Section 3(2) of the Insolvency Act 1986 to consider a proposal to place the Company into a company voluntary arrangement and that Ian James Gould and Matthew David Gibson (the Joint Administrators) be appointed Joint Supervisors, if they so desire, OR;
  - 2.4. File the necessary returns at Court and with the Registrar of Companies, or make the necessary application to Court to extend the period of Administration for a period not exceeding six months pursuant to Paragraph 76 of Schedule B1 of the Insolvency Act 1986.

(CONTINUED OVERLEAF)



## Proxy (Administration)

The Groundwork Trust Limited

PAGE  
2 of 2\*Please delete as  
appropriate

## Voting Instructions for resolutions (continued)

- 2.5. In the event that an extension of the Administration is sought under Proposal 2.4 above, the Joint Administrators remain empowered to:
- proceed with other actions under Proposal 2 at the appropriate time without further reference to creditors, OR;
  - apply to Court to seek a further extension of the Administration in accordance with Paragraph 76(2) of Schedule B1 of the Insolvency Act 1986, OR;
  - apply to Court to seek directions.
3. For the acceptance/rejection\* that the Joint Administrators shall be remunerated on a time costs basis by reference to PKF (UK) LLP's normal rates for the time spent by them and their staff in attending to matters arising in the Administration.
4. For the acceptance/rejection\* that the Joint Administrators may take such action as they deem fit to disown, disclaim, gift or transfer any onerous property in which the Company has interest, or take such steps to limit, curtail or end any obligations or liabilities incurred to be incurred by the Company in respect of such property at their sole discretion as and when they see fit.
5. For the acceptance/rejection\* that the Joint Administrators be discharged from liability in accordance with Paragraph 98 of Schedule B1 of the Insolvency Act 1986, 28 days after filing their final progress report in the Administration.
6. For the appointment of \_\_\_\_\_  
Representing \_\_\_\_\_  
As a member of the creditors' committee.

This form must be signed

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name in CAPITAL LETTERS \_\_\_\_\_

Only to be completed if the  
creditor has not signed in  
personPosition with creditor or relationship to creditor or other authority for signature  
\_\_\_\_\_  
\_\_\_\_\_

## **Appendix J - Proof of debt form**

## Proof of Debt – General Form

<b>The Groundwork Trust Limited</b> <b>In Administration</b>		
Date of Administration – 22 August 2006		
1	Name of creditor (If a company please also give company registration number).	
2	Address of creditor for correspondence.	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation.	
4	Details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the liquidator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting).	
5	If amount in 3 above includes outstanding uncapitalised interest please state amount.	£
6	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form).	
7	Particulars of any security held, the value of the security, and the date it was given.	
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
9	Signature of creditor or person authorised to act on his behalf _____	
	Name in BLOCK LETTERS _____	
	Position with or in relation to creditor _____ Address of person signing (if different from 2 above) _____	

