The Insolvency Act 1986

Chancery Division, Companies Court

Administrator's progress report

Form 2.24B(CH)

Name of Company	Company number
Oxford GB Two Ltd	05675905
In the Royal Courts of Justice	L Court case number

1043 of 2016

(a) insert full name(s) and address(es) of administrators

I/We (a) Sarah Bell and Philip Duffy of Duff & Phelps Ltd , The Chancery, 58 Spring Gardens, Manchester, M2 1EW,

Administrator(s) of the above company attach a progress report for the period

(full name of court)

from	to
(b) 4 March 2016	(b) 3 September 2016

Signed

Joint Administrato

Dated 3/10/16

Contact Details

(b) Insert dates

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form.

The contact information that you give will be visible to searchers of the public record.

Duff & Phelps Ltd The Chancery 58 Spring Gardens Manchester, M2 1EW

Tel +44 (0) 161 827 9000



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05/10/2016 COMPANIES HOUSE

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When you have completed and signed this form please send it to the Registrar of Companies at.

Companies House, Crown Way, Cardiff CF14 3UZ DX 33050 Cardiff

WEDNESDAY

DUFF&PHELPS

Progress Report to
Creditors
Oxford GB Ltd, Oxford GB Two
Ltd & Portland Crescent Leeds
Limited
(All in Administration)

3 October 2016

Joint Administrators' Progress Report to Creditors
For the period from 4 March 2016 to 3 September 2016
Pursuant to Rule 2 47(1) of the Insolvency Rules 1986 (as amended)

Duff & Phelps Ltd. The Chancery 58 Spring Gardens Manchester M2 1EW

Definitions

Word or Phrase	Definition		
the Act	The Insolvency Act 1986 (as amended)		
the Appointment Date	4 March 2016, being the date of appointment of the Joint Administrators		
the Bank and / or Co-op	The Co-operative Bank Plc, with whom OGB2 banked and the holder of a fixed and floating charge over the OGB2's assets		
Category 2 Disbursements	The Joint Administrators' internal costs and expenses in dealing with the Administration		
OGB, OGB2 & PCL and together the Companies or the Group	Oxford GB Ltd (In Administration) (Company Number 05675895) Oxford GB Two Ltd (In Administration) (Company Number 05675905) Portland Crescent Leeds Limited (In Administration) (Company Number 05576642)		
CVA	Company Voluntary Arrangement		
DBEIS	The Department for Business, Energy and Industrial Strategy		
the Directors	Michael Lethaby & Martin Smouth, the Directors of OGB, Michael Lethaby, OGB & Brandon Riley, the directors of OGB2, and Michael Lethaby, the director of PCL, for the ease of this report all known as the Directors of the Companies		
Duff & Phelps	Duff & Phelps Ltd		
the Joint Administrators	Sarah Bell and Philip Duffy of Duff & Phelps Ltd , The Chancery, 58 Spring Gardens, Manchester, M2 1EW		
rcc	Leeds City Council, the holder of a fixed and floating charge over OGB2's assets		
Lloyds	Lloyds Bank Pic, the holder of a fixed and floating charge over OGB's assets		
Prescribed Part	Pursuant to Section 176A of the Act where a floating charge is created after 15 September 2003 a designated amount of the Company's net property (floating charge assets less costs of realisation) shall be made available to non-preferential creditors		
the Proposals	The Joint Administrators' Report to Creditors and Statement of Proposals dated 27 April 2016		
R&P	Receipts and Payments Account		
the Rules	The Insolvency Rules 1986 (as amended)		
the Secured Creditors	Co-op and LCC, the holders of fixed and floating charges over OGB2's assets and Lloyds, the holder of fixed and floating charges over OGB's assets		

Oxford GB Ltd, Oxford GB Two Ltd & Portland Crescent Leeds Limited (All in Administration) Progress Report to Creditors 3 October 2016

SIP 9	Statement of Insolvency Practice 9 – Industry Best Practice for Insolvency Practitioners in relation to disclosure of remuneration and disbursements	
the Site	The development of a new 206-bed Hilton hotel on Portland Crescent in Leeds	
SOA	Statement of Affairs, documentation to be supplied by the Directors outlining the Companies' financial positions as at the Appointment Date	

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- 2 Joint Administrators' Report and Statement of Proposals
- 3 Progress of the Administration
- 4 Investigations
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- 6 Joint Administrators' Receipts and Payments Accounts
- 7 Pre-Administration Costs
- 8 Joint Administrators' Costs and Expenses
- 9 Conclusion and Ending the Administrations
- 10 Next Report

Appendices

- 1 Statutory Information
- 2 Joint Administrators' Receipts and Payments Accounts
- 3 Analysis of Time Charged and Expenses Incurred

Names of Joint Administrators

Sarah Bell

Philip Duffy

Date of Appointment:

4 March 2016

Date of Report.

