

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number	0	3	4	4	7	5	2	5
Company name in full	St Clare's Hospice Trading Limited							

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

2 Liquidator's name

Full forename(s)	Christopher
Surname	Purkiss

3 Liquidator's address

Building name/number	Devonshire House
Street	60 Goswell Road
Post town	London
County/Region	
Postcode	E C 1 M 7 A D
Country	

4 Liquidator's name ①

Full forename(s)	
Surname	

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




5 Liquidator's address ②

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

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

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6	Period of progress report															
From date	^d	2	^d	8	^m	0	^m	2	^y	2	^y	0	^y	2	^y	1
To date	^d	2	^d	7	^m	0	^m	2	^y	2	^y	0	^y	2	^y	2
7	Progress report															
	<input checked="" type="checkbox"/> The progress report is attached															
8	Sign and date															
Liquidator's signature	<div>Signature</div> <div>  </div> <div>   </div>															
Signature date	^d	3	^d	1	^m	0	^m	3	^y	2	^y	0	^y	2	^y	2

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Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name	Evan Jones
Company name	Moore Kingston Smith & Partners LLP
Address	Devonshire House 60 Goswell Road
Post town	London
County/Region	
Postcode	E C 1 M 7 A D
Country	
DX	
Telephone	020 7566 4020



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

St Clare's Hospice Trading Limited – In Liquidation

Liquidator's Annual Progress Report to Creditors & Members

31 March 2022

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- C** Cumulative Time Analysis for the Period from 28 February 2019 to 27 February 2022
- D** Additional information in relation to Liquidators' Fees and Expenses

1 Summary and Statutory Information

Company Name:	St Clare's Hospice Trading Limited ("the Company")			
Company Number:	03447525			
Registered office of Company:	Devonshire House, 60 Goswell Road, London, EC1M 7AD			
Principal trading addresses of Company:	<p><u>Freehold Premises:</u></p> <ul style="list-style-type: none"> 505 Stanhope Road, South Shields, NE33 4QX <p><u>Leasehold Premises:</u></p> <ul style="list-style-type: none"> 41 Grange Road, The Viking Centre, Jarrow, NE32 3JX; No 21 Denmark Centre; South Shields, Tyne & Wear, NE33 2LR; 22 Horsley Hill Square, South Shields, Tyne & Wear, NE34 7HQ; 125 Prince Edward Road, South Shields, NE34 8PJ; and 48-54 Frederick Street, South Shields, NE33 5EA. 			
Liquidator:	Christopher Purkiss of Moore Kingston Smith & Partners LLP			
Contact details:	Devonshire House, 60 Goswell Road, London, EC1M 7AD EJones@mks.co.uk 0207 566 4020			
Date of appointment:	28 February 2019			
Basis of remuneration, as agreed (see section 3):	Pre-appointment costs: £5,000 plus VAT Officeholder fees: Not yet agreed	Drawn to date:	Pre-appointment costs: £5,000 plus VAT Officeholder fees: Nil	
Dividend prospects for unsecured creditors:	Paid to date:	Nil	Estimated future dividend:	Nil
Matters preventing closure:	<ul style="list-style-type: none"> Liquidator's fees not yet agreed; and Final costs and expenses of the liquidation not yet paid; 			

- 1.1 Further details on work undertaken in the Period and costs incurred are provided in the body of the report.
- 1.2 A Notice of Decision Procedure and voting form to approve my post-appointment fees, details of which are given in section 3, have been sent with this report. The voting form should be returned to me at Moore Kingston Smith & Partners LLP, Devonshire House, 60 Goswell Road, London, EC1M 7AD by 20 April 2022 in order for your vote to be counted.
- 1.3 Information about the way that we will use and store personal data on insolvency appointments can be found at www.mks.co.uk/recovery-gdpr. If you are unable to download this, please contact us and a hard copy will be provided to you free of charge.