## **Appendix K - List of company creditors**

**The Groundwork Trust Limited**  
**B - Company Creditors**

<b>Key</b>	<b>Name</b>	<b>Address</b>	<b>£</b>
C100	1st Northern Sign Company	JM House, Barber Street, St Helens, WA9 1LA	2,279.50
CA00	Arval PHH	Arval Centre, Windmill Hill, Swindon, SN5 6PE	33.11
CA01	Appreciating People	100 heath Road, Liverpool, L19 4TW	1,750.00
CB00	B & Q Trade Account	Time Retail Finance Ltd, Selectapost 18, Rotherham, S97 3DA	500.46
CB01	Bank of Scotland	Ground Floor, Lakeside House, Centre Park, Warrington, WA1 1QZ	1,583.44
CB02	Best Security Limited	39 A & B Moss Bank Rd, St Helens, Merseyside, WA11 7DD	52.47
CB03	British Telecom	BTUK Business Accounts, Providence Row, Durham, DH98 1BT	0.00
CB04	Building Images	12 Hawthorn Business Park, Hawthorne Street, Warrington, WA5 0BT	2,543.87
CB05	Bold Business Centre	Bold Lane, Sutton, St Helens, Merseyside, WA9 4TX	0.00
CB06	Billinge Parish Council	Parish Council Offices, Public Hall, Pingot Road, Billinge, WN5 7LX	16,308.82
CB07	Belakreet	304 Jackson Street, St Helens, Merseyside, WA9 3AZ	31,611.03
CC00	Cash Payments		0.00
CC01	Centrol Recycling Group	Everite Road, Widnes, Cheshire, WA8 8PT	0.00
CC03	Concept Hygiene	Unit 3A Arbor Court, Arbor Lane, Knowlsey Ind Park, L33 7XB	1,283.88
CC04	Charity Commission Direct	PO Box 1227, Liverpool, L69 3UG	0.00
CD00	David Webster & Sons	6 Old Higher Road, Halebank, Windes, WA8 8NU	148,296.71
CF00	FMCf	130 St Mary's Road, Liverpool, L19 2JG	0.00
CG00	Groundwork UK	Lockside, 5 Scotland Street, Birmingham, B1 2RR	340.75
CG02	GW & CG ball	Longlands Farm, Bank Bridge, Taleton, Nr Preston	70.00
CG03	Green Energy UK	Unit 3A, mercury Drive, Brackmills, Northampton, NN4 7PN	0.00
CG04	Green Energy UK	Unit 3A, Mercury Drive, Brackmills, Northampton, NN4 7PN	0.00
CG05	Garfield Weston Foundation	Weston Centre, 10 Grosvenor St, London, W1K 4QY	19,066.00
CH00	HM Hampson Ltd		0.00
CH01	Information Management & Storage	Hamlet House, Delphwood Drive, St Helens, WA9 5JE	103.75
CH02	Horse & Bamboo	Waterfoot, Rossendale, Lancs, BB4 7HB	1,175.00
CH03	HSS		100.26
CH04	HM Revenue & Customs	Insolvency Operations, Queens Dock, Liverpool, L74 4AF	0.00
CH05	HM Revenue & Customs	Durrington Bridge House, Barrington, Worthing, West Sussex, BN12 4SE	0.00
CI00	Inland Revenue	Warrington Area Office, Mersey Bank House, Barbauld Street, Warrington	0.00
CJ00	JRB Enterprise Limited	9 Maple Road, Bramhall, Cheshire, SK7 2DH	0.00
CL00	Dick Leigh	Ashleigh, Clitheroe Road, Barrow, Clitheroe, Lancs, BB7 9AQ	158.57
CL01	Liverpool City Council	Revenues Services, PO Box 1, Liverpool, L69 2DQ	8,926.56
CL02	Lyreco UK Limited	Deer Park Curt, Donnington Wood, Telford, Shropshire, TF2 7NB	350.48
CL04	Low Carbon Network	50a Park Crescent Terrace, Brighton, East Sussex, BN2 3HE	0.00
CL05	Liverpool Prolific Offender Unit	Eaton Road Station, Eaton Road, Liverpool, L12 3HF	0.00
CL06	D Catterall	Solicitor, Liverpool City Council, Legal Services, Municipal Buildings, Dale Street, Liverpool, L2 2DH	0.00
CL07	Livesey Spottiswood Ltd	17 George Street, St Helens, Merseyside, WA10 1DB	0.00
CM00	Mahood Bros Ltd	Burscough Nurseries, Ring O Bells Lane, Lathom, L40 5US	161.56

