

The Insolvency Act 1986

Administrator's progress report

Name of Company

Groundwork Bridgend and Neath Port Talbot

Company number

02388397

In the

Birmingham District Registry

[full name of court]

Court case number

8424 of 2014

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

I/We (a) Simon Edward Jex Girling and Danny Dartnail of BDO LLP 5th Floor, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX

administrator(s) of the above company attach a progress report for the period

(b) Insert date

from

(b)

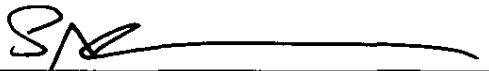
5 March 2016

to

(b)

2 September 2016

Signed


Joint/administrator(s)

Dated

7 September 2016

COMPANIES HOUSE



QIQ 14/10/2016 #88
A06 29/09/2016 #181
A23 10/09/2016 #249

COMPANIES HOUSE



Tel +44 (0)117 930 1500
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Bridgewater House
Counterslip
Bristol
BS1 6BX

7 September 2016

Your Ref
Our Ref SEG/JD/LH/00246812/A6

Please ask for
Jonathan Dunn
0117 930 1556

TO ALL CREDITORS

Dear Sirs

Groundwork Bridgend and Neath Port Talbot - In Administration ("the Company")

It is now twenty-two months since my appointment in respect of the Company. In accordance with Rule 2.47 of the Insolvency Rules 1986 I am now reporting the progress made in implementing the approved proposals and achieving the statutory purpose of the Administration.

1 Statutory Information

The Joint Administrators are Simon Edward Jex Girling and Ian J Gould of BDO LLP, 5th Floor, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX and they were appointed in respect of the above company on 6 November 2014. Under the provisions of paragraph 100(2) of Schedule B1 of the Insolvency Act 1986 the Administrators carry out their functions jointly and severally.

The Administrators were appointed by Brian Rees, a director, pursuant to Paragraph 22 of Schedule B1 of the Insolvency Act 1986. The Administration proceedings are dealt with in the Birmingham District Registry and the court case number is 8424 of 2014.

The Company's registered office is situated at c/o BDO LLP, Bridgewater House, Counterslip, Bristol, BS1 6BX and the registered number is 02388397.

2. Receipts and Payments

I enclose, for your information, a summary of my receipts and payments ("R&P") to 2 September 2016 showing a balance in hand of £83,888, together with a copy of my abstract account covering the period since my last report and summarise the key aspects of the R&P below. I additionally provide, within the attached 'Supplementary Information', a Statement of Remuneration and Expenses, which summarises the professional fees and other expenses which have been paid in the last period of this Administration and the costs which have accrued and not yet been paid.

Property Related Costs

The following costs relate specifically to the holding of the Company's freehold property whilst a sale process takes place. These costs have been settled from an overdraft facility provided by Barclays Bank PLC ("the Bank"). The Bank holds fixed and floating



security over the Company's assets and as such will be the primary beneficiary from any realisations from the properties.

Agents' Fees and Disbursements

A total of £200 was paid to Clee Tomkinson Francis for an Energy Performance Certificate of the Company's freehold properties in preparation for the sale

Utilities

A total of £247 has been paid to British Telecom PLC during the period for the use of a telephone line at the Company's freehold properties to ensure that security alarm systems and fire alarms are functioning and monitored in accordance with our insurance requirements

Security and Fire Alarm

£300 has been paid to Owl Security Ltd for the maintenance and monitoring of a security alarm on site. A further £306 has been paid to Chubb Fire and Security Ltd for the fire alarm system.

Other Expenses

Irrecoverable VAT

Given the nature of the Company's activities, the Company employed a partial exemption to its VAT affairs and as such only certain items of VAT will be recoverable. In line with HMRC guidance, VAT on fees such as the Administrators' pre-appointment fees are not recoverable and as such are included as an expense on the R&P. Total VAT of £1,217 has been classed as irrecoverable during the period and this relates solely to the VAT charged on the Administrators' pre-appointment fees

Redirection of Mail

£260 was paid to the Royal Mail Group to redirect mail from the Company's premises for a further six months, to ensure that all important correspondence is received and dealt with by the Administrators

Asset Realisations

Utilities Refund

A refund totalling £4,787 which relates to the utilities supplied at 8 Windmill Estate, Bridgend prior to the appointment of the Joint Administrators has been paid by British Gas. I anticipate there being a further small refund in due course, which will be set off against any charges incurred for the supply of electricity to the Companies freehold properties, required to maintain the fire and security alarms as referenced above

Insurance Refund

£351.88 was paid by Metlife to refund insurance paid in advance prior to the Administration.

