

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

FRIDAY



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03/02/2023

#57

COMPANIES HOUSE

### 1 Company details

Company number 0 5 3 9 1 5 8 9

Company name in full PCS Group Services Limited

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

### 2 Liquidator's name

Full forename(s) Andrew John

Surname Whelan

### 3 Liquidator's address

Building name/number Unit 2 Spinnaker Court

Street 1C Becketts Place

Post town Hampton Wick

County/Region Kingston upon Thames

Postcode K T 1 4 E Q

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

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

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

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

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**6** Period of progress report

From date	<sup>d</sup> 2	<sup>d</sup> 6	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2
To date	<sup>d</sup> 2	<sup>d</sup> 5	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3

**7** Progress report

☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 0	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3
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**Presenter information**

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

Contact name **Andrew John Whelan**

Company name **WSM Marks Bloom LLP**

Address  
**Unit 2 Spinnaker Court**  
**1C Becketts Place**

Post town **Hampton Wick**

County/Region **Kingston upon Thames**

Postcode **K T 1 4 E Q**

Country

DX

Telephone  
**020 8939 8240**



**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)**

# **PCS GROUP SERVICES LIMITED (IN LIQUIDATION)**

## **ANNUAL PROGRESS REPORT FOR THE YEAR TO 25 JANUARY 2023**

**2 FEBRUARY 2023**

### **CONTENTS**

- 1 Introduction and Statutory Information
- 2 Progress of the Liquidation
- 3 Creditors
- 4 Liquidator's Remuneration
- 5 Creditors' Rights
- 6 Next Report

### **ATTACHMENTS**

Receipts and Payments Account from 26 January 2022 to 25 January 2023, together with a cumulative Receipts and Payments Account from 26 January 2016 to 25 January 2023

Time Analysis for the period from 26 January 2022 to 25 January 2023, together with a cumulative Time Analysis from 17 July 2017 to 25 January 2023

Additional Information in relation to the Liquidator's Fees, Expenses & use of Subcontractors

# **PCS GROUP SERVICES LIMITED (IN LIQUIDATION)**

## **1 Introduction and Statutory Information**

- 1.1 I, Andrew John Whelan of WSM Marks Bloom LLP, Unit 2 Spinnaker Court, 1C Becketts Place, Hampton Wick, Kingston upon Thames KT1 4EQ, was appointed as Liquidator of PCS Group Services Limited ('the Company') on 26 January 2016. This progress report covers the period from 26 January 2022 to 25 January 2023 ('the Period') and should be read in conjunction with all previous progress reports that have been issued.
- 1.2 Information about the way that we will use and store personal data on insolvency appointments can be found in the Privacy Notice at <http://wsm.co.uk/insolvency/>. If you are unable to download this, please contact us and a hard copy will be provided to you.
- 1.3 The principal trading address of the Company was Kingston House, Collingbourne Kingston, Marlborough SN8 3RZ. The principal trading activity was training and motivational activities. The business traded under the Company's name.
- 1.4 The registered office of the Company is Unit 2 Spinnaker Court, 1C Becketts Place, Hampton Wick, Kingston upon Thames KT1 4EQ and its registered number is 05391589.

## **2 Progress of the Liquidation**

- 2.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period.
- 2.2 Attached is my receipts and payments account for the Period, together with a cumulative receipts and payments account for the duration of the liquidation.

### ***Administration (including statutory compliance & reporting)***

- 2.3 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined to creditors in my initial fees estimate issued on 28 June 2017.
- 2.4 As noted in my initial fees estimate, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

### ***Realisation of Assets***

#### ***Director's Loan Account***

- 2.5 As advised in previous reports, the detail of which is not repeated here, no further realisations are due under this matter.
- 2.6 It is currently anticipated that the work the Liquidator and his staff have undertaken to date will bring a financial benefit to unsecured creditors.

