



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

1 Company details

Company number 0 4 5 6 2 8 0 3

Company name in full The Dorothy Kerin Trust

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Mark

Surname Newman

3 Administrator's address

Building name/number 4 Mount Ephraim Road

Street Tunbridge Wells

Post town Kent

County/Region

Postcode T N 1 1 E E

Country

4 Administrator's name ①

Full forename(s) Vincent John

Surname Green

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number 4 Mount Ephraim Road

Street Tunbridge Wells

Post town Kent

County/Region

Postcode T N 1 1 E E

Country

② Other administrator

Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6 Period of progress report

From date	^d 3	^d 0	^m 0	^m 4	^y 2	^y 0	^y 2	^y 0	
To date	^d 2	^d 9	^m 1	^m 0	^y 2	^y 0	^y 2	^y 0	

7 Progress report

☐ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X 

X

Signature date

^d
2

^d
4

^m
1

^m
1

^y
2

^y
0

^y
2

^y
0

**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 **Steven Edwards**

Company name **Crowe U.K. LLP**

Address **4 Mount Ephraim Road**

Tunbridge Wells

Post town **Kent**

County/Region

Postcode

T	N	1		1	E	E
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Country

DX

Telephone **01892 700200**

**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

**The Dorothy Kerin Trust t/as Burrswood Health and Wellbeing
(In Administration)
Joint Administrators' Trading Account**

Statement of Affairs £	From 30/04/2020 To 29/10/2020 £	From 30/04/2019 To 29/10/2020 £
POST APPOINTMENT SALES		
Sales	NIL	2,650.75
Rental Income	5,428.91	106,847.45
Recharge of Utilities/Maintenance/Rate	203.74	1,411.88
	5,632.65	110,910.08
OTHER DIRECT COSTS		
Direct Labour	11,132.64	123,986.94
Employee Pension Deductions	1,243.88	12,463.23
PAYE/NIC Deductions	2,627.32	30,302.50
	(15,003.84)	(166,752.67)
TRADING EXPENDITURE		
Indirect Labour	NIL	2,024.75
Council Tax - residential property	427.00	4,708.33
Heat & Light	3,953.22	20,683.46
Telephone and Internet	454.60	3,447.57
Rates	324.00	6,834.78
Agents and Accountancy Fees	31,644.10	32,994.10
Repairs & Maintenance	1,822.99	6,074.00
Sundry Expenses	NIL	16.11
IT Support	117.60	2,197.00
Postages	NIL	787.00
Property Costs	1,145.47	8,961.81
Petty Cash	(116.91)	383.09
	(39,772.07)	(89,112.00)
TRADING SURPLUS/(DEFICIT)	(49,143.26)	(144,954.59)

**The Dorothy Kerin Trust t/as Burrswood Health and Wellbeing
(In Administration)
Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £	From 30/04/2020 To 29/10/2020 £	From 30/04/2019 To 29/10/2020 £
	SECURED ASSETS	
7,570,000.00	Freehold Land & Property	7,400,000.00
		7,400,000.00
	COSTS OF REALISATION	
	Legal Fees - Warners	38,950.00
	Legal Disbursements	270.00
	Estate Agent's Fees	74,000.00
	Estate Agent's - Marketing/Advertising	7,426.60
	Estate Agent's Planning Report	3,000.00
	Retentions and apportionments	33,723.01
		(157,369.61)
	SECURED CREDITORS	
(1,494,554.41)	Charity Bank Limited	1,557,550.34
		(1,557,550.34)
	ASSET REALISATIONS	
8,245.00	Book Debts	8,245.10
89,958.00	Cash at Bank and Cash in Hand	89,958.15
801.00	Donations	1,381.98
42,600.00	Fixtures, Fittings & Equipment	109,824.75
	Legacy Receipts	33,540.93
	Miscellaneous Receipts	1,885.74
NIL	Shares & Investments	NIL
8,100.00	Stock	NIL
	Trading Surplus/(Deficit)	(144,954.59)
		99,882.06
	COST OF REALISATIONS	
	Accountants' Fees - Advisory Period	6,320.00
	Administrative Support	198.00
	Advisory Fee - Crowe U.K. LLP	44,565.00
	Agent's Fees - ERA Solutions	10,785.00
	Agents/Valuers Fees - Knight Frank	3,935.75
	Agents/Valuers Fees (1)	101,134.78
	Insurance - run off cover	9,564.28
	Insurance of Assets	36,849.80
	Joint Administrators' Expenses	150.02
	Joint Administrators' Fees	290,333.95
	Land Registry Fee	3.00
	Legal fees (Counsel On Account)	780.00
	Legal Fees and Disbursements	24,470.00
	Other Property Expenses	7,117.07
	Pension Advisers' Fees	550.00
	Postage	1,216.97
	Pre Administration Costs	8,300.25
	Redirection of Mail	1,490.00
	Specific Bond	1,280.00
	Statutory Advertising	73.55
	Storage Costs	39,440.26
		(588,557.68)
	PREFERENTIAL CREDITORS	
(4,084.86)	Employee Arrears/Hol Pay	20,936.23
(68,088.36)	RPS Arrears & Holiday Pay	66,537.01
		(87,473.24)

**The Dorothy Kerin Trust t/as Burrswood Health and Wellbeing
(In Administration)
Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 30/04/2020 To 29/10/2020 £	From 30/04/2019 To 29/10/2020 £
UNSECURED CREDITORS			
(30,515.30)	Deposit Creditors	NIL	NIL
(22,631.45)	Employees	NIL	NIL
(62,951.54)	HM Revenue & Customs - Tax	NIL	NIL
(15,568.64)	HM Revenue & Customs - VAT	NIL	NIL
(222,334.00)	Loan Creditors	NIL	NIL
(467,666.23)	RPS	NIL	NIL
(303,311.84)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
5,027,997.37		<u>5,081,471.84</u>	<u>5,108,931.19</u>
REPRESENTED BY			
	Bank Current - Handelsbanken		4,599,303.56
	Bank Current - Metro Bank		213.25
	Handelsbanken - Endowment Funds		391,671.52
	Vat Control Account		110,919.09
	Vat Receivable		6,823.77
			<u>5,108,931.19</u>

In the High Court of Justice Reference No. CR-2019-002885

**The Dorothy Kerin Trust t/as Burrswood Health and Wellbeing
(In Administration)**

Progress Report for the period 30 April 2020 to 29 October 2020

**Mark Newman
Vincent John Green**

**Crowe U.K. LLP
4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE**

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1. INTRODUCTION

On 30 April 2019, Mark Newman and Vincent John Green of Crowe U.K. LLP were appointed Joint Administrators of The Dorothy Kerin Trust t/as Burrswood Health and Wellbeing ("the Company") by the Directors of the Company. The affairs, business and property of the Company are managed by the Joint Administrators who act as agents of the Company and contract without personal liability.

An extension to the period of Administration of 12 months was granted by the Court on 8 April 2020. As such, the Administration is due to come to an end on 29 April 2021.

This Progress Report summarises the progress of the Administration for the period from 30 April 2020 to 29 October 2020 ("the Reporting Period").

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

2. ADMINISTRATION AND PLANNING

The Joint Administrators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progression of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks can be found at **Appendix II**.

Reporting

The Joint Administrators have met their statutory and regulatory duties to report to creditors, as detailed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Reporting Period, the following key documents have been issued:

- The progress report for the period 30 October 2019 to 29 April 2020;
- A notice of the Administrators' intention to declare a non-preferential unsecured distribution was issued on 29 October 2020. The final date for creditors to make claim against the Company is 4 December 2020. We anticipate making the distribution within two months of that date;
- Reports to the Board of Trustees in respect of the progress of the Administration.

Other administrative tasks

During the Reporting Period, the following material tasks in this category were carried out:

- Filing statutory documents at Companies House;
- Conducting periodic case reviews to ensure that the Administration is progressing efficiently, effectively and in line with statutory requirements; and
- Maintaining case files, including documenting decisions made by the Joint Administrators that materially affect the Administration.

3. REALISATION OF ASSETS

The Joint Administrators' Receipts and Payments account is attached at **Appendix III**.