2 Progress of the Liquidation

- 2.1 This report provides an update on the work that has been undertaken, and the progress made, in the period from 28 February 2021 to 27 February 2022 ("the Period"). This report should be read in conjunction with any previous progress reports that have been issued.
- 2.2 A copy of my Receipts and Payments Account for the Period, together with a cumulative total since the commencement of the liquidation, is attached at Appendix A.
- 2.3 I would comment on the work undertaken in the reporting Period as follows:

Administration (including statutory compliance & reporting)

- 2.4 This work will not necessarily bring any financial benefit to creditors but is required on every case by statute and contributes to the efficient running of the liquidation.
- 2.5 In the Period under review I have maintained the required practice files, estate cashbook and bank account and completed my periodic statutory and regulatory duties as previously reported.
- 2.6 As the case has extended beyond its third anniversary, additional case management and statutory reporting duties have been placed on the Liquidator, increasing costs in this area.
- 2.7 As previously reported, the Company operated 6 Hospice shops from the premises described in section 1 above, selling donated items to raise money for St Clare's Hospice ("the Hospice"), a charity based in Jarrow and registered under charity number 1159481

Investigations

- 2.8 Nothing has come to my attention during the reporting period to suggest that any further investigation work is required. My statutory reporting duties have been fulfilled as previously reported.

Realisation of Assets

- 2.9 Work undertaken to date to recover assets may bring a financial benefit to creditors through the distribution of funds available to creditors after settlement of properly authorised costs and expenses.

Restricted funds and donations

- 2.10 As detailed in my previous report, I conducted a detailed review of the various bank accounts operated by the Company and the Hospice to ensure funds held at the date of appointment were directed to the correct liquidation, and to identify any potentially restricted funds arising from charitable donations.

- 2.11 An amount totalling £463 was duly paid into the liquidation of the Hospice, as this was incorrectly received into this liquidation estate.
- 2.12 Solicitors Russell Cooke LLP ("RC") were instructed to advise on how any potential restricted funds should be dealt with. It was confirmed funds totalling £4,370 should be repaid to Local Hospice Lottery Limited, an organisation that operated a lottery to raise funds for the Hospice.
- 2.13 This exercise is now complete, with the above funds transferred to Local Hospice Lottery Limited, and it is proposed that the remaining funds held in the liquidation be used to defray the costs and expenses incurred in administering the case.

Creditors (claims and distributions)

- 2.14 As Liquidator, I am required to deal with correspondence and claims from all classes of creditor. This work will not necessarily bring any financial benefit to creditors unless a distribution is anticipated, however, this work is required by statute.

Secured creditors

- 2.15 The Company did not grant fixed or floating charges over the Company's assets to any secured creditors and no distributions have been made to such creditors as a result in the liquidation. The provisions to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part) do not apply.

Preferential Creditors

- 2.16 I previously received a final claim from the Redundancy Payments Service for payments made to former employees, which includes a preferential element totalling £316. I am awaiting an updated proof of debt from the Redundancy Payments Service incorporating a pension claim, which may also include a further preferential element.
- 2.17 I have not undertaken a full reconciliation of any employee excess claims, as there will be insufficient funds, after the payments of costs and expenses in the liquidation, to allow a dividend to preferential creditors.
- 2.18 In light of the above, Evolve IS Limited were instructed only to assist with submission of a pension claim to the RPS.

Unsecured Creditors

- 2.19 I have received claims totalling £19,082 from 9 creditors. I have yet to receive claims from 16 creditors whose debts total £123,722 as per the Company's statement of affairs. This includes potential significant contingent claims from the landlords of the Company's premises who were expected to submit claims following the termination of the respective leases. However, no proofs of debt have been received in this regard.
- 2.20 In addition, it is anticipated that some former employees may have excess unsecured claims for arrears of wages and payment in lieu of notice, though these claims have not yet been reconciled.
- 2.21 Based on current information, no funds are available after costs to enable a dividend to be paid to the unsecured creditors.

Matters still to be dealt with

- 2.22 The following matters remain to be dealt with in the liquidation:
- Agreement of the basis of the Liquidator's remuneration;

- Settlement of final costs and expenses in the liquidation; and
- Close administration of the estate.

3 Liquidator's Remuneration

Pre-appointment costs

- 3.1 The creditors authorised the payment of £5,000 plus VAT for the assistance of Moore Kingston Smith & Partners LLP in preparing the statement of affairs and convening the decision procedure to seek the creditors' nomination for the appointment of a liquidator.
- 3.2 This fee was paid from first realisations on appointment and is shown in the Receipts and Payments Account at Appendix A.