3 October 2016

Appointed By:

The Directors of the Companies

Court Reference:

The High Court of Justice Manchester District Registry

Chancery Division

OGB Court No 1041 of 2016 OGB2 Court No 1043 of 2016 PCL Court No 1044 of 2016

1 Introduction

- 1.1 The Joint Administrators were appointed on the Appointment Date by the Directors of the Companies pursuant to Paragraph 22 of Schedule B1 to the Act
- Due to a minor deficiency in the appointment documents prepared by solicitors advising the Directors an order was sought and made on 2 August 2016 confirming that the appointments were valid
- In accordance with Paragraph 100(2) of Schedule B1 to the Act the functions of the Joint Administrators are being exercised by either of the Administrators
- The purpose of this report is to provide creditors with details of the progress of the Administrations for the Reporting Period, in accordance with Rule 2 47(1) of the Rules
- 1 5 This report should be read in conjunction with the Proposals
- 1 6 Statutory information on the Company is attached at Appendix 1
- 2 Joint Administrators' Report and Statement of Proposals
- In accordance with Paragraph 52(1) of Schedule B1 to the Act, a creditors' meeting was not required to be held as it is anticipated that there will be insufficient realisations to enable a distribution to non-preferential creditors other than via the Prescribed Part (if any). No meeting was convened and in accordance with Rule 2 33(5) of the Rules, the Proposals were deemed to have been approved by creditors.
- As advised in the Proposals, the Joint Administrators must perform their functions with the purpose of achieving one of the following hierarchical objectives
 - · Rescuing the Company as a going concern, or
 - Achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration), or
 - Realising property in order to make a distribution to one or more secured or preferential creditor
- In accordance with Paragraph 49(2) of Schedule B1 to the Act, the Joint Administrators note the following in respect of OGB2
 - The first objective will only be achieved if there are sufficient funds and assets available to enable OGB2 to be rescued as a going concern. It remains that the Joint Administrators are considering a CVA as a potential exit route from the Administration.
 - The second objective may be achievable as one of the strategies being reviewed is a build out of the site in Administration, it is likely that this will result in a better result for OGB2's creditors as a whole than will be achieved if OGB2 had been immediately wound up
 - The Joint Administrators will pursue the third objective as it is anticipated that a distribution will be paid to the Bank as the Secured Creditor

- 3 October 2016
- OGB and PCL were placed into Administration as they are the parent company and subsidiary of OGB2. This was done to ensure that all the assets of OGB2 were available for the Administration as it was not immediately clear whether these companies held any assets.
- It is noted that the principal asset of OGB is its shareholding in OGB2, but this will only be realisable upon the exit from Administration of OGB2 via a CVA
- Following further investigations into PCL it has been concluded that the purposes of Administration will not have been met and steps will be taken to dissolve it

3. Progress of the Administration

Administration Trading Period

- As detailed in the Proposals, Russells Construction was engaged to provide a detailed costs budget to complete the build of the Hotel. This exercise was completed and the Bank is reviewing options.
- In the meantime, the Bank has been providing a monthly drawdown of funds to cover site holding costs and the Joint Administrators are continuing to explore the optimum realisation strategy along with the Bank

Gross Bank Interest

- 3 3 Bank interest of £18 has been received in the Reporting Period, in relation to OGB2
- 3.4 No funds have been received during the Reporting Period in respect of OGB or PCL
- 4 Investigations
- 4 1 The Joint Administrators' investigations into the Companies affairs are complete
- The Joint Administrators have complied with their statutory obligation to file reports with DBEIS concerning the conduct of all directors of the Companies that served in the three years prior to the Joint Administrators' appointments. The content of these report are confidential

5 Dividend Prospects / Prescribed Part

Secured Creditors

Co-operative Bank Plc

- The Co-op holds the benefit of a fixed and floating charge over OGB2's business and undertakings, created on 1 November 2013, in respect of monies advanced to OGB2 under a development loan facility
- The indebtedness of OGB2 to Co-op was approximately £10 5m, subject to accruing interest and charges, as at the Appointment Date
- The holding costs being funded by Co-op, as detailed at section 2, will increase the overall indebtedness to Co-op accordingly
- Any recovery to the Bank will depend upon the terms of any sale being agreed by the Joint Administrators

Leeds County Council

- 5.5 LCC holds the benefit of a debenture of OGB2 incorporating a fixed and floating charge over the Company's business and undertakings, created on 1 November 2013, in respect of a mezzanine loan facility provided under its Growing Places Fund
- OGB2's indebtedness to LCC was approximately £4 8m, subject to accruing interest and charges, as at the Appointment Date
- Repayment of LCC's debt is wholly dependent on the final strategy adopted and any subsequent realisations from such strategy