Detailed below is key information about asset realisations and the Joint Administrators' strategy, however more details about the work undertaken can be found at **Appendix II**. The Joint Administrators formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

Freehold Land and Buildings

The Company operated from freehold premises located at Burrswood, Groombridge, Kent TN3 9PY ("the Estate"). The freehold land and property was shown in the Company's last accounts to 31 December 2017 with a book value of £6,162,000. For the purpose of the Statement of Affairs a valuation of £7,570,000 was attributed to the Estate.

Following the appointment of the Joint Administrators, estate agents, Knight Frank LLP ("Knight Frank") were instructed to assist in the sale of the Estate. A planning report was also commissioned to provide insight into the development and alternative use potential. The marketing of the Estate commenced through Knight Frank's offices in London and Tunbridge Wells on 29 June 2019 with a guide price of £8M, with offers being sought on an unconditional basis.

The closing date for bids was on 27 September 2019 and the top four unconditional bids were in excess of £7.5M. Following a period of negotiation and clarification of some offers, Heads of Terms were issued to Martin Homes Burrswood Limited ("the Purchaser"), the party with the highest unconditional offer for the Estate.

Upon instruction of the Joint Administrators, solicitors Warners Law LLP ("Warners"), acted in the sale of the Company's property assets.

Following agreement of Purchaser's offer, it was confirmed that they had no interest in the contents of the Estate and advised that exchange would not take place until all contents had been cleared (given the volume of chattel assets located at Burrswood). The Administrators agreed to an extended period to exchange to preserve the highest unconditional offer.

Separate auctions of Antiques & Art and the other chattel assets were held at the end of 2019. Thereafter the Administrators had visibility on the unsold/unsaleable items that required removal. Clearance agents were instructed and on 17 January 2020 it was confirmed that the Estate had been cleared of contents (apart from the required IT and gardening equipment).

The Purchaser was immediately informed of the clearance and an inspection took place on 24 January 2020. Following the inspection, a request was made of the Purchaser to provide dates for exchange and completion of the sale.

As previously reported, on 26 February 2020 the Purchaser reduced their offer for the Estate to £7.6M. The reason for the reduction was given by reason of 'new works' that were highlighted following the clearance, including a replacement of a lift within the main building and the need for complete redecoration to bring Burrswood 'back into good use'. The purchaser claimed that the works were 'not evident nor highlighted' when they originally viewed and calculated their original offer.

A meeting was held on 2 March 2020 with the Board of Trustees to discuss the reduced offer, given the Trustees' interest as the largest stakeholders in the sale. The operational costs of rejecting the offer were discussed. These comprised marketing/advertising costs, interest on a secured creditor's lending, accruing statutory interest on preferential and unsecured claims and the Administrators' costs. A general estimate of a four to six-month period of remarketing to exchange of contracts was given at some £200,000, this was before the effects of the Covid-19 pandemic were known.

The options available to the Company were discussed and the meeting ended with an agreement that negotiations should be entered into with the Purchaser to ascertain their revised final offer, with this to accompany a restriction on the use of the Burrswood name.

Further negotiations ensued and an offer of £7.85M was made on 6 March 2020. After considering the comments of Knight Frank and taking account of the government advice in respect of Covid-19, which at that time recommended partial restrictions, this offer was accepted by the Joint Administrators so as not to incur further costs and to facilitate a distribution to all classes of the Company's creditors.

As legal enquiries were substantially complete and the contract of sale was at an advanced stage, the Purchaser was again pressed for the dates of exchange and completion, this being in mid-March 2020. It was at that stage that restrictions on movement were being introduced across Europe due to Covid-19. Concerns were raised that if exchange did not occur in short order then the sale would not take place. It was also noted that the property market was moving to a period of uncertainty, leading to a lack of available funding being available to other purchasers.

On 24 March 2020, a further reduced offer was received from the Purchaser. The offer was made on two bases 1) Immediate exchange at a sum of £7.35M with a very quick completion or (2) immediate exchange at £7.5M with four-month completion. The reason given was Covid-19 related. This offer was effectively withdrawn when agreement could not be reached on the use of the Burrswood name by the Purchaser in any future trading operations.

On 3 April 2020, Knight Frank, upon our instruction and following discussion with the Trustees, pushed for an offer of £7.5M with immediate exchange and completion ten days thereafter, this was immediately rejected by the purchaser. However, the purchaser responded with an offer of £7.4M as a final offer for immediate exchange and completion within 10 days.

Further discussions were held with the Trustees, Knight Frank and the Purchaser. The offer for immediate exchange and completion at £7.4M was agreed on 6 April 2020. On 8 April 2020 a request was made by the Purchaser for a completion date, due to the situation with Covid-19 and issues with access to the Estate, of 6 weeks or sooner by agreement. It was deemed necessary to accede to this request to preserve the sale.

On 9 April 2020, with the sale contract in final form, the contract of sale was exchanged at £7.4M. Further, again for the purpose of protecting the sale and by reason of rent deferment requests made by tenants, it was necessary to agree to a rent deferment retention of £32,000 in the contract to facilitate exchange.

The sale completed on 20 May 2020. On 26 May 2020 the sale consideration was paid to the Administrators, less the costs of sale and the rent deferment retention. A further deduction was made in respect of tenants' TDS deposits in the sum of £8,195.00, this sum has been returned to the Company by its letting agent.

Under the terms of the contract of sale, the Purchaser was required to account to the Company for the amount of rent collected in the three months from completion on 20 May 2020 to 19 August 2020. Despite requests for information, we are yet to be provided with information from the Purchaser or their solicitors. This matter remains ongoing.

Our property solicitors, Warners, accrued costs in respect of property matters and the sale process of £38,950.00 plus VAT. This amount has been paid in full.

Estate Agents' sale commission was agreed at 1% of the sale price. Accordingly, the sum of £74,000 plus VAT has been paid to Knight Frank. Further sums of £7,426.60 and £3,000, both plus VAT have been paid to Knight Frank for the costs of advertising the Estate for sale and for a planning report.

The Company borrowed money secured against its land and buildings and they were held as security by Charity Bank Limited ("Charity Bank"). Further information on the charges granted to Charity Bank is given below.

Book Debts and Legacy Receipts

Book debts were shown in the Company's records with a book value of £77,614 and included debtor legacies of £26,152. Debtors in the amount of £8,245.10 have been realised to date.

The largest of the Company's debtors is in the amount of £45,000, a sum that had previously been written off as irrecoverable by the Company. It remains unclear whether this debt will prove realisable.

With regard to the legacy receipts, invoices were raised by the Trust, which we understand was the Trust's usual practice, to deceased individuals' estates upon becoming aware of a 'donation under will' being made. To date, the sum of £33,540.93 has been realised from this source, with £10,273.80 being realised in the Reporting Period.

We understand that the timing of further recovery of legacy amounts will be dependent upon probate being granted to the respective estates and of our becoming aware of additional legacy amounts due.

Donations

In total, the sum of £1,381.98 has been realised from this source, with £55 being realised in the Reporting Period.

Fixtures, Fittings and Equipment / Stock

The sale of Fixtures, Fittings and Equipment / Stock has resulted in realisations of £109,824.75 with £84,824.75 being realised in the reporting period. The realisations followed a physical auction of the fine art and antique furniture, an online auction of all other contents and negotiated sales of IT and gardening equipment, together with church pews.

There were a large number of unsold lots at the online auction. These comprised a number of larger items, such as the mechanical beds and bathing equipment for which there was no interest despite extensive publicity. Subsequent to the auction attempts were made to sell these lots by private treaty to avoid the costs of clearing the property, but there remained no interest in these assets and no further realisations will be made.

A server holding data relating to the affairs of the Company is unsold. This has been placed into storage and will be passed to the Trustees at the conclusion of the Administration.