Post appointment fees

- 3.3 I previously sought approval from creditors that the basis of my remuneration as Liquidator be fixed by reference to the time properly spent by me and my staff in managing the liquidation. A fees estimate was originally provided to creditors and was based on information available to me at that time.
- 3.4 A copy of that estimate is reproduced below:

Category of work	Estimated Number of Hours	Average blended charge out rate (£)	Estimated cost (£)
Administration (inc statutory compliance & reporting)	17.00	274.71	4,670
Realisation of assets	21.00	285.71	6,000
Creditors (claims & distributions)	17.00	307.06	5,220
Investigations	10.00	292.00	2,920
Total estimated fees			£18,810

- 3.5 However, I would confirm that no votes were received from creditors and the basis of my remuneration is yet to be approved.
- 3.6 Attached at Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade in managing the liquidation during the reporting Period.
- 3.7 My time costs for the Period are £9,117. This represents 25.92 hours at an average rate of £352 per hour.
- 3.8 Attached at Appendix C is a Cumulative Time Analysis for the period from the date of my appointment. The cumulative time costs incurred to date are £20,678. This represents 63.17 hours at an average rate of £327 per hour.
- 3.9 As described in paragraph 3.5 above the basis of my remuneration was not previously approved and therefore no post appointment fees have been drawn.
- 3.10 I am now seeking approval from creditors to fix the basis of my remuneration as a set amount of £10,000 plus VAT. As detailed in paragraph 1.2 above, the requisite voting documents have been delivered to creditors with this report.
- 3.11 Creditors will note from Appendix C that time spent by me and my staff in administering the liquidation is significantly in excess of the requested set amount. Furthermore, as detailed in

Appendix A I am currently holding funds of £7,235. I am therefore unable to discharge my outstanding costs in full, and I consider obtaining creditors' agreement to a set amount fee will allow me to deal with the residual funds held in the case most efficiently, before moving the liquidation to closure. For the avoidance of doubt, any unpaid time costs will be written off and not borne by creditors.

- 3.12 A copy of 'A Creditors' Guide to Liquidators' Fees' is available, free of charge, on request or can be downloaded from www.mks.co.uk/creditors-guide-fees.

4 Liquidator's Expenses

- 4.1 An estimate of the expenses which were anticipated at the outset of the liquidation was provided to creditors when approval for the basis of my remuneration was originally requested. Attached as Appendix D is additional information in relation to the Liquidator's fees and expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.
- 4.2 Along with their work detailed in paragraph 2.12 above, RC also provided a significant amount of advice on various matters in the liquidation of the Hospice. Advice provided in relation to restricted funds was of benefit to both the Company and the Hospice, and it was therefore considered reasonable that an element of the costs should be borne by the Company in proportion to the benefit it has received. It has therefore been agreed that RC will be paid £1,600 plus VAT from funds held in the liquidation of the Company, towards their outstanding costs.

5 Creditors' Rights

- 5.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors), may request in writing that the Liquidator provides further information about their remuneration or expenses which have been itemised in this progress report.
- 5.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors), may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

6 Next Report

- 6.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 6.2 If you have any queries in relation to the contents of this report, Evan Jones of this office can be contacted by telephone on 0207 566 4020 or by email at EJones@mks.co.uk.

Yours faithfully



CHRISTOPHER PURKISS
Liquidator

Appendix A

Receipts and Payments Account for the Period from 28 February 2021 to 27 February 2022, together with a Cumulative Receipts and Payments Account for the Period from 28 February 2019 to 27 February 2022