## **PCS GROUP SERVICES LIMITED (IN LIQUIDATION)**

### ***Creditors (claims and distributions)***

- 2.7 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. A Liquidator is not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 2.8 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal. In this case there are no preferential creditors.
- 2.9 The above work will not necessarily bring any financial benefit to creditors generally, however a Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidator in dealing with those claims.

### ***Investigations***

- 2.10 Some of the work the Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ('CDDA 1986') and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.
- 2.11 My report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the liquidation and is confidential.
- 2.12 Since my last progress report, no further asset realisations have come to light that may be pursued by me for the benefit of creditors.

### ***Matters still to be dealt with***

- 2.13 I stated in my previous report that I was awaiting receipt of a refund from HM Revenue & Customs ('HMRC') in respect of the VAT incurred on the liquidation costs. This was duly received in the Period.
- 2.14 I now require tax clearance from HMRC before I can conclude the liquidation. I wrote to HMRC seeking this immediately after the end of the Period.

## **3 Creditors**

### ***Secured Creditors & Preferential Creditors***

- 3.1 There are no secured or preferential creditors.

## **PCS GROUP SERVICES LIMITED (IN LIQUIDATION)**

### ***Unsecured Creditors***

- 3.2 I have received claims totalling £165,836.32 from 4 creditors. This compares to a total estimated unsecured creditor figure of £300,445.25 as per the statement of affairs. All known creditors have submitted claims.
- 3.3 A dividend to unsecured creditors is expected and I am now looking to adjudicate claims and declare a distribution.

### **4 Liquidator's Remuneration**

- 4.1 The basis of the Liquidator's remuneration was agreed by creditors by way of decisions by correspondence on 17 July 2017 as a set amount of £18,000 plus VAT for work completed to the date of the resolution, and on the basis of the time properly spent by the Liquidator and his staff in managing the liquidation from that date, estimated to amount to £23,360.
- 4.2 My time costs for the Period are £2,263, representing 9.55 hours at an average rate of £236.96 per hour. My total time costs from 17 July 2017 to the end of the Period are £18,915, representing 69.60 hours at an average rate of £271.77 per hour.
- 4.3 Prior to the Period, I have drawn the fixed fee of £18,000 in full and £16,652 in respect of the time properly spent.
- 4.4 During the Period I have not drawn any further fees.
- 4.5 Attached is a time analysis for the Period, which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent in managing the liquidation, together with a cumulative time analysis since 17 July 2017.
- 4.6 I presently believe that the bases upon which my remuneration was fixed are sufficient; however, I reserve the right to seek a resolution for further remuneration in the event that the matters become more protracted than anticipated.
- 4.7 Attached is additional information in relation to this firm's policy on staffing, the use of subcontractors and expenses, and charge-out rates. Since my appointment, no category 2 expenses have been taken.
- 4.8 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <https://wsm.co.uk/insolvency/>.

### **5 Creditors' Rights**

- 5.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.

## **PCS GROUP SERVICES LIMITED (IN LIQUIDATION)**

- 5.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

### **6 Next Report**

- 6.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.



A J Whelan  
Liquidator  
2 February 2023



**PCS Group Services Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 26/01/2022 To 25/01/2023 £	From 26/01/2016 To 25/01/2023 £
	<b>ASSET REALISATIONS</b>		
NIL	Furniture & Equipment	NIL	NIL
1,000.00	Cash at Bank	NIL	1,000.00
71,502.00	Director's Loan Account	NIL	109,540.97
	Bank Interest Gross	NIL	41.61
		NIL	110,582.58
	<b>COST OF REALISATIONS</b>		
	Specific Bond	170.00	630.00
	Preparation of S. of A.	NIL	5,000.00
	Office Holders Fees	NIL	34,652.00
	Land Registry	NIL	3.00
	Storage Costs	NIL	77.22
	Statutory Advertising	NIL	220.00
		(170.00)	(40,582.22)
	<b>UNSECURED CREDITORS</b>		
(92,617.72)	Trade & Expense Creditors	NIL	NIL
(25,300.05)	Barclays Bank plc	NIL	NIL
(66,293.48)	HM Revenue & Customs - CT	NIL	NIL
(116,234.00)	HM Revenue & Customs - VAT	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(228,043.25)</b>		<b>(170.00)</b>	<b>70,000.36</b>
	<b>REPRESENTED BY</b>		
	Fixed Current A/c		70,000.36
			<b>70,000.36</b>