As previously reported, professional agents at Lambert Smith Hampton ("LSH") valued and dealt with the sale of the Company's chattel assets and assisted with the clearance of both Burrowswood and the Charity Shop (which was located in Crowborough, of which LSH also advised with regard to the surrender of the lease). LSH also dealt with the Diocese of Rochester in respect of the deconsecration of the Church of Christ the Healer and The Chapel of the Good Shepherd, and also arranged the respective auctions and the return of third-party items (including claims for retention of title). LSH's costs of £101,134.78 have been paid to date. LSH's costs comprise their time costs of £51,835.39 and disbursements of £54,299.38 (including £23,000 of clearance costs), both plus VAT. As previously advised, an amount of £4,166.66 plus VAT remains payable to LSH in respect of the costs of advertising the fine art auction.

Miscellaneous Receipts

The following amounts have been received by the Company from the following parties:

NatWest Bank	£26.80
Royal Mail	£60.89
South East Power Networks	£140.25
UK Power Networks	£88.33
Aviva	<u>£1,569.47</u>
	<u>£1,885.74</u>

The sums of £43.24 and £88.33 have been recovered from South East Power Networks and UK Power Networks in the Reporting Period.

Trading Deficit

On 3 May 2019 the Joint Administrators brought about the end of the Company's main trading operations. However, limited trade continued in the period of the Administration through to sale of the Estate on 20 May 2020.

For the period 30 April 2019 to 29 October 2020, the trading deficit amounts to £144,954.59. A trading deficit of £49,143.26 has been incurred in the period 30 April 2020 to 29 October 2020. A further sum, in respect of electricity supply is yet to be paid, the delay being due to discussions relating to the rate of VAT charged on the final invoices.

Further information in respect of the continued limited trading activities of the Company is provided below.

Transactions with Connected Parties

There have been no sales of any of the Company's assets to connected parties since the Joint Administrators' appointment.

4. TRADING

Attached at **Appendix III** is a summary of the Joint Administrators' trading account relating to the Company for the period since it entered Administration.

Creditors may recall that the Company's grounds and security staff were retained following the commencement of the Administration. These employees were retained to maintain the limited trading business of property rental, to maintain the estate for sale and to ensure its security. These employees were made redundant upon the sale of the Estate on 20 May 2020.

Sales / Rental Income / Recharge of Utilities

No sales have been made in the Reporting Period. However, during a period of winding down trading an amount of £2,650.75 plus VAT was realised.

In the Reporting Period rental income has been realised, relating to occupied properties on the Estate, in the sum of £5,428.91. Recoveries from rental income, since our appointment, amount to £106,847.45. The rental income was payable by external tenants, former employee tenants and from a tenancy of agricultural land let on a Farm Business Tenancy.

Further income is payable to the Company in respect of rental income, relating to arrears from two of the tenants. One tenant is discharging their arrears by way of monthly payments and the other has failed to respond to our requests to settle the arrears. Legal action may be necessary to recover sums due to the Company.

Additional income has been received in the amount of £1,411.88 following a recharge of utility costs to certain estate residents. An amount of £203.74 has been received in the Reporting Period.

Management of Trade

Trading in the Administration period was mainly overseen by Steven Edwards of Crowe U.K. LLP with on site management being the responsibility of the Company's Estate Manager, whose services were maintained until 20 May 2020.

Direct Labour

Wages and pension contributions totaling £11,132.64 and £1,243.88 respectively have been paid to the retained Estate staff in the Reporting Period.

PAYE/NIC deductions have been payable to HM Revenue & Customs ("HMRC") in the Reporting Period in the sum of £2,627.32.

Rates and Council Tax

Rates and Council Tax liabilities have fallen due for payment in the Reporting Period, in respect of occupied premises, in the sum of £324.00 and £427 respectively.

Heat & Light / Telephone / IT Support

In the Reporting Period, the sum of £3,953.22 has been paid for electricity and oil costs. An amount of £454.60 has been paid for telecommunication & WIFI provision, and £117.60 has been paid for IT support.

A further sum of £13,561.91 (inclusive of VAT) is due to be paid to an energy supplier when matters relating to the VAT rate applied to the supplies have been resolved.

Property Costs / Repairs and Maintenance

In the Reporting Report, payments for property costs/repairs and maintenance costs have amounted to £1,145.47 and £1,822.99 respectively.

Agents and Accountancy Fees

Accountancy fees have been paid in the reporting period of £31,644.10. These relate to services provided by Crowe U.K. LLP in respect of payroll and dealing with post Administration accounting matters. Additionally, costs have been incurred when liaising with the Company's auditors.

Trading Expenses

In the Reporting Period petty cash was provided to the Estate Manager to discharge the costs of running gardening equipment and other small miscellaneous costs. In the period from 30 April 2019 petty cash was issued to the Estate Manager of £500, of which the balance of £116.91 was returned on 20 May 2020.

Health and Safety, Environmental issues etc.

As previously reported, the Estate Manager had experience of running the Estate and the associated Health & Safety and Environmental issues. Matters arising were brought to the attention of the Joint Administrators and these have been appropriately dealt with.

5. CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Administrators have had to carry out key tasks which are detailed at **Appendix II**. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Secured Creditors

The Company granted a debenture to Charity Bank on 18 December 2018, which was registered on 19 December 2018. This comprised fixed and floating charges over all the property or undertaking of the Company. The Company also granted fixed charge security over certain estate properties on 27 February 2019, when additional lending was secured. As at 20 May 2020 the balance due to the Bank amounted to £1,557,550.34, which included charges and accrued interest. The Bank was repaid in full on 20 May 2020.

Warners provided legal advice on the validity of the Bank's charges. Based on the information available, Warners advised that the charges were valid. Warners costs for reviewing the validity of charge documents amounted to £290 plus VAT.

In accordance with section 176A(2) of the Insolvency Act 1986, an administrator is required to make a prescribed part of a company's net property available for the satisfaction of unsecured debts prior to any distribution being made to a floating charge holder. However, this does not apply when the secured creditor has been repaid in full from assets falling under their fixed charge. Accordingly, the prescribed part provisions do not apply.

Employee Claims (including Preferential Creditors)

Seventy-nine employees were made redundant on 30 April 2019 and a further twenty employees were made redundant on 3 May 2019. The relevant information was submitted to the Redundancy Payments Service and information and assistance was given to employees that enabled them to submit their claims online.

Representatives from ERA Solutions Limited (a company specialising in the coordination of employee claims in insolvency situations) were engaged by the Administrators to attend a meeting of employees held on 30 April 2019 and to assist former employees with the submission of their claims for arrears of pay, holiday pay, notice pay and redundancy pay to the Redundancy Payments Service. A fixed fee of £4,650 plus disbursements plus VAT has been agreed in respect of the services provided by ERA Solutions Limited.

Employees were shown in the Company's records to be owed £562,470.90.

The Redundancy Payments Service submitted their claim on 27 January 2020.

A Notice of our intention to pay a preferential distribution was circulated on 20 April 2020 with a last date for making claim of 20 May 2020. A distribution to preferential creditors of 100p in the £ was made on 29 June 2020. The sum paid to the RPS in respect of their preferential claim was £66,537.01 and the sums paid to former employees (whose weekly wage exceeded £525 per week) amounted to £20,936.23.

Legal costs have been incurred by the Administrators who engaged Cripps to assist in dealing with the Company's employees and claims made against the Company. These costs amount to £4,028 plus VAT.

Unsecured Creditors

HMRC was shown to be owed £62,951.54 in respect of unpaid PAYE/NIC deductions and £15,568.64 in respect of VAT. A claim of £32,146.75 for PAYE/NIC has been received, together with a claim for VAT in the sum of £32,446.23, these are estimated claims. HMRC is yet to confirm the sum of their final claim in the Administration.

The trade and expense creditors as per the Statement of Affairs totalled £303,311.84. In addition, claims are expected from deposit creditors and loan creditors, which are estimated to amount to £30,515.30 and £222,334 respectively.

To date, 183 unsecured creditors, excluding HMRC and the Redundancy Payments Service, have submitted claims totalling £522,748.36. Twenty-two creditors shown on the Statement of Affairs have advised that they do not have a claim in the Administration. Claims are yet to be made by 126 creditors shown on the Statement of Affairs, estimated to total £96,268.38.

Please be advised that claims from creditors may still be received and therefore the total value of unsecured creditors is not known at present.