	Statement of affairs £	From 28/02/2021 To 27/02/2022 £	From 28/02/2019 To 27/02/2022 £
RECEIPTS			
Plant & Machinery		0 00	1,750 00
Furniture & Equipment	6,000 00	0 00	0 00
Stock	NIL	0 00	0 00
Cash at Bank	9,918 65	0 00	17,299 36
Bank Interest Gross		0 00	18 84
		<u>0 00</u>	<u>19,068 20</u>
PAYMENTS			
Cash at Bank		462 58	462 58
Preparation of Statement of Affairs		0 00	5,000 00
Return of Trust monies		4,370 45	4,370 45
Agents/Valuers Fees		0 00	2,000 00
Estimated Employee Preferential Claims	(5,000 00)	0 00	0 00
Trade & Expense Creditors	(17,737 80)	0 00	0 00
Contingent Liabilities - Leases	(131,100 00)	0 00	0 00
Estimated Employee Unsecured Claims	(20,000 00)	0 00	0 00
		<u>4,833 03</u>	<u>11,833 03</u>
Net Receipts/(Payments)		<u>(4,833 03)</u>	<u>7,235 17</u>
MADE UP AS FOLLOWS			
Bank 1 Current Metro Bank NIB		(62 58)	1,739 50
Bank 1 Deposit Designated A/c Metro NIB		(4,370 45)	4,675 14
Bank 2 Deposit Designated A/c Metro NIB		0 00	820 53
VAT Receivable / (Payable)		(400 00)	0 00
		<u>(4,833 03)</u>	<u>7,235 17</u>

Appendix B

Time Analysis for the Period from the 28 February 2021 to 27 February 2022

Time Costs

The following is a summary of the time costs incurred by the Office Holder and their staff in the administration of this matter. It should be read in conjunction with the Office Holder's Report for the period referred to above.

Work Activity	Partner Hrs	Manager Hrs	Administrator Hrs	Total hrs	Time costs (£)	Average costs (£)
Administration & Planning	1.08	4.08	3.58	8.75	3,179.99	363.43
Investigations	0.17		0.92	1.08	332.91	308.25
Realisation of Assets	0.42	5.08	2.42	7.92	2,944.59	371.79
Creditors	1.42	0.83	5.92	8.17	2,659.17	325.48
Grand total:	3.08	10.00	12.83	25.92	9,116.66	

Notes

1 All costs are shown excluding VAT and include an element of undrawn work in progress. It should also be noted that the office holder's fees and other expenses included in their Abstract Receipts and Payments, will include irrecoverable VAT, where the insolvent was not formerly registered for VAT.

2 The number of hours shown have been rounded to two decimal places.

Appendix C

Cumulative Time Analysis for the Period from 28 February 2019 to 27 February 2022

Time Costs

The following is a summary of the time costs incurred by the Office Holder and their staff in the administration of this matter. It should be read in conjunction with the Office Holder's Report for the period referred to above.

Work Activity	Partner Hrs	Manager Hrs	Administrator Hrs	Total hrs	Time costs (£)	Average costs (£)
Administration & Planning	4.75	6.92	14.42	26.08	8,412.91	322.58
Investigations	0.75		2.08	2.83	910.41	321.70
Realisation of Assets	4.58	5.25	9.67	19.50	6,791.69	348.29
Creditors	1.75	1.42	11.58	14.75	4,562.92	309.35
Grand total:	11.83	13.58	37.75	63.17	20,677.93	

Notes

1 All costs are shown excluding VAT and include an element of undrawn work in progress. It should also be noted that the office holder's fees and other expenses included in their Abstract Receipts and Payments, will include irrecoverable VAT, where the insolvent was not formerly registered for VAT.

2 The number of hours shown have been rounded to two decimal places.

Appendix D Additional Information in Relation to the Liquidator's Fees and Expenses

1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.

2 Professional Advisors

- 2.1 On occasion it is necessary for the office holder to engage with specialist professional advisers. Professional advisers are selected with regard to the specific requirements of the case and based upon the office-holders professional judgement of their experience and ability to perform the necessary work, the complexity and nature of the assignment and the basis of the fee arrangement. The office-holder is obliged to ensure that such advice or work is warranted and that the advice or work reflects the best value and service for work undertaken.
- 2.2 Expenses incurred in respect of specialist advisers are subject to independent assessment prior to engagement and reported in accordance with current guidance. Unless a significant personal or professional relationship, that may give rise to a potential threat or conflict, has been identified with any Advisor their costs are regarded as category 1 expenses.
- 2.3 On this assignment I have used the professional advisors listed below. I have also indicated alongside, the basis of our fee arrangement with them.