3 Pre Appointment Costs

Pre Administration fees of £6,085 were paid during the period as an expense of the Administration. These fees have previously been approved by secured and preferential creditors.

4 Future of the Administration

The Administrators have a duty to investigate the affairs of the Company and also the conduct of the directors and in this latter respect to submit a confidential statutory report to the Secretary of State. I confirm that a report has been submitted.

We have completed our review of the Company's affairs and assets to establish whether there are any actions that can be investigated for the benefit of the creditors and concluded there are no causes of action to be pursued.

The third statutory purpose of the Administration will be achieved through distributions to one or more secured or preferential creditors, once the freehold property has been sold.

The only remaining assets to realise are the Company's freehold properties, and further information can be found below.

The Engine House, Resource Centre and Surrounding Land ("the Engine House")

Details of the marketing undertaken to date is set out in my previous progress report. Since my last report, an offer has been received and accepted, subject to contract, for the sale of the Engine House and surrounding land, including the Resource Centre. I have not disclosed the proposed offer price in this report so as to avoid prejudicing any future sale process should this sale not proceed for any reason, however, I can confirm that my agents have recommended acceptance of the offer.

The proposed purchaser intends to use the premises for charitable purposes and has submitted planning applications in accordance with their intended use of the property, however, their existing offer remains subject to their own successful grant application.

We are advised that their application was submitted to the Welsh Government at the end of July and they are likely to require the full 3 month period to completion that has been initially agreed. In the event that the sale has not completed by 8 October 2016 then we reserve the right to re-commence marketing of the site.

The Environment Centre

As set out in our last report, in light of the lack of progress in clarifying the rights of access with the neighbouring land owner, our agents recommended marketing the site 'as is' whilst negotiations continued in respect of the right of access.

Following production of the necessary Energy Performance Certificate and in line with our agents advice the marketing campaign was launched just after Easter and included:

- Colour brochure prepared and circulated to a list of known and potentially interested parties, using the database of property consultants Alder King LLP.
- Advertising board on site
- Website marketing including a placement on Rightmove com
- Newspaper adverts in local and regional press

Whilst offers have been received, none are considered capable of being accepted given the level of interest received in the site. In the meantime we are also continuing discussions with neighbouring land owner in an effort to provide clarity on this issue for the benefit of the sale process.

5 Extension of Administration

In order to enable sufficient time to finalise the sales of the freehold properties, make any resulting distributions to creditors and complete formal Administration matters, I will shortly be applying for a Court Order to extend the Administration beyond the current end date of 5 November 2016. This progress report has been prepared in support of this application and I shall notify creditors of the outcome of the application in due course.

Once the Administration has ended the Company will be dissolved, unless there is a distribution to unsecured creditors, other than via the Prescribed Part, in which case the Company will move from Administration to Liquidation.

6 Prospects for Creditors

Secured Creditors

As previously reported, the Bank holds a fixed and floating charge over the Company's assets and will therefore be the primary beneficiary once the properties have been sold. The Company records show that the Bank is owed approximately £306,000, although this claim remains subject to verification.

Preferential Creditors

I have received and admitted preferential claims totalling £49,205, of which £43,315 is claimed by the Redundancy Payments Office. Any dividend to preferential creditors remains subject to level of realisations from the Company's freehold properties. Accordingly, once the sale of freehold properties has been completed and any surplus established, I will be in a position to update further on dividend prospects for preferential creditors.

Unsecured Creditors

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company (after the settlement of costs and preferential claims) must be made available purely for the unsecured creditors, although these provisions do not apply if the net property is lower than the prescribed minimum (currently £10,000).

In this case, whilst the Company granted fixed and floating charges to the Bank on 1 June 2006, I estimate that the Company's net property, after allowing for preferential claims and costs, will be less than the prescribed minimum and as such I do not expect that the provision of section 176A of the Insolvency Act 1986 will apply

However, in the event that, after costs and full repayment to the Bank there are surplus realisations from fixed charge assets (i.e. the freehold properties), these surplus funds may enable a distribution to unsecured creditors

7 Administrators' Remuneration

The secured and preferential creditors have already approved the Administrators' remuneration on a time costs basis. Time costs of £17,335 have accrued during the period 5 March 2016 to 2 September 2016 (being the period since our last report). Overall time costs since the commencement of the Administration to 2 September 2016 total £143,373. I can confirm that I have not yet drawn any fees.