As mentioned above, Notice of our intention to pay a non-preferential unsecured distribution was circulated on 29 October 2020 with a last date for making claim of 4 December 2020.

The Company also oversaw two charitable funds, namely the Holyrood Endowment Fund and the Burrswood Endowment Trust. Legal advice has been taken from Cripps to ascertain whether there remain liabilities in respect of these to be dealt with by the Company. It has been confirmed that matters relating to the Burrswood Endowment Trust have been finalised and that the Holyrood Endowment Fund remains. The funds relating to the Holyrood Endowment Fund have been paid to a separate account to ensure these monies are separately accounted for. Control of these funds will be passed to the Trustees at the end of the Administration.

Legal costs have been incurred by Cripps in considering and advising on the status of the two funds and the charitable objects of the Company amounting to £3,398.00 and £1,497.50 respectively, both plus VAT.

Dividend Prospects

The Joint Administrators made payment in full in respect of preferential creditor claims on 29 June 2020. Payment in full will also be made to all unsecured creditors within two months of 4 December 2020.

Statutory interest of 8% per annum will be payable to preferential creditors for the period 30 April 2019 to 29 June 2020. Statutory interest will also be payable to non-preferential unsecured creditors from 30 April 2019 to the date of payment.

Interest will be paid following declaration of the non-preferential unsecured distribution.

Court Application

Cripps were instructed to make application to the Court, this being a statutory requirement, to authorise the payment of monies to the unsecured creditors during the Administration (the application also included a request to extend the period of the Company's Administration). The application was made on 11 February 2020 and a hearing was set down for 8 April 2020.

On 7 April 2020 Cripps were advised that the hearing had been adjourned to the first available date after twelve weeks, this being as a result of Covid-19. On 24 April 2020, the Administrators unexpectedly received an Order from the Court dated 8 April 2020. The Order confirmed that (1) the Administration had been extended until 29 April 2021 and (2) the application to make a distribution had been adjourned (on the grounds that the Court had taken the view it is not yet appropriate to make a distribution).

Shortly after the sale of the Estate, the Administrators made further application to the Court to authorise payment of a non-preferential unsecured distribution to the Company's creditors. Due to delays in the Court system, the Administrators' application was not heard until 28 October 2020. At that hearing the Court granted permission for the Administrators to distribute to unsecured creditors. For the avoidance of doubt, as a matter of law, the Joint Administrators were unable to declare a distribution to unsecured creditors until the Order of the Court had been granted.

A Notice of our intention to pay an unsecured distribution was circulated to all known creditors on 29 October 2020 with a last date for making claim of 4 December 2020. A distribution to unsecured creditors of 100p in the £ will be made by 3 February 2021 at the latest.

Legal costs have been incurred by Cripps in providing legal advice to the Administrators on insolvency matters. These costs currently amount to £11,696.00 plus disbursements of £745.00, both plus VAT.

6. FEES AND EXPENSES

Pre-Administration Costs

Included within the Joint Administrators' Proposals was a statement of the pre-Administration costs.

On 5 July 2019, creditors approved Crowe U.K. LLP's pre-Administration costs of £8,300.25, disbursements of £30.24 and solicitor's costs of £5,000 plus VAT, to be paid as an expense of the Administration.

Additionally, on 5 July 2019 creditors approved Crowe U.K. LLP's Advisory costs of £50,716.25. These costs were incurred when conducting a financial/solvency review, providing reports and presenting to the Board of Trustees and undertaking a review of the Trust's accounting systems.

The advisory fees, together with the pre-Administration fees and disbursements were paid on 27 May 2020.

The Joint Administrators' Fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and partner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or partner.

The Joint Administrators' fees were approved by the unsecured creditors on 5 July 2019 on a time costs basis, capped at £213,137. On 28 May 2020, creditors were given notice of a decision procedure to consider an increase to the capped fee limit above. At a decision procedure (by correspondence) on 16 June 2020 creditors agreed to increase the time costs capped limit to £350,842.50.

The actual time costs in the Reporting Period total £50,265.05, representing 207.84 hours at an average hourly rate of £241.84. The total time costs to date amount to £300,888.45 representing 1,216.42 hours at an average hourly rate of £247.36. The sum of £290,333.95 has been drawn in the Reporting Period on account of time costs incurred.

A comparison between the original estimate and time costs to date is attached at **Appendix IV**.

As stated above, further fees in excess of the fees estimate were approved by the creditors on 16 June 2020.

The main reasons why the original fees estimate was exceeded can be explained by:

- Dealing with a high volume of telephone and email enquiries from previous users of the Company's services and stakeholders in the Company;
- Dealing with a high volume of enquiries from the Company's creditors, including employees and trade creditors;
- Dealing with a claim made by a former employee to The Employment Tribunal (assisted by Cripps);
- Dealing with the deconsecration of the Church of Christ the Healer and the Chapel of the Good Shepherd to facilitate the sale of the Estate;
- Taking enquiries from parties requiring the repatriation of ashes and memorial benches located on the Estate;
- Attendance at Burrswood to deal with matters arising in trade and other estate matters;
- Making requests outside of normal reporting procedures for claims to be lodged by the Company's unsecured creditors;
- Reporting to the Company's Trustees on the progress of the Administration, during the period of the protracted sale process;
- Reporting to the Company's Bankers on the progress of the Administration, during the period of the protracted sale process;
- Liaising with the Company's stakeholders;
- Managing and overseeing an extended period of limited trade, not anticipated at the outset of the Administration;
- Dealing with matters arising in a protracted sale of the Estate;
- The issue of a progress report for the period to 9 April 2020 and a decision procedure to extend the Administration, when an unexpected order was by the Court for the extension of the Administration.
- Delays in obtaining an order of the Court to pay a distribution to the Company's unsecured creditors.

Expenses & Disbursements

The expenses and disbursements incurred and paid in the Reporting Period and also since the commencement of the Administration are detailed at **Appendix V**, together with a comparison to the expenses that were estimated at the outset of the Administration.

The Category 1 disbursements paid in the Reporting Period total £63.75 and represent the reimbursement of actual out of pocket payments made in relation to the Administration for legal expenses. The recovery of Category 2 disbursements was approved by creditors on 5 July 2019. The Category 2 disbursements paid in the Reporting Period total £86.27 relating to mileage.

Guidance in respect of insolvency practitioners' fees is available to download at:
<https://insolvency-practitioners.org.uk/regulation-and-guidance/creditors-guides-to-fees/>

Information about insolvency processes can be found on the R3 website at:
<http://www.creditorinsolvencyguide.co.uk/>

A hard copy of this guidance information will be provided on request.

Crowe U.K. LLP's charge out rate and disbursements policy is attached at **Appendix VI**.

7. CREDITORS' RIGHTS

An unsecured creditor may, with the permission of the Court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), request further details of the Joint Administrators' remuneration and expenses within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the Court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to Court to challenge the amount and/or basis of the Joint Administrators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

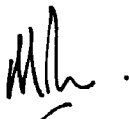
8. CONCLUSION

The Administration will continue in order to finalise the following outstanding matters that are preventing the case from being closed:

- Adjudication of creditor claims.
- Payment of unsecured liabilities.
- Payment of statutory interest on preferential and unsecured liabilities.
- Corresponding with HMRC regarding the treatment of VAT on the costs of the Administration and recoveries to be made.

The Joint Administrators anticipate that the Administration will remain open for a further 6 months to enable these matters to be dealt with.

Should you have any queries, please contact Steven Edwards or Hannah Wilby at this office.