Lloyds Bank Plc

- Lloyds hold the benefit of a debenture, incorporating a fixed and floating charge over OGB's business and undertakings, created on 8 August 2013. The Group entered into cross guarantees in respect of the monies advanced to various Group companies.
- Funds of £151,372 were held by Lloyds, as at the Appointment Date, in respect of Group exposure and these funds were offset against the Group's indebtedness
- Following the offset, the Group's indebtedness to Lloyds was c£6 958m, subject to accruing interest and charges
- Any potential distribution to Lloyds's will be dependent on the final strategy adopted and resulting realisations from such strategy

Preferential Creditors

5 12 The Companies did not have any employees and therefore no preferential claims are anticipated

Non-preferential Creditors

5 13 According to the Companies records, non-preferential creditors for each company can be summarised as follows

OGB

Creditor		Claim
Inter-Company - OGB2	£	6,071,048
Inter-Company - GB Holdings	£	542,800
Total	£	6,613,848

5 14 To date, no claims have been received in OGB

Leeds County Council

- 5.5 LCC holds the benefit of a debenture, incorporating a fixed and floating charge over the Company's business and undertakings, created on 1 November 2013, in respect of a mezzanine loan facility provided under its Growing Places Fund
- OGB2's indebtedness to LCC was approximately £4 8m, subject to accruing interest and charges, as at the Appointment Date
- Repayment of LCC's debt is wholly dependent on the final strategy adopted and any subsequent realisations from such strategy

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- Following the offset, the Group's indebtedness to Lloyds was c£6 958m, subject to accruing interest and charges
- Any potential distribution to Lloyds's will be dependent on the final strategy adopted and resulting realisations from such strategy

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<u>OGB</u>

Creditor		Claim		
Inter-Company – OGB2	£	6,071,048		
Inter-Company - GB Holdings	£	542,800		
Total	3	6,613,848		

5 14 To date, no claims have been received in OGB

OGB2		
Creditor		Claim
Sub-Contract Retentions	£	307,590
Inter-Company - GBBS	£	11,135,988
Inter-Company - GBDS	£	357,474
Inter-Company - DBS	£	15,038
Inter-Company - PCL	£	20,560

5 15 Total non-preferential claims of £16,163,769 have been received to date in OGB2

PCL

Total

Creditor		Claim
Inter-Company – OGB	£	523
Inter-Company – OGB2	£	112,922
Total	£	113,445

- 5 16 To date, no claims have been received in PCL
- 5 17 Based upon the current information available, it is anticipated that there will be insufficient realisations to enable a distribution to the non-preferential creditors of the Companies, other than from the Prescribed Part in OGB and OGB2, if any
- 6. Joint Administrators' Receipts and Payments Accounts
- A detailed receipts and payments accounts, for the Reporting Period, for the Companies is shown in Appendix 2
- 7. Pre-Administration Costs
- 7 1 Details of the Pre-Administration costs were reported in the Joint Administrators' Proposals
- 7 2 The Joint Administrators will seek approval of the Pre-Administration costs from the Secured Creditors
- 8. Joint Administrators' Costs and Expenses
- As it is not currently anticipated that there will be any asset realisations in PCL, the Joint Administrators will seek approval to the basis of their remuneration and expenses, only in respect of OGB2 and OGB

DUFF&PHELPS

£ 11,836,650

- The Joint Administrators will seek approval of their fees and disbursements from the Secured Creditors
- 8.3 The Joint Administrators' fee basis in respect of OGB2 and OGB is based on time costs incurred
- The time costs charged in the Reporting Period by Duff & Phelps are as analysed at Appendix
- Time costs incurred in the Reporting Period in relation to OGB total £498, representing 4 hours at an average hourly rate of £120
- Time costs incurred in the Reporting Period in relation to OGB2 total £44,456, representing 139 hours at an average hourly rate of £319
- Time costs incurred in the Reporting Period in relation to PCL total £626, representing 5 hours at an average hourly rate of £133
- 8 8 The Joint Administrators' disbursements are also detailed at Appendix 3
- The Joint Administrators have incurred expenses in dealing with the Administrations of the Companies and these are detailed in Appendix 3
- Information regarding the fees and disbursements of Administrators, including details of the Duff & Phelps' disbursements policy and hourly charge out rates for each grade of staff that may undertake work on this case, is in a document called "A Creditors' Guide to Administrators' Fees." This can be viewed and downloaded from the Joint Administrators' website at http://www.duffandphelps.com/uk-restructuring/creditor-guides Should you require a copy, please contact this office
- In accordance with Rule 2 48A of the Rules, secured creditors and non-preferential creditors (with the concurrence of at least 5% in value of total non-preferential claims) may make a request in writing to the Joint Administrators for further information about the remuneration or expenses set out in this progress report. This should be done within 21 days receipt of this report, after which the Joint Administrators have 14 days to respond
- In addition to the above, any Secured Creditor, or any non-preferential creditor (with the support of at least 10% in value of the non-preferential creditors or the permission of the Court), may apply to the Court on the grounds that the remuneration or basis fixed for the Joint Administrators' remuneration or the expenses incurred by the Joint Administrators are considered to be excessive. In accordance with Rule 2 109 of the Rules, this application must be made no later than eight weeks after receipt of the Progress Report, where the charging of the remuneration or the incurring of expenses in question occurs.
- 9. Conclusion and Ending the Administrations
- 9 1 The options available to the Joint Administrators for the exit from the Administrations are as follows
 - Compulsory Liquidation
 - Creditors' Voluntary Liquidation
 - Company Voluntary Arrangement
 - Return of control to the Director(s)
 - Dissolution of Company