Attached are schedules that summarise the work undertaken during both the latest period and during the whole Administration period and indicate the nature of the work undertaken in that respect.

More specifically, I can advise that work undertaken in this last period has included:

- Dealing with property matters including ensuring compliance with unoccupied insurance requirements, liaising with local police, insurers and security providers regarding vacant property issues and minor damage/vandalism on site
- Liaising with legal and property advisors with regards to the sales strategy for the freehold properties
- Liaising with agents regarding interested parties and offers received
- Drafting reports to the Bank to provide them with updates regarding the sales strategy
- Liaising with utility providers to ensure ongoing services
- Responding to ongoing employee queries
- Answering various creditor queries and adding unsecured claims to our system
- Completing quarterly VAT returns
- Drafting and sending a statutory progress report to creditors
- Carrying out regular reconciliations of the bank accounts
- General cashiering duties
- Other administrative tasks

Disbursements

Where disbursements are recovered in respect of precise sums expended to third parties there is no necessity for these costs to be authorised. These are known as category 1 disbursements.

A summary of the category 1 disbursements that have been incurred during the whole Administration are below. I can confirm that no disbursements have been incurred or drawn during the period of this report.

Description	Amount (£)
Fire alarm	1,589.52
Security alarm	780.00
Courier and storage of Company records	1,682.92
Insurance	241.03
Statutory bond	210
Press agent fees	429 65
Parking	78 29
	<u>5,011.41</u>

The secured and preferential creditors have already approved that the Joint Administrators be authorised to draw category 2 disbursements in respect of postage, stationery, photocopying charges, telephone, fax and other electronic communications on the basis of £12.50 per creditor in the first year of the Administration and £6 25 per creditor in respect of each subsequent year.

Based on 140 creditors (including employees) I anticipate drawing £1,750 accrued in the first year and £875 in the second year. None have been drawn to date.

For category 2 disbursements incurred for mileage (calculated at a rate of 45p per mile, in line with HMRC's approved mileage rates) these have been approved by creditors. I can report that mileage costs of £981.61 were incurred during previous periods. No category 2 disbursements in respect of mileage have been incurred during the period of this report and none have been drawn to date.

I provide at the end of this report an extract from the Insolvency Rules 1986 setting out the rights of creditors to request further information and/or challenge the remuneration or fees within the Administration

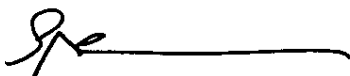
Other Matters

The Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to this Administration. A copy of the code is at

<http://www.icaew.com/en/members/regulations-standards-and-guidance/ethics/code-of-ethics-d>

The Insolvency Service has established a central gateway for considering complaints in respect of insolvency practitioners. In the event that you make a complaint to me but are not satisfied with the response from me then you should visit <https://www.gov.uk/complain-about-insolvency-practitioner> where you will find further information on how you may pursue the complaint

Yours faithfully
for and on behalf of the Company



Simon Girling
Joint Administrator
Authorised by the Insolvency Practitioners Association in the UK
Enc

Statement from the Insolvency Rules 1986 (as amended) regarding the rights of creditors in respect of the Joint Administrators' fees and expenses:-

Rule 2 48A Creditors' request for further information

- (1) If—
- (a) within 21 days of receipt of a progress report under Rule 2 47—
 - (i) a secured creditor, or
 - (ii) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or
 - (b) with the permission of the court upon an application made within that period of 21 days, any unsecured creditor, makes a request in writing to the administrator for further information about remuneration or expenses (other than pre-administration costs) set out in a statement required by Rule 2 47(1)(db) or (dc), the administrator must, within 14 days of receipt of the request, comply with paragraph (2)
- (2) The administrator complies with this paragraph by either—
- (a) providing all of the information asked for, or
 - (b) so far as the administrator considers that—
 - (i) the time or cost of preparation of the information would be excessive, or
 - (ii) disclosure of the information would be prejudicial to the conduct of the administration or might reasonably be expected to lead to violence against any person, or
 - (iii) the administrator is subject to an obligation of confidentiality in respect of the information, giving reasons for not providing all of the information
- (3) Any creditor, who need not be the same as the creditor who requested further information under paragraph (1), may apply to the court within 21 days of—
- (a) the giving by the administrator of reasons for not providing all of the information asked for, or
 - (b) the expiry of the 14 days provided for in paragraph (1),
and the court may make such order as it thinks just
- (4) Without prejudice to the generality of paragraph (3), the order of the court under that paragraph may extend the period of 8 weeks provided for in Rule 2 109(1B) by such further period as the court thinks just

