

**Liquidator's Progress
Report****S.192****Pursuant to Sections 92A and 104A and 192
of the Insolvency Act 1986**

To the Registrar of Companies

Company Number

03028112

Name of Company

Groundwork Stoke on Trent and Staffordshire

I / We

John-Paul O'Hara
1 Ridge House
Festival Park
Stoke on Trent
ST1 5SJPaul Finnity
1 New Park Place
Pride Park
Derby
DE24 8DZthe liquidator(s) of the company attach a copy of my/our Progress Report
under section 192 of the Insolvency Act 1986

The Progress Report covers the period from 01/11/2012 to 31/10/2013

Signed



Date

29/11/12

Baker Tilly Business Services Limited
1 Ridge House
Festival Park
Stoke on Trent
ST1 5SJ

Ref 5510808/JO/PF/LMO/RH /HW

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COMPANIES HOUSE

**Groundwork Stoke on Trent and Staffordshire
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments**

Statement of Affairs		From 01/11/2012 To 31/10/2013	From 01/11/2010 To 31/10/2013
	ASSET REALISATIONS		
	VAT Refund	NIL	246 21
50,000 00	Cash at Bank in hand	NIL	264,593 26
		NIL	264,839 47
	COST OF REALISATIONS		
	Specific Bond	NIL	528 00
	Preparation of S of A	NIL	4,000 00
	Office Holders Fees	NIL	6,000 00
	Office Holders Expenses	NIL	10 29
	Travel Expenses	NIL	4 80
	VAT	0 60	0 60
	Storage Costs	3 00	25 50
	Statutory Advertising	NIL	226 80
	Bank Charges	NIL	7 45
		(3 60)	(10,803 44)
	UNSECURED CREDITORS		
(1,665 11)	Legal Fees	NIL	1,665 11
		NIL	(1,665 11)
	DISTRIBUTIONS		
	Distribution to Groundwork West Midla	NIL	214,525 16
		NIL	(214,525 16)
48,334 89		(3.60)	37,845.76
	REPRESENTED BY		
	Fixed Current A/c		37,845 76
			37,845.76


 John-Paul O'Hara
 Joint Liquidator

**Groundwork Stoke on Trent and Staffordshire (“the Company”)
– In Liquidation**

**Joint Liquidators’ Third Progress Report
for the period from 1 November 2012 to 31 October 2013**

Issued on: 27 November 2013

Groundwork Stoke on Trent and Staffordshire ("the Company") – In Liquidation

JOINT LIQUIDATORS' THIRD PROGRESS REPORT AS AT 27 NOVEMBER 2013

John-Paul O'Hara and Paul Ffinity are the Joint Liquidators of the Company and this is their third progress report, to the members of the Company, showing how the liquidation has been conducted. The report covers the period from 1 November 2012 to 31 October 2013. This report should be read in conjunction with previous progress reports.

1. Statutory information

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

2. Joint Liquidators' receipts and payments account

A summary of the Joint Liquidators' receipts and payments account relating to the Company from commencement to date is attached at **Appendix II**.

3. Action taken by the Joint Liquidators' in this period

Since the previous report dated 19 December 2012 the Joint Liquidators have been made aware that no liability will be brought against the Company in respect of the further claim being brought against the Company's insurance. The Joint Liquidators have sought advice from their internal technical team who have advised that the funds held can now be distributed and the Liquidation can be concluded.

The Joint Liquidators issued a report to all known members on 20 August 2012 setting out all unexpected time incurred in relation to dealing with the assets of the Company along with the unexpected claims and in this regard requested the members' agreement to the Joint Liquidators drawing fees of £6,000. This was approved by members on 11 October 2012 and these fees have been drawn in full.

4. Joint Liquidators' remuneration, disbursements and expenses

Basis of remuneration and disbursements

At the initial meeting of the Company on 1 November 2010 it was resolved that the Joint Liquidators would be remunerated by reference to the time properly spent in dealing with this matter and that their Category 2 disbursements would be drawn in accordance with the tariff outlined in **Appendix III**.

The Joint Liquidators issued a report to all known members on 20 August 2012 setting out all unexpected time incurred in relation to dealing with the assets of the Company along with the unexpected claims and in this regard requested the members' agreement to the Joint Liquidators drawing fees of £6,000. This was approved by members on 11 October 2012 and these fees have been drawn in full.