Mark Newman
Joint Administrator

25 November 2020

Appendix I

Statutory Information

Company Name	The Dorothy Kerin Trust
Former Trading Name	Burrswood Health and Wellbeing
Company Number	04562803
Registered Office	4 Mount Ephraim Road, Tunbridge Wells, Kent TN1 1EE
Former Registered Office	Burrswood, Groombridge, Tunbridge Wells, Kent TN3 9PY
Office Holders	Mark Newman and Vincent John Green
Office Holders' Address	Crowe U.K. LLP, 4 Mount Ephraim Road, Tunbridge Wells, Kent TN1 1EE
Office Holders' Telephone	01892 700 200
Date of Appointment	30 April 2019

Appendix II

List of Work Undertaken in Reporting Period

General Description	Includes
Administration and Planning	
Statutory/Advertising	Filing of documents to meet statutory requirements
Document Maintenance/File Review/Checklists	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank Account Administration	Preparing correspondence opening and closing accounts Bank account reconciliations Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning/Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and Records/Storage	Dealing with records in storage
Creditor Reports	Preparing six monthly progress report, fee authority report to creditors Reporting to secured creditor Proposing further fee approval
Creditors' Decisions	Preparation of decision notice, proxy/voting forms Collate and examine proofs and proxies/votes to establish decision Responding to queries and questions following decision Issuing notice of result of decision process
Realisation of Assets	
Fixtures, Fittings & Equipment	Liaising with agents/valuers
Freehold Land & Property	Liaising with agents/valuers Dealing with tenant issues Negotiating with intended purchaser Liaising with secured creditor and seeking release Exchanges with solicitors to agree sale and purchase agreement Pursuing deferred sale consideration
Other Assets: Gardening Equipment, Pews	Liaising with agents to agree disposal strategy
Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding ongoing insurance requirements
Trading	
Management of Operations	Ensuring security of premises, computer system, equipment and stock Liaising with management and staff Site Supervision Authorising purchase orders Maintaining purchase order registry Preparing and authorising receipt vouchers Preparing and authorising payment vouchers Arranging new PAYE scheme with HMRC and submitting online payroll returns Concluding payroll and issuing forms P45 when trading ceases
Accounting for Trading	Reviewing financial statements Preparing financial reports Finalising trading profit or loss Trading strategy review VAT returns
On-going Employee Issues	Review of staffing requirements for trading period Deciding on and making redundancies where necessary

General Description	Includes
Creditors	
Creditor	Receive and follow up creditor enquiries
Communication	Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Proofs of Debt	Receipting and filing claims when not related to a dividend
Processing Proofs of Debt	Preparation of correspondence to potential creditors inviting submission of claims Receipt of claims Adjudicating claims Request further information from claimants regarding claims
Dividend Procedures	Paying distribution to secured creditor and seeking confirmation of discharged claims Preparation of correspondence to creditors advising of intention to declare distribution Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques to pay distribution Preparation of correspondence to creditors enclosing payment of distribution

Crowe

Appendix III

Receipts & Payments Account

The Dorothy Kerin Trust t/as Burrswood Health and Wellbeing
(In Administration)
Joint Administrators' Trading Account

Statement of Affairs £	From 30/04/2020 To 29/10/2020 £	From 30/04/2019 To 29/10/2020 £
POST APPOINTMENT SALES		
Sales	NIL	2,650.75
Rental Income	5,428.91	106,847.45
Recharge of Utilities/Maintenance/Rate	203.74	1,411.88
	5,632.65	110,910.08
OTHER DIRECT COSTS		
Direct Labour	11,132.64	123,986.94
Employee Pension Deductions	1,243.88	12,463.23
PAYE/NIC Deductions	2,627.32	30,302.50
	(15,003.84)	(166,752.67)
TRADING EXPENDITURE		
Indirect Labour	NIL	2,024.75
Council Tax - residential property	427.00	4,708.33
Heat & Light	3,953.22	20,683.46
Telephone and Internet	454.60	3,447.57
Rates	324.00	6,834.78
Agents and Accountancy Fees	31,644.10	32,994.10
Repairs & Maintenance	1,822.99	6,074.00
Sundry Expenses	NIL	16.11
IT Support	117.60	2,197.00
Postages	NIL	787.00
Property Costs	1,145.47	8,961.81
Petty Cash	(116.91)	383.09
	(39,772.07)	(89,112.00)
TRADING SURPLUS/(DEFICIT)	(49,143.26)	(144,954.59)

The Dorothy Kerin Trust t/as Burrswood Health and Wellbeing
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 30/04/2020 To 29/10/2020 £	From 30/04/2019 To 29/10/2020 £
	SECURED ASSETS		
7,570,000.00	Freehold Land & Property	7,400,000.00	7,400,000.00
		7,400,000.00	7,400,000.00
	COSTS OF REALISATION		
	Legal Fees - Warners	38,950.00	38,950.00
	Legal Disbursements	270.00	270.00
	Estate Agent's Fees	74,000.00	74,000.00
	Estate Agent's - Marketing/Advertising	7,426.60	7,426.60
	Estate Agent's Planning Report	3,000.00	3,000.00
	Retentions and apportionments	33,723.01	33,723.01
		(157,369.61)	(157,369.61)
	SECURED CREDITORS		
(1,494,554.41)	Charity Bank Limited	1,557,550.34	1,557,550.34
		(1,557,550.34)	(1,557,550.34)
	ASSET REALISATIONS		
8,245.00	Book Debts	NIL	8,245.10
89,958.00	Cash at Bank and Cash in Hand	NIL	89,958.15
801.00	Donations	55.00	1,381.98
42,600.00	Fixtures, Fittings & Equipment	84,824.75	109,824.75
	Legacy Receipts	10,273.80	33,540.93
	Miscellaneous Receipts	131.57	1,885.74
NIL	Shares & Investments	NIL	NIL
8,100.00	Stock	NIL	NIL
	Trading Surplus/(Deficit)	(49,143.26)	(144,954.59)
		46,141.86	99,882.06
	COST OF REALISATIONS		
	Accountants' Fees - Advisory Period	6,320.00	6,320.00
	Administrative Support	198.00	198.00
	Advisory Fee - Crowe U.K. LLP	44,565.00	44,565.00
	Agent's Fees - ERA Solutions	10,785.00	10,785.00
	Agents/Valuers Fees - Knight Frank	NIL	3,935.75
	Agents/Valuers Fees (1)	101,134.78	101,134.78
	Insurance - run off cover	NIL	9,564.28
	Insurance of Assets	36,849.80	36,849.80
	Joint Administrators' Expenses	150.02	150.02
	Joint Administrators' Fees	290,333.95	290,333.95
	Land Registry Fee	3.00	3.00
	Legal fees (Counsel On Account)	(120.00)	780.00
	Legal Fees and Disbursements	24,470.00	24,470.00
	Other Property Expenses	NIL	7,117.07
	Pension Advisers' Fees	NIL	550.00
	Postage	1,216.97	1,216.97
	Pre Administration Costs	8,300.25	8,300.25
	Redirection of Mail	864.00	1,490.00
	Specific Bond	1,280.00	1,280.00
	Statutory Advertising	73.55	73.55
	Storage Costs	35,852.51	39,440.26
		(562,276.83)	(588,557.68)
	PREFERENTIAL CREDITORS		
(4,084.86)	Employee Arrears/Hol Pay	20,936.23	20,936.23
(68,088.36)	RPS Arrears & Holiday Pay	66,537.01	66,537.01
		(87,473.24)	(87,473.24)

The Dorothy Kerin Trust t/as Burrswood Health and Wellbeing
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 30/04/2020 To 29/10/2020 £	From 30/04/2019 To 29/10/2020 £
	UNSECURED CREDITORS		
(30,515.30)	Deposit Creditors	NIL	NIL
(22,631.45)	Employees	NIL	NIL
(62,951.54)	HM Revenue & Customs - Tax	NIL	NIL
(15,568.64)	HM Revenue & Customs - VAT	NIL	NIL
(222,334.00)	Loan Creditors	NIL	NIL
(467,666.23)	RPS	NIL	NIL
(303,311.84)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
5,027,997.37		5,081,471.84	5,108,931.19
	REPRESENTED BY		
	Bank Current - Handelsbanken		4,599,303.56
	Bank Current - Metro Bank		213.25
	Handelsbanken - Endowment Funds		391,671.52
	Vat Control Account		110,919.09
	Vat Receivable		6,823.77
			5,108,931.19