Rule 2 109 Creditors' claim that remuneration is or other expenses are excessive

- (1) Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court for one or more of the orders in paragraph (4)
- (1A) Application may be made on the grounds that—
- (a) the remuneration charged by the administrator,
 - (b) the basis fixed for the administrator's remuneration under Rule 2 106, or
 - (c) expenses incurred by the administrator,
is or are, in all the circumstances, excessive or, in the case of an application under sub-paragraph (b), inappropriate
- (1B) The application must, subject to any order of the court under Rule 2 48A(4), be made no later than 8 weeks after receipt by the applicant of the progress report which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report")
- (2) The court may, if it thinks that no sufficient cause is shown for a reduction, dismiss it without a hearing but it shall not do so without giving the applicant at least 5 business days' notice, upon receipt of which the applicant may require the court to list the application for a without notice hearing. If the application is not dismissed, the court shall fix a venue for it to be heard, and give notice to the applicant accordingly

Statement from the Insolvency Rules 1986 (as amended) regarding the rights of creditors in respect of the Joint Administrators' fees and expenses (continued):-

Rule 2 109 (continued)

(3) The applicant shall, at least 14 days before the hearing, send to the administrator a notice stating the venue and accompanied by a copy of the application, and of any evidence which the applicant intends to adduce in support of it

(4) If the court considers the application to be well-founded, it must make one or more of the following orders--

(a) an order reducing the amount of remuneration which the administrator was entitled to charge,

(b) an order fixing the basis of remuneration at a reduced rate or amount,

(c) an order changing the basis of remuneration,

(d) an order that some or all of the remuneration or expenses in question be treated as not being expenses of the administration,

(e) an order that the administrator or the administrator's personal representative pay to the company the amount of the excess of remuneration or expenses or such part of the excess as the court may specify,

and may make any other order that it thinks just, but an order under sub-paragraph (b) or (c) may be made only in respect of periods after the period covered by the relevant report

(5) Unless the court orders otherwise, the costs of the application shall be paid by the applicant, and are not payable as an expense of the administration

**Groundwork Bridgend and Neath Port Talbot
(In Administration)
Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs		From 05/03/2016 To 02/09/2016	From 06/11/2014 To 02/09/2016
400,000 00	FIXED CHARGE ASSETS		
	Freehold Land & Property	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	FIXED CHARGE COSTS		
	Agents' Fees & Disbs	200 00	9,117 20
	Insurance & Service Chgs	NIL	115.12
	Utilities	246 77	644.10
	Security and Fire Alarm	606 46	2,106 33
		<u>(1,053 23)</u>	<u>(11,982 75)</u>
(285,000 00)	FIXED CHARGE CREDITORS		
	Barclays Bank plc	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
75,000 00	ASSET REALISATIONS		
10,000.00	Resource Centre & pre-fab buildings	NIL	NIL
	Chattel assets	NIL	25,850 00
	Work in Progress	NIL	67,473 91
	Book debts	NIL	22,754 02
	Utilities Refund	4,787.44	4,865 04
	Insurance Refund	351.88	351.88
	Petty Cash	NIL	3,089.03
	Interest Gross	73.10	216 62
	Sundry Refunds	NIL	566 59
		<u>5,212 42</u>	<u>125,167.09</u>
	COST OF REALISATIONS		
	Specific Bond	NIL	105 00
	Administrators' Pre Appointment Costs	6,084.88	6,084 88
	Agents' Fees & Disbs	NIL	9,893.00
	Debt Collection Fees	NIL	1,302 41
	Pre App Legal Fees & Disbs	NIL	2,846 00
	Irrecoverable VAT	1,216.98	1,786 18
	Commission	NIL	3,237 60
	Collection & Storage of Records	NIL	1,988.71
	Re-direction of Mail	260.00	770 00
	Statutory Advertising	NIL	198 56
	Bank Charges	97.93	117 77
	IT Support	NIL	966.30
		<u>(7,659 79)</u>	<u>(29,296 41)</u>
(30,000.00)	PREFERENTIAL CREDITORS		
(10,000.00)	Preferential Wages	NIL	NIL
(15,000 00)	Preferential Hol. Pay	NIL	NIL
	Pension Schemes	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
(209,000 00)	UNSECURED CREDITORS		
(32,000.00)	Trade & Expense Creditors	NIL	NIL
	Unsecured Employees	NIL	NIL
		<u>NIL</u>	<u>NIL</u>