Signature \_\_\_\_\_

Date \_\_\_\_\_

**The Groundwork Trust Limited**  
**B - Company Creditors**

Key	Name	Address	£
CM01	Mainsway Limited	Brickfields, Huyton Ind Estate, St Helens, L36 6HY	117.50
CM02	Merseyside Waste Disposal Authority	6th Floor, North House, 17 North John St. Liverpool, L2 5QY	0.00
CM00	Natwest Commercial Cards Division	PO Box 5747, Southend on Sea, SS1 9AJ	31.00
CM02	NCS Support Services	St Johns Court, Bacup Road, Rawtenstall, BB4 7PA	238.53
CM03	National Probation Service	FAO Jenny Currie, Burlington House, Crosby Road North, Liverpool, L22 0PJ	6,000.00
CO00	Orange Customer Services	Southend On Sea, SS99 6LU	0.00
CO01	Orange Plant	Express Works, Brunswick Ind Estate, Newcastle upon Tyne, NE13 7BA	146.88
CO02	Oochea Ltd	Stratford Road, Shirley, Solihull, West Midlands, B90 4JJ	263.00
CP00	Mr K W Pritchard	26 Windlehurst Drive, Boothstown, Worsley, Manchester, M28 1HL	0.00
CP01	Lake Technologies	Woodville House, Woodville Street, St Helens, Merseyside, WA10 1ET	434.04
CP02	Powergen	PO Box 7750, Nottingham, NG1 6WR	101.73
CP03	Pension Protection Fund	Knollys House, 17 Addiscombe Road, Croydon, Surrey CR0 6SR	0.00
CP04	The Pensions Regulator	Diagnostic and Monitoring Team, Invicta House, Trafalgar Place, Brighton BN1 4DV	0.00
CP05	Premier Landscapes		282.88
CR00	Record Playground Equipment Ltd	Waterfront Complex, Shipyard Ind Estate, Selby, North Yorkshire, YO8 8AP	7,637.50
CR01	Rivendell Garden Centre	Mill Lane, Widnes, Cheshire	240.00
CR02	Royal Mail	Papyrus Lane, Werrington, Peterborough, PE4 5BR	460.00
CR03	Roots & Shoots	Hall Lane, Lower Stretton, Warrington, Cheshire, WA4 4NY	709.42
CR04	Riverside Housing	133a Boundary Road, St Helens, Merseyside, WA10 2LR	7,100.00
CS00	St Helens District Council	4th Floor, Tontine House, 24 Church Street, St Helens, WA10 1BD	800.00
CS01	Scottish Power		0.00
CS02	Siemens	Townsend House, 160 Northbolt Road, Harrow, Middlesex, HA2 0PG	274.47
CS03	Springboard Developments Ltd	The Barley Mow Centre, 10 Barley Mow Passage, Chiswick, London, W4 4PH	1,965.26
CS04	St Helens MBC	Business Rates Office, Lincoln House, Corporation Street, St Helens, WA10 1UQ	1,385.00
CS05	St Helens Chamber	Technology Campus, St Helens, Merseyside, WA9 1UB	1,000.00
CS09	St John Ambulance	PO Box 90, 2 Edgar Street, Liverpool, L69 3RB	205.62
CS0A	Sutton PCC	Sutton Rectory, Eaves Lane, St Helens, WA9 3UB	2,000.00
CS0B	St Helens Black Cabs	15 Shaw Street, St Helens, WA10	0.00
CS0C	St Helens PCT	Bold Miners Neighbourhood Centre, Fleet Lane, Parr, St Helens, Merseyside, WA9 2NH	0.00
CS0D	Sefton Council		106,146.00
CS0E	St Helens Council	Town Hall, Corporation Street, St Helens, Merseyside, WA10 1HP	338,586.68
CS0F	St Helens Health Partnership	Bold Miners, Fleet Lane, St Helens	2,654.00
CT00	Thompson Dagnall	Hazelwood, North Road, Bretherton, Leyland, PR26 9AY	1,000.00
CT01	Transmore Van Hire	Bowesfield Crescent, Bowesfield Riverside Ind Estate, Stockton on Tees, TS18 3BL	729.68
CT02	TV Licence		131.50
CT03	The Finishing Touch	Unit 1, Sutton Oak Drive, Baxters Lane Industrial Estate, St Helens, WA9 3PH	71.48
CT04	The Windows Project	Liver House, 96 Bold Street, Liverpool, L1 4HY	0.00
CU00	United Utilities	PO Box 459, Warrington, WA55 1WB	0.00