Name of Professional Advisor	Basis of Fee Arrangement
Russell Cooke LLP (legal advice)	Hourly rate and disbursements
Marsh Limited (insurance)	Risk based premium
Gordon Brothers (valuation and disposal advice)	Hourly rate and disbursements
Knight Frank (lease appraisals)	Hourly rate and disbursements
Evolve IS Limited (pensions advice)	Set amount

3 The use of Subcontractors

- 3.1 The office holder may sub-contract some of the work required to be undertaken to specialist providers where the Liquidator is satisfied that taking this approach ensures that the best value and service is provided to creditors and it is more cost effective for the estate. The rates charged are comparable with the market rate for such services and the work to be undertaken. The need for the work and the cost are reported to creditors. There is no duplication of costs with work undertaken by the Liquidator and his staff however it is still necessary for the work undertaken to be overseen and reviewed as part of the office holders' statutory duties.
- 3.2 The following subcontractors have been used in this case:

Subcontractor	What work does this relate to and why is a subcontractor being used?	Anticipated cost of the services to be provided
Evolve IS Limited	Assisted in closing the Company pension scheme and submitting an RP15 claim to the RPS for unpaid pension contributions.	£350 plus VAT for pension matters

	This is a specialist claims area and we believe greater efficiencies will be created for the former employees and the estate if this sub-contractor works alongside the office holder to assist with the processing of claims.	
--	--	--

4 Liquidator's Expenses

- 4.1 An expense is a directly attributable cost to the estate which is neither an office holder's remuneration nor a distribution to creditors or members. Expenses can include payments met by the office holder and subsequently recovered from the estate, and are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).
- 4.2 Category 1 expenses are payments to independent third parties and do not have to be approved prior to payment, but when reporting to the creditors committee and creditors during the course of the liquidation the actual expenses incurred will be compared with the original estimate provided with any material difference explained (e.g. where legal costs rise due to escalated recovery action).
- 4.3 Category 2 expenses are payments to associates, or parties with a professional or personal relationship, or payments which have an element of shared costs. These expenses require approval in the same manner as an office holder's remuneration. Where it is necessary for staff to travel from the office, business mileage may be charged at the HMRC rate of 45p per mile.
- 4.4 I have sought approval for Category 2 expenses with the decision to approve the basis of my remuneration, as detailed in section 3 of the main body of the report above.
- 4.5 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

	Paid in prior period (£)	Paid in the Period covered by this report (£)	Incurred but not paid to date (£)	Total anticipated cost (£)
Category 1 expenses				
Statutory Bonding	Nil	Nil	30*	30
Statutory Advertising	Nil	Nil	138*	138
HM Land Registry Fees	Nil	Nil	15*	15
Accountancy Fees	Nil	Nil	450*	450
Agent's Fees – Knight Frank	2,000	Nil	Nil	2,000
Pension claims assistance	Nil	Nil	350	350
Legal Fees	Nil	Nil	1,600	1,600

- 4.6 Expenses are shown exclusive of VAT. Expenses marked (*) have been paid by Moore Kingston Smith & Partners LLP and charged to the case, to be billed from funds held in the liquidation from time to time as funds allow.

5 Charge-Out Rates

- 5.1 Moore Kingston Smith & Partners LLP's current charge-out rates are detailed below. Please note this firm records its time in minimum units of 5 minutes.

St Clare's Hospice Trading Limited - In Creditors' Voluntary Liquidation
Liquidator's Annual Progress Report to Members

General Practice Rates:

Position	Rates from 1 May 2017 to 30 April 2019	Rates from 1 May 2019 to 30 April 2021	Rates from 1 May 2021
Partner	420	440	460
Licensed Insolvency Practitioner (Non Partner)	380	400	420
Managers			
Senior Manager	355	375	395
Manager	330	345	360
Assistant Manager	295	310	325
Administrators			
Senior Administrator	260	275	290
Junior Administrator/Administrator	160-200	175-210	175-220
Support Staff			
Cashier	210	210	231
Support	130	100-200	135-200