**Groundwork Bridgend and Neath Port Talbot
(In Administration)
Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs	From 05/03/2016 To 02/09/2016	From 06/11/2014 To 02/09/2016
(96,000.00)	(3,500.60)	83,887.93
REPRESENTED BY		
Input VAT		10 88
Royal Bank of Scotland "Floating Acc"		95,672.75
Fixed Acc - Barclays overdraft		(11,913 07)
Vat Control Account		117 37
		83,887.93



Simon Edward Jex Girling
Joint Administrator

**Groundwork Bridgend & Neath Port Talbot
(In Administration)**

Supplementary Information

Registered Office / Home Address

Bridgewater House
Finzels Reach
Counterslip
Bristol
BS1 6BX

Registered Number

02388397

Appointment Details

First Partner Simon Edward Jex Girling
BDO LLP, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX
Appointment Date 6 November 2014

Second Partner - Ian James Gould

BDO LLP, 125 Colmore Row, Birmingham, B3 3SD
Appointment Date 6 November 2014

Changes to Office Holders

None

Court Details

Birmingham District Registry
8424 of 2014

Dividends / Distributions / Consigned Funds

No Dividends Paid

Unrealisable Assets

Debts of c £32,000 due to heavy disputes and counterclaims
Chattel assets of nominal value as discussed within previous reports

Details of Basis of Remuneration

Time costs per Administrators proposals dated 16 December 2014

Approved by Secured and Preferential creditors in a postal vote on 23 September 2015

Statement of Remuneration / Expenses

For period 5 March 2016 to 2 September 2016

	Incurring and Paid To Date	Accrued In Previous Periods (but not paid)	Accrued In Current Period (but not paid)	Total
	£	£	£	£
Pre Administration fee	6,000 00	-	-	6,000 00
Pre Administration disbursements	84 44	-	-	84 44
Pre Appointment legal fees and disbursements	2,846 00	-	-	2,846 00
Administrators fees	-	126,038 35	17,335 10	143,373 45
Administrators disbursements	-	7,883 02	-	7,883 02
Legal fees and disbursements	-	12,430 08	1,156 92	13,587 00
Specific Bond	105 00	-	-	105 00
Agents Fees & Disbs	9,893 00	-	-	9,893 00
Debt Collection Fees	1,302 41	-	-	1,302 41
Commission on WIP collections	3,237 60	-	-	3,237 60
IT Backup Costs	966 30	-	-	966 30
Records Collection & Storage Costs	1,988 71	-	-	1,988 71
Statutory Advertising	198 56	-	-	198 56
Utilities (estimated)	644 10	-	-	644 10
Security Alarm and Fire Alarm	2,106 33	-	294 19	2,400 52
Site Security (estimated)	9,117 20	4,155 80	2,155 80	15,428 80
Bank Charges	117 77	-	-	117 77
Mail Redirection	770 00	-	-	770 00
Insurance	115 12	25,915 73	6,792 32	32,823 17
Irrecoverable VAT	1,786 18	-	-	1,786 18
	<u>41,278 72</u>	<u>176,422 98</u>	<u>27,734 33</u>	<u>245,436.03</u>

Name of Assignment: Groundwork Bridgend & Neath Port Talbot - In Administration

Time Charged and Rates Applicable for the Period From 5 March 2016 to 2 September 2016

