

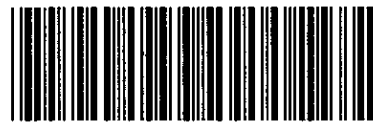
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

SATURDAY



\*A698TEUO\*

A23

24/06/2017

#175

COMPANIES HOUSE

### 1 Company details

Company number 04274062

Company name in full DRB GROUNDS MAINTENANCE  
LIMITED

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

### 2 Liquidator's name

Full forename(s) PAUL

Surname MASTERS

### 3 Liquidator's address

Building name/number BAMFORDS TRUST HOUSE

Street 85-89 COLMORE ROW

Post town BIRMINGHAM

County/Region WEST MIDLANDS

Postcode B32BB

Country ENGLAND

### 4 Liquidator's name

Full forename(s) CONRAD

Surname BEIGHTON

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

### 5 Liquidator's address

Building name/number BAMFORDS TRUST HOUSE

Street 85-89 COLMORE ROW

Post town BIRMINGHAM

County/Region WEST MIDLANDS

Postcode B32BB

Country ENGLAND

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

LIQ03

Notice of progress report in voluntary winding up


**6** Period of progress report

From date	d	2	8	m	0	4	y	2	0	y	1	6
To date	d	2	7	m	0	4	y	2	0	y	1	7

**7** Progress report

☒ The progress report is attached

**8** Sign and date

Liquidator's signature	Signature	X		X
------------------------	-----------	---	---	---

Signature date	d	2	2	m	0	6	y	2	0	y	1	7
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LIQ03

## Notice of progress report in voluntary winding up

**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

LUCY ABBOTT

Company name

LEONARD CURTIS

Address

85-89 COLMORE ROW

Post town

BIRMINGHAM

County/Region

WEST MIDLANDS

Postcode

B32BB

Country

ENGLAND

DX

Telephone

0121 200 2111

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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

**Important information**

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

**Where to send**

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

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

**Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**DRB Grounds Maintenance Limited  
(In Creditors' Voluntary Liquidation)**

Company Number: 04274062

Former Registered Office: 5 The Courtyard, Buntsford Drive, Bromsgrove, Worcestershire B60 3DJ

Trading Address: Buntsford Drive, Bromsgrove, Worcestershire B60 3AJ

**Joint Liquidators' First Annual Progress Report  
pursuant to Section 104A(1) of the Insolvency Act 1986 (as amended)  
and Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

**21 June 2017**

Leonard Curtis  
Bamfords Trust House, 85-89 Colmore Row,  
Birmingham B3 2BB  
Tel: 0121 200 2111 Fax: 0121 200 2122  
recovery@leonardcurtis.co.uk  
Ref: B/24/LA/ND623C/1010

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- 4 Outcome for Creditors
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- 7 Other Matters

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- B Summary of Joint Liquidators' Expenses from 28 April 2016 to 27 April 2017
- C Leonard Curtis Policy Regarding Fees, Expenses and Disbursements
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- E Creditor's Notice Electing to Opt out from Receiving Documents

**TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES**

**1 INTRODUCTION**

- 1.1 Paul Masters and Conrad Beighton were appointed Joint Liquidators of DRB Grounds Maintenance Limited ("the Company") on 28 April 2016.
- 1.2 Paul Masters and Conrad Beighton are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales
- 1.3 There has been no change in office holder since the date of liquidation.
- 1.4 This report provides an update on the conduct of the liquidation for the period from 28 April 2016 to 27 April 2017, as required by Section 104A(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It contains details of the progress made, the expected outcome for creditors and other information that the Joint Liquidators are required to disclose.
- 1.5 All figures are stated net of VAT.

**Opting-out**

- 1.6 If you are a creditor, you can choose to opt out of receiving information regarding the liquidation, but this does not preclude correspondence relating to changes in office holder, your claim, or dividend rights. A full list of exceptions can be found at Rule 1.37 of the Insolvency (England and Wales) Rules 2016. Creditors electing to opt out should complete the notice at Appendix E and return it to this office. Creditors can opt back into receiving correspondence by giving notice in writing to this office.