Signature

Date

**The Groundwork Trust Limited**  
**B - Company Creditors**

Key	Name	Address	£
CU01	Urban Splash	100 Vanilla Factory, Fleet Street, Liverpool, L1 4AR	0.00
CU02	UK Fuels	PO Box 262, Crewe, Cheshire, CW2 6GF	0.00
CU03	Universal Play Ltd	4 Barnstone Business Park, Grimcote Road, Litchbrough, NN12 8JJ	1,057.36
CV00	Vyniline Ltd	Unit 4b Delph Court, Sherdley Business Park, Sullivans Way, St Helens, Merseyside, WA9 5GL	328.41
CW00	W A P Lawton & Son Ltd	Springfield Nursery, Pickmere Lane, Pickmere, Knutsford, WA16 0JP	1,481.89
CW01	Wilkinson Welding Ltd	7 Sutton Oak Drive, St Helens, WA9 3PU	1,922.30
CW02	Mr M Webster	32 Lovett Drive, Prescott, L35 5HJ	84.00
CW03	Wickstead Leisure		1,468.75
CX00	Xerox UK Ltd	Bridge House, Oxford Road, Uxbridge, Middlesex, UB8 1HS	0.00
EA00	Dave Anders	186 Woodlands Road, St Helens, WA11 9AG	0.00
EB00	Helen Bush	5 Albert Road, Waterloo, Liverpool, L22 8QT	0.00
EB01	Adam Brouard	42 Hawthorn Avenue, Timperley, Altrincham, WA15 6TR	0.00
EB02	Ruth Besford	49 Percy Street, St Helens, Lancs, WA9 3HR	0.00
EB03	Jill Barlow	53 Sandstone Road, Winstanley, Wigan, WN3 6TW	0.00
EB04	Kathryn Burkhill	2 Heyes Grove, Rainford, St Helens, WA11 8BW	0.00
EC00	Val Casson	4 Ulling Avenue, Anfield, Liverpool, L4 7UR	0.00
EC01	Brendan Cassin	24 Newton road, Billinge, Wigan, WN5 7LA	0.00
EC02	Ian Collins	22 Wolfenchen Avenue, Bootle, Merseyside, L20 0AZ	0.00
ED00	Justin Dalrymple	1 Kings Moss, Kings Moss, St Helens, Merseyside, WA11 8RF	0.00
ED01	Nina Dales	95 Ashbourne Road, Aigburth, Liverpool, L17 9QQ	0.00
EH00	Steve Hewlett	Ash Villa, 27 Galloway Road, Waterloo, L22 4QX	0.00
EH01	Rachel Hunter	10 Wilton Road, Huyton, L36 5XB	0.00
EH02	Rebecca Hargreaves	398 Wargrave Road, Newton Le Willows, Merseyside, WA12 8RT	0.00
EJ00	Ian Jones	10 Wilton Road, Huyton, L36 5XB	0.00
EM00	Mike Molyneux	1 Griffiths Drive, Southport, Merseyside, PR9 7DP	0.00
EM01	Victoria Morris	45 Braeside Crescent, Billinge, WN5 7PQ	0.00
EM02	John McDonnell	First Floor Flat, 11 Dudley Road, Wallasey, Merseyside, CHES 9JP	0.00
EP00	Christine Pope	61 Charmwood Street, St Helens, WA9 2DS	0.00
ES00	Gary Spriggs	21 Budworth Avenue, Sutton Manor, St Helens, Merseyside, WA9 4DF	0.00
ES01	Ian Selby	Cuerden Cottage, Nell Lane, Leyland, PR25 5TB	0.00
ES02	Anthony Seasman	2 Shepton Avenue, Walton, Liverpool, L4 5SU	0.00
EV00	Jacalyn Vose	10 Willcherry Gardens, St Helens, WA9 5UF	0.00
EV01	Rebecca Vout	1 Heathmoor Avenue, Lowton, WA3 1HP	0.00
EW00	Lorraine Watterson	23 Almond Court, Garfson, Liverpool, L19 2QZ	0.00
EW01	Maxine Watterson	62 Lark Lane, Aigburth, Liverpool, L17 8W	0.00
EW02	Ruth Webster	32 Lovett Drive, Prescott, L35 5HJ	0.00
EW03	Jamie Ware	43 Rundle Road, Aigburth, Liverpool, L17 0AQ	0.00
RC00	JP E Connor	22 Daleside Road, Northwood, Kirkby, Merseyside, L33 8XS	0.00

Signature

Date

The Groundwork Trust Limited  
B - Company Creditors

Key	Name	Address	£
RC01	Mr N Kirkwood	46 The Anchorage, East Coburg Dock, Sefton Street, Liverpool, Merseyside L3 4DR	0.00
RH00	Cllr T Hargreaves	3 Abbots Hall Avenue, Clock Face, St Helens, Merseyside, WA9 4UX	0.00
RP00	Professor A D Bradshaw	58 Knowsley Road, Liverpool, Merseyside, L19 0PG	0.00
RR00	R E Roberts	27 The Downs, Blundellsands Road West, Blundellsands, Liverpool, Lancashire L23 6XS	0.00
RR01	Cllr R J Roberts	52 Warbreck Avenue, Orell Park, Liverpool, Merseyside, Lancashire L9 8DJ	0.00
RS00	Mr G H Slater	The Rowans Mill Lane, Rainhill, Prescot, Merseyside, L35 6NG	0.00
120 Entries Totalling			723,730.90

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Appendix L - Notice of our Proposals**

**Statement of administrator's proposals****2.17B**

Name of Company  <b>The Groundwork Trust Limited</b>	Company number  <b>01604493</b>
In the <b>High Court of Justice, Chancery Division, Birmingham District Registry</b>	Court case number  <b>4924 of 2006</b>

(a) Insert full name(s)  
and address(es) of  
administrator(s)

We (a) Ian James Gould and Matthew David Gibson of PKF (UK) LLP New Guild House 45  
Great Charles Street Queensway Birmingham B3 2LX

\* Delete as applicable

attach a copy of ~~\*my~~/ our proposals in respect of the administration of the above company.

A copy of these proposals was sent to all known creditors on

(b) Insert date

(b) 13 October 2006

Signed

  
**Ian Gould - Joint Administrator**

Dated **13 October 2006**

**Contact Details:**

You do not have to give any contact  
information in the box opposite but if you  
do, it will help Companies House to  
contact you if there is a query on the form.

The contact information that you give will  
be visible to searchers of the public  
record.

Richard Tonks PKF (UK) LLP New Guild House	
45 Great Charles Street Queensway Birmingham B3 2LX	
	Tel 0121 212 222
DX Number	DX Exchange

Companies House receipt date barcode

When you have completed and signed this form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ

**DX33050 Cardiff**