Appendix IV

Time Costs Information

The Dorothy Kerin Trust

Time Cost Summary for the period 30 April 2019 to 29 October 2020

	Partner	Manager	Other Senior Professionals	Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration and Planning							
Case General Admin	6.75	45.75	128.45	24.31	205.26	39,608.70	192.97
Tax and VAT	0.20	6.00	12.90	0.00	19.10	4,030.50	211.02
Legal/Litigation	1.25	13.60	0.00	0.00	14.85	4,438.25	298.87
Statutory Matters	6.35	88.00	52.40	0.00	146.75	36,874.00	251.27
Case Accounting	5.30	33.30	42.81	1.40	82.81	17,496.25	211.28
Strategy/Case Review	6.50	13.25	4.95	0.00	24.70	7,048.50	285.36
Property Related	17.85	153.05	0.35	0.00	171.25	51,424.75	300.29
Investigations	0.50	0.90	3.80	0.00	5.20	1,075.50	206.83
Realisation of Assets							
Book Debts	0.00	4.30	0.00	0.00	4.30	1,259.00	292.79
F & E/P & M	0.00	1.70	0.80	0.00	2.50	636.00	254.40
Other	3.90	16.50	0.50	0.75	21.65	6,450.75	297.96
Trading	4.85	185.80	13.60	0.00	204.25	57,733.75	282.66
Creditors							
Unsecured	3.75	24.10	133.25	0.00	161.10	30,500.75	189.33
Distributions	2.00	12.90	6.15	1.80	22.85	5,811.50	254.33
Employees	0.00	31.75	11.05	0.00	42.80	11,105.75	259.48
Preferential	1.25	0.40	0.10	0.00	1.75	616.25	352.14
ROT	0.00	0.80	4.30	0.00	5.10	941.50	184.61
Secured	1.25	5.90	0.00	0.00	7.15	2,181.75	305.14
Trustee' communication	2.50	70.55	0.00	0.00	73.05	21,655.00	296.44
Total Hours	64.20	708.55	415.41	28.26	1,216.42		247.36
Total Cost	24,277.00	206,299.00	67,463.00	2,849.45		300,888.45	

Time Cost Summary for the period 30 April 2020 to 29 October 2020

	Partner	Manager	Other Senior Professionals	Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration and Planning							
Case General Admin	2.25	3.15	27.35	4.64	37.39	6,785.55	181.48
Tax and VAT	0.00	4.30	7.95	0.00	12.25	2,641.50	215.63
Legal/Litigation	0.00	0.10	0.00	0.00	0.10	30.00	300.00
Statutory Matters	1.75	13.50	4.85	0.00	20.10	5,548.25	276.03
Case Accounting	1.80	19.20	15.90	0.30	37.20	8,441.50	226.92
Strategy/Case Review	0.00	1.00	0.35	0.00	1.35	359.50	266.30
Property Related	0.50	14.50	0.00	0.00	15.00	4,542.50	302.83
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets							
Book Debts	0.00	0.90	0.00	0.00	0.90	270.00	300.00
F & E/P & M	0.00	0.50	0.00	0.00	0.50	150.00	300.00
Other	2.50	0.20	0.00	0.00	2.70	1,022.50	378.70
Trading	0.25	12.75	1.60	0.00	14.60	4,193.25	287.21
Creditors							
Unsecured	0.00	4.40	18.85	0.00	23.25	4,524.50	194.60
Distributions	1.00	10.20	6.15	1.80	19.15	4,616.50	241.07
Employees	0.00	3.15	0.50	0.00	3.65	1,030.00	282.19
Preferential	1.00	0.20	0.10	0.00	1.30	462.00	355.38
Secured	0.00	0.10	0.00	0.00	0.10	30.00	300.00
Trustee' communication	1.50	16.80	0.00	0.00	18.30	5,617.50	306.97
Total Hours	12.55	104.95	83.60	6.74	207.84		241.84
Total Cost	4,831.75	31,375.00	13,586.50	471.80		50,265.05	

Task	ORIGINAL ESTIMATE			REPORTING PERIOD			WHOLE PERIOD OF ADMINISTRATION		
	Estimated hours hrs	Estimated cost £	Average charge out rate £						
Administration and planning	278.00	61,052.50	219.61	108.39	23,806.30	219.64	493.47	109,496.20	221.89
Realisation of Assets	207.00	55,310.00	267.20	19.10	5,985.00	313.35	199.70	59,770.50	299.30
Investigations	13.00	2,940.00	226.15	-	-	-	5.20	1,075.50	206.83
Creditors	169.00	34,185.00	202.28	47.45	10,663.00	224.72	240.75	51,157.50	212.49
Trading	10.00	55,300.00	5,530.00	14.60	4,193.25	287.21	204.25	57,733.75	282.66
Case specific matters (Trustees' Correspondence)	15.00	4,350.00	290.00	18.30	5,617.50	306.97	73.05	21,655.00	296.44
TOTAL	692.00	213,137.50	308.00	207.84	50,265.05	241.84	1,216.42	300,888.45	247.36

A summary of the work undertaken in this reporting period is detailed below and was required to be undertaken to deal with the specific circumstances of the case, as well as meet our statutory duties obligations:

ADMINISTRATION AND PLANNING

Document maintenance/file review/checklist - Filing of documents ; Periodic file reviews ; Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards ; Maintenance of statutory and case progression task lists/diaries ; Updating checklists

Bank account administration - Preparing correspondence opening and closing accounts ; Requesting bank statements ; Bank account reconciliations ; Correspondence with bank regarding specific transfers ; Maintenance of the estate cash book ; Banking remittances and issuing cheques/BACS payments

Planning / Review - Discussions regarding strategies to be pursued ; Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case

Books and records / storage - Dealing with records in storage ; Sending job files to storage ; arranging for the secure storage of confidential records and the destruction of confidential records not requiring retention

Creditor Reports - Preparing progress reports

Tax and VAT - Preparation of VAT returns ; Corresponding with HM Revenue & Customs

Legal and Litigation - Liaising with solicitors regarding advice required in the Administration; obtaining advice on the provisions of GDPR and data protection ; arranging for an application to the Court for payment of an unsecured distribution in the period of the Company's Administration ; dealing with a claim made by a former employee in the Employment Tribunal; drafting and issuing a report to the creditors for a decision procedure to extend the period of the Company's Administration

Property Related - included in Administration and Planning is the time spend by the Administrators in dealing with Knight Frank and solicitors relating to the Burrswood Estate for both freehold and leasehold property matters. Additionally, costs under this category deal with matters relating to the tenants and leaseholders.

Dealing with a substantial number of telephone calls to the office of the Joint Administrators from supporters of the Trust and from external stakeholders ; Responding to written correspondence from supporters and external stakeholders

Arranging for the return of memorial benches located at Burrswood and repatriating those with the families

Considering the return of ashes located on the lower lawns at Burrswood ; correspondence with each enquirer ; considering repatriation of ashes where possible ; reviewing insurers requirements and acting upon requests.

REALISATIONS OF ASSETS

Fixtures, Fittings & Equipment and Stock - Liaising with valuers, agents and interested parties ; agreeing a strategy for the disposal of the contents of the Estate with the agents ; forwarding communications to interested parties ; holding auctions, both online and physical ; attending site

Freehold Land & Property - Liaising with valuers and agents on the marketing strategy and offers received ; Dealing with tenant issues ; Liaising with the secured creditor ; holding discussions with the agents instructed and meeting with the proposed purchaser ; reviewing the terms of sale and approving the sale contract ; liaising with the Board of Trustees on the offer accepted ; responding to the purchaser's enquiries to facilitate the sale ; negotiating with the purchaser following receipt of reduced offers ; considering the merits, or otherwise, of accepting the reduced offers made

Debtors / Legacy amounts - Collecting supporting documentation ; Correspondence with debtors ; Reviewing and assessing debtors' ledgers ; Liaising with solicitors

Retention of Title Claims - Forward correspondence to claimant notifying outcome of adjudication ; Preparation of payment and correspondence to claimant to accompany payment of claim (if valid)

Other assets: Donations - Collecting donations

Insurance - Identification of issues requiring attention of insurance specialists ; Correspondence with insurer regarding initial and ongoing insurance requirements ; Reviewing insurance policies ; Correspondence with previous brokers ; arranging run off cover