**WSM MARKS BLOOM LLP**  
**TIME & CHARGEOUT SUMMARIES**

From 26 January 2022 to 25 January 2023

PCS Group Services Limited

HOURS							
Classification of Work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	1.90	1.30	2.25	0.40	5.85	1,629.00	278.46
Creditors	0.40	0.00	3.10	0.20	3.70	634.00	171.35
Total Fees Claimed £	1,018.00	398.00	749.00	98.00		2,263.00	
Total Hours	2.30	1.30	5.35	0.60	9.55		236.96
Average Rate £	442.61	306.15	140.00	163.33			

**WSM MARKS BLOOM LLP**  
**TIME & CHARGEOUT SUMMARIES**

From 17 July 2017 to 25 January 2023

PCS Group Services Limited

HOURS							
Classification of Work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	8.10	7.10	10.25	1.35	26.80	7,620.00	284.33
Investigations	0.20	1.10	0.00	0.00	1.30	484.00	372.31
Realisation of Assets	9.60	5.60	0.70	0.00	15.90	6,242.00	392.58
Creditors	2.30	3.00	14.90	5.40	25.60	4,569.00	178.48
Total Fees Claimed £	8,882.00	5,428.00	3,655.00	950.00		18,915.00	
Total Hours	20.20	16.80	25.85	6.75	69.60		271.77
Average Rate £	439.70	323.10	141.39	140.74			

## PCS GROUP SERVICES LIMITED (IN LIQUIDATION)

### ADDITIONAL INFORMATION IN RELATION TO THE LIQUIDATOR'S FEES, EXPENSES & USE OF SUBCONTRACTORS

#### Policy

Detailed below is WSM Marks Bloom LLP's policy in relation to staff allocation and the use of subcontractors, professional advisors and expenses.

#### *Staff allocation and the use of subcontractors*

The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case. The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment. The charge out rate schedule below provides details of all grades of staff and their experience level.

We have not utilised the services of any subcontractors in this case.

#### *Professional advisors*

We have not used any professional advisors in this case.

#### *Liquidator's Expenses*

The following expenses have been incurred during the Period and have been paid from the funds in the liquidation account. These are comparable with the costs estimate provided with my fees information circulated to creditors on 28 June 2017:

	<b>Cost Estimate £</b>	<b>Paid during the Period £</b>	<b>Total paid to date £</b>	<b>Anticipated further cost £</b>	<b>Total anticipated cost £</b>
Legal fees	2,000.00	Nil	Nil	Nil	Nil
Land registry searches	6.00	Nil	3.00	Nil	3.00
Statutory advertising	312.00	Nil	220.00	92.00	312.00
Specific penalty bond	250.00	170.00	630.00	Nil	630.00
Postage	30.00	Nil	Nil	30.00	30.00
Storage Costs	80.00	Nil	77.22	Nil	77.22

Category 1 expenses do not require approval by creditors. The type of expenses that may be charged as a Category 1 expense to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

Category 2 expenses do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, or document storage. We would confirm that this firm does not seek to charge any Category 2 expenses.

## **PCS GROUP SERVICES LIMITED (IN LIQUIDATION)**

### **Charge-out Rates**

A schedule of current charge-out rates (effective from October 2022) is detailed below.

Grade of staff	Charge-out rates per hour	Previous rates (effective at January 2018)
Senior Partner & Licensed Appointment Taker	£500	£440
Partner & Licensed Appointment Taker	£440	£360
Managers	£360	£300
Senior Professional Staff	£260	£220
Junior Professional Staff	£185	N/A
Assistants and Support Staff	£160	£140

The minimum time unit is 6 minutes.