Remuneration and disbursements charged and drawn in the period

The Joint Liquidators' time costs were charged (exc VAT) as follows

	Incurred	Paid
For this period, from 1 November 2012 to 31 October 2013	£2,163 00	Nil
Since appointment on 1 November 2010 to 31 October 2012	£12,690 66	£6,000 00
Total	£14,853 66	£6,000 00

In accordance with Statement of Insolvency Practice 9, attached at **Appendix III** is a breakdown of these time costs

Since the end of this period to the current date, further time costs have been incurred of £37 (primarily in relation to administration tasks) representing 0.2 hours. No amount has been drawn in this respect.

Disbursements incurred and drawn

The Joint Liquidators' disbursements incurred and reimbursed are summarised below Details are in the attached **Appendix III**

	Incurred	Paid
Category 1 disbursements for this period, from 1 November 2012 to 31 October 2013	Nil	Nil
Category 2 disbursements for this period, from 1 November 2012 to 31 October 2013	£11 00	£3 00
Category 1 disbursements since appointment on 1 November 2010 to 31 October 2012	£765 09	£765 09
Category 2 disbursements since appointment on 1 November 2010 to 31 October 2012	£27 30	£27 30
Total	£803.39	£795.39

Pre appointment costs

At the initial meeting of the Company held on 1 November 2010 it was also resolved that the fees of RSM Tenon Recovery for assisting the directors in convening the statutory meeting to place the Company into liquidation, and for assistance in preparing the Declaration of Solvency, would be a set fee of £4,000 to be paid out of the assets of the Company

These fees have been paid as an expense of the liquidation

Statement of Members' Rights

If you would like more information about any aspect of my remuneration, disbursements or expenses as Liquidator you are entitled to request this information, and if you are not satisfied by my explanations you are, in certain circumstances, entitled to challenge them

A full statement of your rights is attached to this report as **Appendix IV**

5. Distributions made and anticipated

- > Creditors
Unsecured creditors totalling £1,665 11 were paid 100 p in the £ on 26 November 2010
- > Members – cash
As agreed by the members all funds remaining in the Liquidation will be distributed to Groundwork West Midlands now that clearance has been received to close I anticipate being able to distribute these funds in the very near future
- > Members – in specie
No amounts have been distributed in specie

6. Conclusion of the liquidation

The Joint Liquidators have now received confirmation that no liability will arise from the insurance claim and therefore the closure procedure can continue and the Joint Liquidators anticipate being in a position to close the case in the near future



Paul Finnerty
Baker Tilly Business Services Limited
Joint Liquidator

Licensed in the United Kingdom to act as an insolvency practitioner by the Insolvency Practitioners Association

Statutory Information

Appendix I

Company Information

Company Name	Groundwork Stoke on Trent and Staffordshire
Previous Name	Groundwork Stoke-on-Trent
Company Number	03028112
Date of Incorporation	24 February 1995
Trading Address	Groundwork Enterprise Centre, Albany Works, Moorland Road, Burslem, Stoke-on-Trent, ST6 1EB
Current Registered Office	RSM Tenon, 1 Ridge House, Ridge House Drive, Festival Park, Stoke on Trent, ST1 5SJ
Former Registered Office	Groundwork Enterprise Centre, Albany Works, Moorland Road, Burslem, Stoke-on-Trent, ST6 1EB
Principal Trading Activity	Charity - various

Appointment details

Joint Liquidators' name and address	Paul Finity of of Baker Tilly Business Services Limited, 1 New Park Place, Pride Park, Derby, DE24 8DZ and Lindsey Cooper of Baker Tilly Business Services Limited,
Commencement of liquidation	1 November 2010
Date of appointment	1 November 2010
Appointment made by	Members
Previous office holder	John-Paul O'Hara was removed from office on 14 November 2013 and was replaced by Lindsey Cooper

The Joint Liquidators act jointly and severally

Appendix II Receipts and Payments Account

**Groundwork Stoke on Trent and Staffordshire
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments**

Statement of Affairs		From 01/11/2012 To 31/10/2013	From 01/11/2010 To 31/10/2013
50,000 00	ASSET REALISATIONS		
	VAT Refund	NIL	246 21
	Cash at Bank\in hand	NIL	264,593 26
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	COST OF REALISATIONS		
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(1,665 11)	UNSECURED CREDITORS		
	Legal Fees	NIL	1,665 11
		NIL	(1,665 11)
	DISTRIBUTIONS		
	Distribution to Groundwork West Midla	NIL	214,525 16
		NIL	(214,525 16)
48,334.89		(3.60)	37,845 76
	REPRESENTED BY		
	Fixed Current A/c		37,845 76
			37,845.76