CREDITORS

Creditor Communication - Receive and follow up creditor enquiries via telephone ; Review and prepare correspondence to creditors and their representatives via email and post ; corresponding with casual staff ; liaising with ERA Solutions ; dealing with enquiries from pension advisors, dealing with matters arising and dealing with claims on behalf of employees

Processing proofs of debt - Preparation of correspondence to potential creditors inviting submission of claims ; Receipt of claims ; Adjudicating claims ; Request further information from claimants regarding claims lodged ; Preparation of correspondence to claimant advising outcome of adjudication ; Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims

Dividend procedures - Preparation of correspondence to creditors advising of intention to declare distribution in due course ; considering the process of declaring distributions within the context of the Insolvency Act 1986

TRADING

Management of operations - Analysing cash flow ; Liaising with suppliers to secure supplies and credit terms ; Reconciling accounts with utility providers ; Ensuring security of premises, computer system, equipment and stock ; Liaising with management and staff ; Site Supervision ; Authorising purchase orders ; Preparing and authorising payment ; Liaising with Redundancy Payments Service regarding redundancies ; Payments to PAYE scheme with HMRC and submitting online payroll returns ; Dealing with monthly payroll and issuing payslips ; Payment of pension deductions ; Collecting post appointment rental income

Accounting for trading - Reviewing company's financial statements ; Preparing trading profit or loss ; Trading strategy review ; VAT returns

On-going Employee issues - Ongoing review of staffing requirements for trading period ; dealing with employee enquiries ; Recovering amounts due from tenants ; dealing with payment of rates for tenant and council tax for resident employees ; ongoing payment of wages to retained employees ; payment of PAYE/NIC and pension deductions

Dealing with a substantial number of telephone calls to the office of the Joint Administrators from supporters of the Trust and from external stakeholders ; Responding to written correspondence from supporters and external stakeholders

Arranging for the return of memorial benches located at Burrswood and repatriating those with the families

Considering the return of ashes located on the lower lawns at Burrswood ; correspondence with each enquirer ; considering repatriation of ashes where possible ; reviewing insurers requirements and acting upon requests.

Arranging maintenance to be carried out of the Burrswood Estate

Payment of business rates payable and review of a leasehold agreement

CASE SPECIFIC MATTERS

Communicating with Trustees - Reporting on progress of Administration ; Discussion regarding handover of company following conclusion of Administration ; this activity did not add value to the Administration but will contribute to the smooth handover of the Trust at the end of the Administration period

Notes:

- 'Administration and planning' represents the work involved in the routine administrative functions of the case. It does not give direct financial benefit to the creditors, but has to be undertaken to meet our statutory requirements and obligations under the insolvency legislation and the Statements of Insolvency Practice.

- 'Realisation of Assets' represents the work required to be undertaken to realise the known assets in the case for the benefit of the creditors, details of which are set out in the report.

- 'Investigations' represents the work required to comply with our statutory obligations and has no direct financial benefit to creditors unless there are potential recovery actions identified. Details of the investigations undertaken and outcomes are set out in the report.

- 'Creditors' represents the work required to deal with the various creditors of the Company and maintain records of each claim. All queries and correspondence are dealt with as part of our statutory obligations.

- 'Trading' represents the work required to trade the business as a going concern in order to achieve a sale.

- 'Case specific matters' represents work required to keep the Trustees abreast of matters arising in the Administration. The Trustees have an ongoing interest in the affairs of the Company and the information provided to them will facilitate the smooth handover to them at the end of the Administration process

Appendix V

Expenses Information

The Dorothy Kerin Trust t/as Burrswood Health and Wellbeing - in Administration

Expenses summary for the Reporting Period and the whole period of the Administration to 29 October 2020, together with a comparison of the original estimate

Crowe

	Basis	Original Estimated Total	Actual Expenses incurred in the Reporting Period	Actual Expenses incurred to Date	Actual Expenses paid in the Reporting Period	Actual Expenses paid to Date	Reason for any Excess - if the expenses are likely to, or have, exceeded the original estimate
Expenses including Category 1 Disbursements							
Legal Costs		£	£	£			
Cripps LLP have been instructed to provide advice in respect of a number of post appointment matters including the expected sale of assets, estate properties, tenancies, GDPR, employee matters and a lease. Instructions have also been given to Cripps to consider the endowments shown in the Company's accounts and on the charitable objects of the Trust. Further instructions were given to make an application to the Court to extend the Administration and to pay an unsecured distribution to creditors.	Time Costs / Fixed Fees & Disbursements	25,000.00	3,068.00	26,365.00	25,250.00	25,250.00	Additional time was required in making an additional application to the Court to approve payment of an unsecured distribution in the period of the Administration. This matter became protracted in light of the Covid-19 pandemic and the delay in completing the sale of the Company's freehold land and property.
Warners Law LLP were instructed to provide advice in respect of property matters and to provide advice on the validity of the charges registered against the Company. Additionally, Warners Law LLP was instructed by the Company in the pre Administration period to recover a debtor with a value of £45,000. It has emerged that Cripps were actually instructed and additional fees will be charged by them for this service.	Time Costs & Disbursements	25,000.00	15,923.00	39,220.00	39,220.00	39,220.00	The sale of the Company's freehold land and property was delayed and was subject to lengthy negotiation. Accordingly, the costs incurred by Warners are higher than originally anticipated.
Agents and Valuers							
Lambert Smith Hampton were instructed to provide inventories and a valuation, to assist with a sale of the Company's fixtures, fittings & equipment and stock and to assist with claims of retention of title. The agents also assisted with the repatriation of third party assets.	Time Costs	20,000.00	0.00	40,450.00	40,450.00	40,450.00	A sum of costs has been incurred by the agent in meeting third party claimants to assets located at Burrswood and in attending a Thanksgiving Service. The contents of the Estate were substantial and a large number of claims were made for the return of items held.
Lambert Smith Hampton's expenses for mileage, delivery of items to third parties, porter costs, and other out of pocket expenses	Expenses	0.00	0.00	53,692.01	49,299.39	49,299.39	These costs include sums incurred for the clearance of a significant quantity of bulky unsaleable items from the Estate of £23,000 and the costs of Swan Auctions in holding the physical auction.
The agents were required to dispose of the contents of Burrswood, comprising the chattel assets, and percentage of realisations and auction fees were payable. Further costs were incurred by Lambert Smith Hampton for the physical auction held by Swan Auctions in the sum of £4,166.66 for marketing and accommodation of the art and antique auctioneers.	Percentage of Realisations (based on guide price)	Uncertain	0.00	11,385.39	11,385.39	11,385.39	The sum of the percentage fee payable to the agent was ascertained only upon conclusion of the chattel asset sale process.

Knight Frank were instructed to provide a strategy for the sale of the freehold land & property, to prepare marketing documentation and to assist with the sale of the property. Knight Frank were also instructed to provide reports on planning appraisals and to provide a report on the reinstatement cost assessment, being for the purpose of insurance.	1% of Sale Fee plus Disbursements and Marketing Costs	80,000.00	0.00	81,426.60	81,426.60	81,426.60	The estimated agent's fee was calculated on the basis on the percentage of realisations. The costs of preparation the sales particulars and of marketing the estate were higher than anticipated at the outset of the Administration.
Knight Frank - Additional costs have been incurred in respect of planning reports and a reinstatement cost assessment for building insurance purposes.	Fixed Fee	0.00	0.00	6,935.75	3,000.00	6,965.75	Costs were required to be paid for planning reports and submissions to insurers in respect of reinstatement values attributed to the Estate.
Care Providers - Agents Chosen with Care Limited were instructed to assist in the placement of patients in the care of the Company as at the date of Administration.	Fixed Fee	1,350.00	0.00	1,350.00	0.00	1,350.00	
Accounting Fees Saffrey Champness LLP are instructed to complete an audit to the date of Administration.	Time Costs	12,500.00	216.67	19,146.77	0.00	0.00	The time costs incurred to date by the auditors exceeds the estimate originally given. Matters still remain to be completed and those additional costs will be reported upon in our next report. We are informed that the audit is almost complete.
Books & Records Collection, Storage and Destruction SMB Records Management have been instructed to collect, store and, if required, securely destroy the Company's books and records. Many of the records relate to patient matters and indications are that these should be retained for 20 years. The financial and other records will need to be retained for 6 years pre-destruction. The costs of storage are estimated at some £2,000 per annum and may need to be paid prior to destruction. A further instruction was given to SMB Records Management to clear the remaining estate properties prior to sale.	Fixed Fees	25,000.00	1,882.00	39,440.26	39,440.26	39,440.26	Additional records were identified when taking records into storage, numbering 566 individual boxes. Further costs have been incurred upon removal of records from the administration block at Burrswood. The number of records taken into storage exceeds the original estimate and additional costs have necessarily been incurred.
Rates Review Agents A rates review agent was instructed to carry out a historic rates audit to ascertain whether a rates refund may be due to the Company.	Success Fee - Percentage	Unknown	0.00	0.00	0.00	0.00	The agent has confirmed that there is no rates refund to be recovered. No costs have therefore been paid.
Pension Consultancy Courts Advertising Limited and Clumber Consultancy Limited were instructed to provide advice in respect of the Company's pension arrangements.	Fixed Fees	3,500.00	0.00	550.00	0.00	550.00	
Employees ERA Solutions Limited were instructed to attend the meeting at which the employees were advised of their redundancy, to assist former employees with their claims and online submissions to the Redundancy Payments Service ("RPS"), to submit the required forms to the RPS and liaise with them regarding the claims.	Fixed fee	5,050.00	0.00	5,050.00	5,050.00	5,050.00	