	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
D General Administration													
01 Insurance Matters			0 75	213 75							0 75	213 75	
02 VAT			1 55	574 50					0 80	153 60	2 35	728 10	
07 Receipts/Payments Accounts			2 00	433 15	0 10	19 20	1 35	262 20	16 50	1,894 65	19 95	2,609 20	
15 General Admin/Correspondence	0 10	48 40	1 75	498 75							1 85	547 15	
SUB TOTAL General Admin	0 10	48 40	6 05	1,720 15	0 10	19 20	1 35	262 20	17 30	2,048 25	24 90	4,098 20	164 59
E Assets Realisation/Dealing													
06 Property Related Matters			17 00	4,920 00					1 25	176 00	18 25	5,096 00	
99 Other Matters			0 75	213 75							0 75	213 75	
SUB TOTAL Asset Realisation/Dealing	0 00	0 00	17 75	5,133 75	0 00	0 00	0 00	0 00	1 25	176 00	19 00	5,309 75	279 46

Name of Assignment Groundwork Bridgend & Neath Port Talbot - In Administration

Time Charged and Rates Applicable for the Period From 5 March 2016 to 2 September 2016

	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
G Employee Matters													
02 Dealing with Employees													
03 EPA Matters													
04 Pension Issues			0 50	150 00					0 20	26 20	0 00	0 00	
99 Other Matters									0 10	13 10	0 70	176 20	131 00
SUB TOTAL Employee Matters	0 00	0 00	0 50	150 00	0 00	0 00	0 00	0 00	0 30	39 30	0 80	189 30	236 63

Name of Assignment Groundwork Bridgend & Neath Port Talbot - In Administration

Time Charged and Rates Applicable for the Period From 5 March 2016 to 2 September 2016

	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
H Creditor Claims													
02 Secured Creditors			0 75	225 00							0 75	225 00	
04 Non-Preferential Creditors			0 35	74 55					1 05	109 20	1 40	183 75	
SUB TOTAL Creditor Claims	0 00	0 00	1 10	299 55	0 00	0 00	0 00	0 00	1 05	109 20	2 15	408 75	190 12
I Reporting													
04 Reporting to Creditors	0 15	76 35	15 85	4,517 25					7 50	1,189 50	23 50	5,783 10	
06 Reporting to Other Bodies	0 25	121 00	5 00	1,425 00							5 25	1,546 00	
SUB TOTAL Reporting	0 40	197 35	20 85	5,942 25	0 00	0 00	0 00	0 00	7 50	1,189 50	28 75	7,329 10	254 93
	0 50	2,331 75	46 25	13,245 70	0 10	19 20	1 35	262 20	27 40	3,562 25	75 60	17,335 10	

Name of Assignment Groundwork Neath Port and Talbot - In Administration

Time Charged and Rates Applicable for the Period From 6 November 2014 to 2 September 2016

	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
B Steps on Appointment													
02 Statutory Documentation							15 00	2,580 00			15 00	2,580 00	
04 Meet Directors/Debtors etc	3 25	1,498 25									3 25	1,498 25	
07 Attendance at Premises							29 00	4,988 00			29 00	4,988 00	
08 Preappointment Report									7 00	1,204 00	7 00	1,204 00	
9 Preparation of Proposals			6 25	1,693 75							6 25	1,693 75	
SUB TOTAL Steps on Appointment	3 25	1,498 25	6 25	1,693 75	0 00	0 00	44 00	7,568 00	7 00	1,204 00	60 50	11,964 00	197 75
C Planning and Strategy													
05 Review Options Available			19 00	5,149 00							19 00	5,149 00	
07 Strategy Planning	1 85	852 85	1 75	474 25			1 00	172 00			4 60	1,499 10	
99 Other Matters	1 00	461 00									1 00	461 00	
SUB TOTAL Planning and Strategy	2 85	1,313 85	20 75	5,623 25	0 00	0 00	1 00	172 00	0 00	0 00	24 60	7,109 10	288 99

Name of Assignment: Groundwork Neath Port and Talbot - In Administration

Time Charged and Rates Applicable for the Period From 6 November 2014 to 2 September 2016