**Provision of documentation on website**

- 1.7 Pursuant to Rule 1.49 of the Insolvency (England and Wales) Rules 2016, future documents will be available on a prescribed website, rather than being issued to creditors by post. The information required to access the website is provided at Appendix D, in addition to details of various statutory exceptions.

**2 CONDUCT OF THE LIQUIDATION**

- 2.1 The Company's registered office was changed to Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB on 20 May 2016.

**Assets**

**Book debts**

- 2.2 The business and assets of the Company were sold to Tame Cleaning and Maintenance Limited ("Tame") prior to the Joint Liquidators' appointment on 18 December 2015. The consideration payable was £30,000, of which £20,000 was received by the Company prior to appointment.
- 2.3 The outstanding book debt relates to the final payment due from Tame, in the sum of £10,000.
- 2.4 Considerable time has been spent by the Joint Liquidators, attempting to support a claim against Tame for the remaining £10,000. Several requests have been made to the directors to provide information to support the claim, which has recently resulted in heads of terms being provided. The full sale agreement, however, remains outstanding.

- 2.5 Furthermore, the Company's books and records have also been reviewed by the Joint Liquidators' staff, but a copy of the agreement has not been found, nor has any other documentation which could support the claim.
- 2.6 The Company's accountant has recently made efforts to locate the agreement and, should it be received, the Joint Liquidators will determine whether the remaining monies are considered collectable. Creditors will be updated in due course.

**Unidentified receipt**

- 2.7 On 24 May 2016, the sum of £989.32 was paid into the Company's liquidation bank account, however the Joint Liquidators have not yet been able to determine the source of the receipt. Enquiries in this regard are ongoing.

**Assets still to be realised**

- 2.8 As mentioned above, the deferred consideration remains outstanding.

**3 RECEIPTS AND PAYMENTS ACCOUNT**

- 3.1 A summary of the Joint Liquidators' receipts and payments for the period from 28 April 2016 to 27 April 2017 is attached at Appendix A.

**4 OUTCOME FOR CREDITORS**

**Secured creditor**

**Lloyds TSB Bank Plc ('Lloyds')**

- 4.1 The Company granted an all monies debenture in favour of Lloyds, conferring fixed and floating charges over the Company's assets. The debenture was created on 7 March 2005 and registered on 12 March 2005.
- 4.2 No monies are considered due to Lloyds and, as expected, it has not submitted a claim in the liquidation.

**Preferential creditors**

- 4.3 As part of the asset sale, all employees of the Company were transferred to Tame and, accordingly, no preferential claims have been received or are anticipated.

**Prescribed part**

- 4.4 The Insolvency Act 1986 provides that, where a company has created a floating charge after 15 September 2003, the liquidator must make a prescribed part of the company's net property available to the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured claims.
- 4.5 The net property in this case is less than the prescribed minimum of £10,000 and it is considered that the cost of making a distribution of the prescribed part in this case to be disproportionate to the benefits. Accordingly, the Joint Liquidators do not intend to set aside a prescribed part in this instance.

#### **Unsecured creditors**

- 4.6 The amount due to unsecured creditors, as per the directors' statement of affairs, was £24,281 and total claims received to date amount to £39,881.
- 4.7 Due to the paucity of funds in this case, there will not be a distribution to unsecured creditors.
- 4.8 The Joint Liquidators have collated and acknowledged (where requested) the claims of the unsecured creditors, although, in view of the fact that there will be no distribution to this class of creditor, unsecured claims have not been formally agreed.

### **5 INVESTIGATIONS**

- 5.1 Following their appointment, the Joint Liquidators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's directors and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate.
- 5.2 That assessment did not identify any possible further realisations. In addition, the Joint Liquidators concluded that no further investigations were required. If, however, any creditor is aware of any particular matters which they consider require investigation, they should send full details to this office.
- 5.3 Notwithstanding the above, the Joint Liquidators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

### **6 JOINT LIQUIDATORS' REMUNERATION, EXPENSES AND DISBURSEMENTS AND CREDITORS' RIGHTS**

#### **Remuneration**

- 6.1 A fee of £5,000 in respect of Leonard Curtis' fees for the preparation of the statement of affairs was approved by creditors on 28 April 2016. This has not yet been paid.
- 6.2 The director, David Bagley, personally guaranteed the costs of the liquidation, up to £5,000. To the extent that asset realisations are insufficient to enable these costs to be paid, this will be called upon.
- 6.3 No resolution was proposed in respect of the Joint Liquidators' remuneration. Based on present information, the Company will have insufficient realisations to enable the payment of the Joint Liquidators' remuneration from the estate.