ERA Solutions Limited have also been instructed to submit a claim to the RPS in respect of pension contributions and to agree the preferential and unsecured creditors claims.	0.00	3,015.00	5,735.00	5,735.00	5,735.00	Further costs have been incurred to deal with the claims of employees specifically relating to unpaid pension deductions and payment of a preferential distribution. Further costs will be paid in the agreement of employees' surplus unsecured claims
Statutory Advertising	300.00	80.00	153.55	73.55	73.55	
Statutory Bond	1,280.00	0.00	1,280.00	1,280.00	1,280.00	
Administrative Support	Time costs	0.00	198.00	198.00	198.00	This comprises administrative support given to the Trustees at their ongoing meetings.
Postage	1,500.00	0.00	1,216.97	1,216.97	1,216.97	
Redirection of Mail	0.00	864.00	1,490.00	864.00	1,490.00	It has been necessary to redirect the Company's post to the offices of the Administrators.
Insurance of Assets	40,000.00	2,120.84	36,849.80	36,849.80	36,849.80	
Insurance - Run Off Cover	0.00	0.00	9,564.28	0.00	9,564.28	The company was required to obtain run off cover for medical negligence claims.
Land Registry Fees	0.00	0.00	3.00	3.00	3.00	A land registry search was undertaken to ascertain whether a debtor remained the owner of a freehold property.

Category 2 Disbursements	Basis	Original Estimated Total	Actual Expenses incurred in the Reporting Period	Actual Expenses incurred to Date	Actual Expenses paid in the Reporting Period	Actual Expenses paid to Date	Reason for any Excess - if the expenses are likely to, or have, exceeded the original estimate
Accounting Fees	Time Costs	25,000.00	980.15	32,027.25	31,047.10	31,047.10	Crowe's costs have exceeded the fee estimate for work carried out when dealing with the accounting functions of the Company and preparing for an audit for the period to 29 April 2019. Additionally, Crowe have been dealing with post Administration wage matters. Further costs are continuing to be incurred.
Photocopying		250.00	0.00	0.00	0.00	0.00	
Mileage		300.00	0.00	97.19	86.27	86.27	

Appendix VI

Charge out rate and Disbursements policy

The table below sets out the charge-out rates utilised by Recovery Solutions at Crowe U.K. LLP for charging staff time:-

Partner	£385 per hour
Director	£300 per hour
Senior Manager	£280 per hour
Manager	£250 per hour
Assistant Manager	£200 per hour
Senior Administrator	£170 per hour
Administrator	£130 per hour
Trainee/Support Staff	£70 per hour

It should be noted that the above rates may increase from time to time over the period of the administration of each insolvency case. The above rates are effective from 1 April 2020. Time is charged in six minute units.

Category 1 disbursements are charged at the actual cost at which they are incurred and are directly attributable to the case. Category 1 disbursements include statutory advertising, specific bond insurance, external records storage and postage. Reimbursement of Category 1 disbursements does not require the approval of creditors.

Category 2 disbursements are those incurred by Crowe U.K. LLP and re-charged to the case and they may include a profit element. Category 2 disbursements are reimbursed from the case only when the basis of the disbursement charge has been approved by creditors in advance.

It is the firm's policy to recover the following disbursements:

Photocopying	Re-charged at 10p per sheet
Internal room hire	Charged at £50 per meeting held in house
Company searches	£15 per corporate case
Mileage	Charged at 45 pence per mile

GUIDES TO FEES AND BEST PRACTICE

Guidance in respect of insolvency practitioners' fees is available to download at:

<http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>

Information about insolvency processes can be found on the R3 website at:

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

Notice to Creditors of Intention to Declare a Dividend

In the Matter of The Dorothy Kerin Trust t/as Burrswood Health and Wellbeing - in Administration ("the Company")

and

In the Matter of The Insolvency Act 1986

In the High Court of Justice No. CR-2019-002885

Company Name:	The Dorothy Kerin Trust
Company Number:	04562803
Trading Name:	Burrswood Health and Wellbeing
Registered Office:	4 Mount Ephraim Road, Tunbridge Wells, Kent TN1 1EE
Principal Trading Address:	Burrswood, Groombridge, Tunbridge Wells, Kent TN3 9PY

NOTICE IS HEREBY GIVEN by the Joint Administrators, Mark Newman and Vincent John Green of Crowe U.K. LLP, 4 Mount Ephraim Road, Tunbridge Wells, Kent TN1 1EE, pursuant to Rule 14.29 of the Insolvency (England & Wales) Rules 2016 that we intend to declare a first and final dividend to the non-preferential unsecured creditors of the Company within 2 months of the last date for proving set out below.

The non-preferential unsecured creditors of the Company are required, on or before 4 December 2020 ("the last date for proving"), to prove their debts by sending to the undersigned, Mark Newman of Crowe U.K. LLP, 4 Mount Ephraim Road, Tunbridge Wells, Kent TN1 1EE, the Joint Administrator of the Company, written statements of the amounts they claim to be due to them from the Company and, if so requested, to provide such further details or produce such documentary evidence as may appear to the Administrator to be necessary.

A creditor who has not proved their debt before the declaration of any dividend is not entitled to disturb, by reason that they have not participated in it, the distribution of that dividend or any other dividend declared before their debt was proved.



Signed: _____

Mark Newman
Joint Administrator

Dated: 29 October 2020

Names of Joint Administrators

Address of Joint Administrators

IP Numbers

Date of Appointment

Appointed By

Contact Name

I Address

Telephone Number

Mark Newman

Vincent John Green

4 Mount Ephraim Road, Tunbridge Wells, Kent
TN1 1EE

008723

009416

30 April 2019

The directors of the Company

Hannah Wilby

recoverysolutions@crowe.co.uk

01892 700200

PROOF OF DEBT - GENERAL FORM

The Dorothy Kerin Trust
t/as Burrswood Health and Wellbeing
04562803

This proof must be made out by, or under the direction of, the creditor and authorised by the creditor or a person with relevant authorisation as at the date of administration order.

Date of Administration Order 30 April, 2019

1.	Name of Creditor (If a company please also give company name and registration number)	
2.	Address of Creditor for correspondence (principal place of business)	
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into administration	£
4.	If amount in 3 above includes outstanding uncapitalised interest please state amount	£
5.	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)	
6.	Particulars of any security held, the value of the security, and the date it was given	
7.	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates	
8.	Details of any documents by reference to which the debt can be substantiated. [Note there is no need to attach them now but the administrator may call for any document or evidence to substantiate the claim at his discretion as may the chair or convenor of any meeting]	
9.	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or in relation to creditor	
	<hr/> Address of person signing (if different from 2 above)	
Admitted to vote for		Admitted for dividend for
£		£
Date		Date
Administrator		Administrator