	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	£
D General Administration													
01 Insurance Matters			4 75	1,301 25			3 75	645 00	0 65	100 75	9 15	2,047 00	
02 VAT			5 50	2,107 40			4 00	688 00	3 90	710 90	13 40	3,506 30	
03 Taxation			2 85	802 85							2 85	802 85	
05 Investigations	4 70	2,166 70	19 50	5,284 50			4 50	774 00			28 70	8,225 20	
06 Conduct Reports	0 50	230 50	0 50	135 50							1 00	366 00	
07 Receipts/Payments Accounts			4 30	908 05	0 10	19 20	3 75	714 90	35 15	4,013 65	43 30	5,655 80	
09 Statutory Matters			4 00	1,140 00			3 50	602 00			7 50	1,742 00	
12 Press/PR Matters			1 75	488 25							1 75	488 25	
14 General Discussions							1 00	172 00			1 00	172 00	
15 General Admin/Correspondence	0 20	94 50	19 75	5,376 75			20 50	3,526 00	4 85	669 30	45 30	9,666 55	
16 Maintain Internal Files			2 50	677 50							2 50	677 50	
99 Other Matters									0 75	103 50	0 75	103 50	
SUB TOTAL General Admin	5 40	2,491 70	65 40	18,222 05	0 10	19 20	41 00	7,121 90	45 30	5,598 10	157 20	33,452 95	212 81

Name of Assignment: Groundwork Neath Port and Talbot - In Administration

Time Charged and Rates Applicable for the Period From 6 November 2014 to 2 September 2016

	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
E Assets Realisation/Dealing													
03 Asset Tracing			2 25	609 75							2 25	609 75	
04 Agents Instruction/Liaising			7 75	2,100 25			0 50	86 00			8 25	2,186 25	
06 Property Related Matters			115 00	31,929 50			33 75	5,805 00	3 55	532 50	152 30	38,267 00	
07 Debt Collection			13 50	3,658 50			15 75	2,709 00			29 25	6,367 50	
08 Dealing with Chattel Assets			6 50	1,761 50			0 50	86 00			7 00	1,847 50	
09 Dealing with Other Assets	2 50	1,175 50					0 75	129 00			3 25	1,304 50	
12 Retention of Title			4 75	1,287 25							4 75	1,287 25	
14 Sale of Business/Assets			0 50	135 50							0 50	135 50	
99 Other Matters			1 25	349 25			6 25	1,075 00	0 30	54 30	7 80	1,478 55	
SUB TOTAL Asset Realisation/Dealing	2 50	1,175 50	151 50	41,831 50	0 00	0 00	57 50	9,890 00	3 85	566 80	215 35	53,483 80	248 36

Name of Assignment. Groundwork Neath Port and Talbot - In Administration

Time Charged and Rates Applicable for the Period From 6 November 2014 to 2 September 2016

	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
G Employee Matters													
02 Dealing with Employees	0 10	46 10	5 15	1,105 95			3 50	602 00			8 75	1,754 05	
03 EPA Matters			15 85	3,258 55					23 60	2,347 25	39 45	5,605 80	
04 Pension Issues			2 25	624 25					4 70	471 70	6 95	1,095 95	
99 Other Matters							0 25	43 00	0 10	13 10	0 35	56 10	160 29
SUB TOTAL Employee Matters	0 10	46 10	23 25	4,988 75	0 00	0 00	3 75	645 00	28 40	2,832 05	55 50	8,511 90	153 37
H Creditor Claims													
02 Secured Creditors			0 75	225 00							0 75	225 00	
03 Preferential Creditors			1 65	351 45							1 65	351 45	
04 Non-Preferential Creditors			3 35	887 55			6 75	1,166 00	1 75	235 90	11 85	2,289 45	
SUB TOTAL Creditor Claims	0 00	0 00	5 75	1,464 00	0 00	0 00	6 75	1,166 00	1 75	235 90	14 25	2,865 90	201 12 *

Name of Assignment Groundwork Neath Port and Talbot - In Administration

Time Charged and Rates Applicable for the Period From 6 November 2014 to 2 September 2016

	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
I Reporting													
02 Reporting to Appointor			9 25	2,506 75							9 25	2,506 75	
04 Reporting to Creditors	0 15	76 35	54 10	15,040 50			19 50	3,354 00	9 20	1,497 20	82 95	19,968 05	
06 Reporting to Other Bodies	4 50	2,086 00	5 00	1,425 00							9 50	3,511 00	
SUB TOTAL Reporting	4 65	2,162 35	68 35	18,972 25	0 00	0 00	19 50	3,354 00	9 20	1,497 20	101 70	25,985 80	255 51
	18 75	10,773 75	341 25	92,795 55	0 10	19 20	173 50	29,916 90	95 50	11,954 05	629 10	143,373 45	