#### **Expenses**

- 6.4 A summary of the Joint Liquidators' expenses from 28 April 2016 to 27 April 2017 is attached at Appendix B. To assist creditors' understanding of this information, it has been separated into the following two categories:
- *Standard Expenses*: this category includes expenses payable by virtue of the nature of the liquidation process and / or payable in order to comply with legal or regulatory requirements.



- *Case Specific Expenses*: this category includes expenses likely to be payable by the Joint Liquidators in carrying out their duties in dealing with issues arising in this particular liquidation. Included within this category are costs that are directly referable to the liquidation but are not paid to an independent third party (and which may include an element of allocated costs). These are known as 'category 2 disbursements' and they may not be drawn without creditor approval.

- 6.5 No resolution was proposed to creditors with regard to the Joint Liquidators' category 2 disbursements.
- 6.6 Attached at Appendix C is additional information in relation to Leonard Curtis' policy on staffing, the use of subcontractors, disbursements and details of current charge-out rates by staff grade.
- 6.7 No professional advisors, including subcontractors, have been used during the liquidation.

#### **Creditors' rights**

- 6.8 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request in writing that the Joint Liquidators provide further information about their remuneration or expenses which have been itemised in this report.
- 6.9 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court, on the grounds that the basis fixed for the Joint Liquidators' remuneration is inappropriate, or the remuneration or expenses charged by the Joint Liquidators is, in all the circumstances, excessive.
- 6.10 The application must, subject to any order of the court under paragraph 6.8 above, be made no later than eight weeks after receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question.
- 6.11 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 liquidation.

#### **7 OTHER MATTERS**

- 7.1 For your information, a creditor's guide to liquidators' fees, which sets out the rights of creditors and other interested parties under the insolvency legislation, may be accessed from the Leonard Curtis website via the following link:

<http://www.leonardcurtis.co.uk/resources/creditorsguides>

- 7.2 If you would prefer this to be sent to you in hard copy form, please contact Lucy Abbott of this office on 0121 200 2111.

- 7.3 Creditors are also encouraged to visit the following website, which provides a step by step guide designed to help creditors navigate through an insolvency process:

<http://www.creditorinsolvencyguide.co.uk>

7.4 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:

<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

If you have any queries, please do not hesitate to contact Lucy Abbott of this office on 0121 200 2111.

Yours faithfully  
for and on behalf of  
**DRB GROUNDS MAINTENANCE LIMITED**



**PAUL MASTERS**  
**JOINT LIQUIDATOR**

Paul Masters and Conrad Beighton are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 8262 and 9556, respectively

APPENDIX A

SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM 28 APRIL 2016 TO 27 APRIL 2017

	Per statement of affairs £	28 April 2016 to 27 April 2017 £
<b>RECEIPTS</b>		
Book debts	10,000.00	-
Unidentified receipt	-	989.32
Interest	-	0.28
	<u>10,000.00</u>	<u>989.60</u>
<b>PAYMENTS</b>		<u>-</u>
<b>BALANCE IN HAND:</b>		<u>989.60</u>

**APPENDIX B**

**SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 28 APRIL 2016 TO 27 APRIL 2017**

**Standard Expenses**

Type	Charged by	Description	Total Amount Incurred to Date £	Amount Paid £	Amount Unpaid £
Bond Fee	AUA Insolvency Risk Services	Insurance bond	40.00	-	40.00
Document Hosting	Pelstar Computing	Hosting of documents for creditors	87.00	-	87.00
Statutory Advertising	Courts Advertising	Advertising	241.65	-	241.65
Storage Costs	Auctus	Storage of books and records	48.48	-	48.48
		<b>Total standard expenses</b>	<b>417.13</b>	<b>-</b>	<b>417.13</b>

**Case Specific Expenses**

No case specific expenses have been incurred to date.