Appendix III - Information relating to Joint Liquidators' Fees and Expenses

Groundwork Stoke on Trent and Staffordshire

Information relating to the Joint Liquidators' Fees and Expenses

1. Explanation of office-holders charging and disbursement recovery policies

1.1. Time recording

Work undertaken on cases is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. The current hourly charge-out rates are

	Rate since 01/11/2011 £	Rate since 01/01/2011 £	Rate from 01/07/2010 to 31/12/2010 £
Partner (formerly Director) and licensed Insolvency Practitioner	395	395	395
Director (formerly Associate Director) and licensed Insolvency Practitioner	355	360	340
Senior Manager	300	295	285
Assistant Manager	220	195	175
Senior Administrator	185	175	160
Administrator	155	150	145
Junior Administrator	-	-	95
Secretarial and support staff	130 – 185	110 – 150	100
Cashier	185	150	145

1.2. Disbursement recovery

Disbursements are categorised as either Category 1 or Category 2

Category 1 disbursements will generally comprise external supplies of incidental services specifically identifiable to the case. Where these have initially been paid by RSM Tenon Recovery and then recharged to the case, approval from creditors is not required. The amount recharged is the exact amount incurred.

Examples of Category 1 expenses are postage, case advertising, specific bond insurance, company search fees, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided internally such as printing, room hire and document storage.

Category 2 disbursements include elements of shared or allocated costs incurred by RSM Tenon Recovery and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, and internal storage.

The current levels of Category 2 disbursements recovered by RSM Tenon Recovery Stoke are as follows:

Room hire	£50.00
Internal Storage	£2.50 initial cost per box, £1.00 per box per month, £2.00 per box destroyed

The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally.

2. Description of work carried out

Section 4 of this Appendix outlines the time costs to date in relation to activities undertaken. These can be summarised as follows:

2.1. Administration and planning

This includes the following activities which have been undertaken:

- > Maintaining bank accounts,
- > 6 monthly progress review of the case,
- > Filing and secretarial matters

Staff of different levels were involved in the above activities depending upon the experience required.

2.2. Creditors, members and distributions

The time spent includes the following matters:

- > Recording claims
- > Reporting to members,
- > Dealing with creditor/member queries,

Staff of different levels were involved in the above activities depending upon the experience required.

3. Time and charge-out summary

For the period of this report from 1 November 2012 to 31 October 2013, a total of 10.6 hours have been spent at an average charge out rate of £204.06 bringing the total cost to £2,163.

The table attached shows details of the time costs charged (exc VAT) in the current period.

Also attached is a table setting out the time costs from appointment to the end of the current period.

From appointment to the end of the current period the total time costs incurred are £14,853.66, 73.58 hours spent bringing the average charge out rate to £201.87.

4. Disbursements

Disbursements incurred during the period of this report and cumulatively, and those reimbursed in the period and cumulatively, to end of current period, are detailed below:

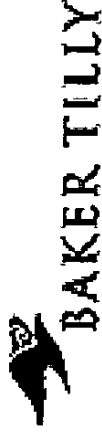
Disbursements	This period		Previous period		Cumulatively	
	Incurred £	Paid £	Incurred £	Paid £	Incurred £	Paid £
<i>Category 1</i>						
Statutory advertising			226.80	226.80	226.80	226.80
Bond premium			528.00	528.00	528.00	528.00
Software fee			10.29	10.29	10.29	10.29
Total	Nil	Nil	765.09	765.09	765.09	765.09
<i>Category 2</i>						
Storage	11.00	3.00	22.50	22.50	33.50	25.50
Travel expenses			4.80	4.80	4.80	4.80
Total	11.00	3.00	27.30	27.30	38.30	30.30

The above costs exclude VAT.