## APPENDIX C

## LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors:

**Staff Allocation and Charge Out Rates**

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

With effect from 6 January 2014 the following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

6 Jan 2014 onwards	Standard £	Complex £
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187
Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

**Subcontractors**

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

**Professional Advisors**

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

**Expenses**

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

Type	Description	Amount
AML checks	Electronic client verification in compliance with the Money Laundering Regulations 2007	£5.00 plus VAT per individual

## DRB Grounds Maintenance Limited – In Creditors' Voluntary Liquidation

Bond / Bordereau fee	Insurance bond to protect the insolvent entity against and losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting	Hosting of documents for creditors	<table> <tr> <th>Type</th><th>100 creds</th><th>Every addtl 10</th></tr> <tr> <td>ADM</td><td>£14.00</td><td>£1.40</td></tr> <tr> <td>CVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>MVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CPL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CVA</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>BKY</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>IVA</td><td>£10 p.a. or £25 for life of case</td><td></td></tr> </table>	Type	100 creds	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
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IVA	£10 p.a. or £25 for life of case																									
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £160.00 3-6 months £240.00 6-12 months £390.00																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£83.02 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges 3																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See <b>disbursements</b> section below	See <b>disbursements</b> section below

### Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Storage of office files (6 years)	£70.40 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration

**NOTICE OF GENERAL USE OF WEBSITE TO DELIVER DOCUMENTS**

**Re: DRB GROUNDS MAINTENANCE LIMITED ("the Company")**  
**CREDITORS' VOLUNTARY LIQUIDATION**  
**Registered number: 04274062**

Pursuant to Rule 1.50 of the Insolvency (England and Wales) Rules 2016, the Joint Liquidators hereby provide notice that future documents, other than those excepted below, will be made available for viewing and downloading on a website without notice to the recipients and the Joint Liquidators will not be obliged to deliver any such document to the recipient of the notice unless it is requested by that person.

A hard copy can be requested by calling 0121 200 2111, or by email to [lucy.abbott@leonardcurtis.co.uk](mailto:lucy.abbott@leonardcurtis.co.uk). A request may also be made in writing to this office at Leonard Curtis, Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB.

The recipient of this notice may at any time request a hard copy of any or all of the following:-

- All documents currently available for viewing on the website;
- All future documents which may be made available there.

The recipient of this notice can access the website at:

**<https://leonardcurtis.insolvencydata.co.uk>**

**Then enter the Key Code: ZDH3QJ3J**

Recipients should note that the website may not be used for the delivery of the following documents:-

- A document for which personal delivery is required;
- A notice under Rule 14.29 of the Insolvency (England and Wales) Rules 2016 of an intention to declare a dividend; and
- A document which is not delivered generally.

A document is delivered generally if it is delivered to some or all of the following classes of persons:-

- Members;
- Contributories;
- Creditors; and
- Any class of members, contributories or creditors.

An office-holder who has delivered this notice is under no obligation:-

- To notify a person to whom the notice has been delivered when a document to which the notice applies has been made available on the website; or
- To deliver a hard copy of such a document unless a request is received.

An office-holder who receives such a request:-

- In respect of a document which is already available on the website must deliver a hardcopy of the document to the recipient free of charge within five business days of receipt of the request; and

- In respect of all future documents must deliver each such document in accordance with the requirements for delivery of such a document in the Insolvency Act 1986 and the Insolvency (England and Wales) Rules 2016.

A document to which a statement under paragraph (1)(a) of the Insolvency (England and Wales) Rules 2016 applies must:-

- Remain available on the website until 2 months after the end of the insolvency proceedings, or the release of the last person to hold office as office-holder in those proceedings; and
- Must be in such a format as to enable it to be downloaded within a reasonable time of an electronic request being made for it to be downloaded.

A document which is delivered to a person by means of a website is deemed to have been delivered:-

- When the relevant document was first made available on the website; or
- If later, when the notice was delivered to that person.

The above paragraph does not apply in respect of a person who has made a request for hard copies of all future documents.

Documents will continue to be available on the website until 2 months after the end of the insolvency proceedings, or the release of the last person to hold office as office-holder in those proceedings.