SIP9 Summary

5510808 Groundwork Stoke on Trent and Staffordshire Post Appointment

01/11/2012 to 31/10/2013



SIP9 Subcategory	Partner and Director	Manager	Other Senior Professional	Assistant and Support Staff	Total	Cost
Administration and planning	0 00	0 30	0 00	2 90	3 20	535 00
Creditors	0 00	7 40	0 00	0 00	7 40	1,628 00
Investigations	0 00	0 00	0 00	0 00	0 00	0 00
Realisation of assets	0 00	0 00	0 00	0 00	0 00	0 00
Trading	0 00	0 00	0 00	0 00	0 00	0 00
Hours	0 00	7 70	0 00	2 90	10 60	
Charge	0 00	1,694 00	0 00	469 00		2,163 00

SIP9 Summary

5510808 Groundwork Stoke on Trent and Staffordshire Post Appointment

01/11/2010 to 31/10/2013



SIP9 Subcategory	Partner and Director	Manager	Other Senior Professional	Assistant and Support Staff	Total hours	Cost
Administration and planning	6.50	16.90	0.18	19.60	43.18	8,203.66
Creditors	2.20	23.70	0.00	0.00	25.90	5,772.50
Investigations	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of assets	0.00	4.50	0.00	0.00	4.50	877.50
Trading	0.00	0.00	0.00	0.00	0.00	0.00
Hours	8.70	45.10	0.18	19.60	73.58	
Charge	3,002.00	9,196.50	27.08	2,628.08		14,853.66

**MEMBERS' VOLUNTARY LIQUIDATION
FURTHER INFORMATION FOR MEMBERS AND MEMBERS' RIGHTS
(where company goes into liquidation on a winding up resolution passed on or after 6 April 2010)**

Progress reports and requests for further information

The liquidator is required to send annual and final progress reports to members. The reports must include

- > details of the basis fixed for the remuneration of the liquidator (or if not fixed at the date of the report, the steps taken during the period of the report to fix it),
- > if the basis has been fixed, the remuneration charged during the period of the report, irrespective of whether it was actually paid during that period (except where it is fixed as a set amount, in which case it may be shown as that amount without any apportionment for the period of the report),
- > if the report is the first to be made after the basis has been fixed, the remuneration charged during the periods covered by the previous reports, together with a description of the work done during those periods, irrespective of whether payment was actually made during the period of the report,
- > a statement of the expenses incurred by the liquidator during the period of the report, irrespective of whether payment was actually made during that period,
- > a statement of the members' rights to request further information, and their right to challenge the liquidator's remuneration and expenses, as explained below

Members' rights to request further information

Within 21 days of receipt of a progress report (or 7 business days where the report has been prepared for the purposes of a meeting to receive the liquidator's resignation) a member may request the liquidator to provide further information about the remuneration and expenses set out in the report.

A request must be in writing, and may be made by member(s) with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company, or by any member with the permission of the court.

The liquidator must provide the requested information within 14 days, unless he considers that

- > the time and cost involved in preparing the information would be excessive, or
- > disclosure would be prejudicial to the conduct of the liquidation or might be expected to lead to violence against any person, or
- > the liquidator is subject to an obligation of confidentiality in relation to the information requested,

in which case he must give the reasons for not providing the information.

Any member may apply to the court within 21 days of the liquidator's refusal to provide the requested information, or the expiry of the 14 days time limit for the provision of the information, and the court may make such order as it thinks just.

Additional requirements

The liquidator must provide certain information about the time spent on the case, free of charge, upon request by any member of the company.

The information which must be provided is –

- > the total number of hours spent on the case by the liquidator 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 liquidator'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 liquidator, and requests must be made within two years from vacation of office

What if a member is dissatisfied?

It is the members as a body who have authority to approve the liquidator's fees

General meeting

To enable them to carry out this function they may require the liquidator to call a general meeting of the company. In order to do this members with at least ten per cent of the total voting rights of all the members having the right to vote at general meetings of the company must concur with the request, which must be made to the liquidator in writing

Application to Court

If a member believes that the liquidator's remuneration is too high, the basis is inappropriate, or the expenses incurred by the liquidator are in all the circumstances excessive he may, provided certain conditions are met, apply to the court

Application may be made to the court by member(s) with at least 10% of the total voting rights of all of the members having the right to vote at general meetings of the company, or by any member with the permission of the court

Any such application must be made within 8 weeks of the applicant receiving the liquidator's progress report in which the charging of the remuneration or incurring of the expenses in question is first reported. If the court does not dismiss the application (which it may if it considers that insufficient cause is shown) the applicant must give the liquidator a copy of the application and supporting evidence at least 14 days before the hearing

If the court considers the application well founded, it may order that the remuneration be reduced, the basis be changed, or the expenses be disallowed or repaid

Unless the court orders otherwise, the costs of the application must be paid by the applicant and not out of the assets of the insolvent company