- The Joint Administrators are yet to form a view and, therefore, unable to make a recommendation on this issue other than in respect of PCL. It is intended that PCL be dissolved and the Joint Administrators will take steps to do this prior to the next report. The Joint Administrators are continuing to investigate the affairs and business of OGB and OGB2.
- 9 3 You will note from the Proposals that the Joint Administrators have left the choice of exit route from the Administrations open so that an alternative strategy can be adopted, should this prove more appropriate at the time

10 Next Report

- 10.1 Generally the Joint Administrators will provide a Progress Report within one month of the end of the each six months of the Administration or earlier if an extension to the period of the Administration is required
- 10.2 If you have any queries or require any further assistance, please do not hesitate to contact my colleague Jamie Maddox of this office

Sarah Bell

Joint Administrator

The affairs, business and property of the Companies are being managed by the Joint Administrators, Sarah Bell and Philip Duffy, who act as agents for the Companies and without personal liability. Both are licensed by the Insolvency Practitioners Association

ord GB Ltd, Oxford GB Two Ltd & Portland Crescent Leeds Limited (All in Administration)	Oxford GB Ltd,
Progress Report to Creditors	
3 October 2016	

Appendix 1

Statutory Information

Statutory Information

Oxford GB Two Limited

Date of Incorporation

16 January 2006

Registered Number

05675905

Company Directors

Michael Lethaby Oxford GB Limited Brandon Riley

Company Secretary

Andrew Ryan

Shareholders

Oxford GB Limited – 1 Ordinary £1 share

Trading Address

Airport House Purley Way Croydon CR0 0XZ

Registered Office

Current.
The Chancery
58 Spring Gardens
Manchester
M2 1EW

Former: Airport House Purley Way Croydon

Any Other Trading Names

None

CRÓ 0XZ

Oxford GB Ltd

Date of Incorporation

16 January 2006

Registered Number

05675895

Company Directors

Michael Lethaby Martin Smout

Company Secretary

Andrew Ryan

Shareholders

GB Group Holdings Limited - 100 Ordinary £1

Shares

Trading Address

Airport House Purley Way Croydon CR0 0XZ

Registered Office

Current: The Chancery 58 Spring Gardens Manchester

Mancheste M2 1EW

Former: Airport House Purley Way Croydon CR0 0XZ

Any Other Trading Names

None

Portland Crescent Leeds Limited

Date of Incorporation 28 September 2005

Registered Number 05576642

Company Directors Michael Lethaby

Company Secretary Andrew Ryan

Shareholders Oxford GB Two Limited – 2 Ordinary £1

Shares

Trading Address Airport House

Purley Way Croydon CR0 0XZ

Registered Office Current:

The Chancery 58 Spring Gardens

Manchester M2 1EW

Former.
Airport House
Purley Way
Croydon
CR0 0XZ

Any Other Trading Names None

Oxford GB Ltd, Oxford GB Two Ltd & Portland Crescent Leeds Limited (All in Administration)

Progress Report to Creditors
3 October 2016

Appendix 2

Joint Administrators' Receipts and Payments Accounts

DUFF&PHELPS

Oxford GB Ltd (In Administration) Joint Administratorss' Abstract of Receipts & Payments

Statement of Affairs		From 04/03/2016 To 03/09/2016	From 04/03/2016 To 03/09/2016
		NIL	NIL
REP	RESENTED BY		
			NIL

Note:

Oxford GB Two Ltd (In Administration) Oxford GB Two Limiteds' Abstract of Receipts & Payments

Statement of Affairs	From 04/03/2016 To 03/09/2016	From 04/03/2016 To 03/09/2016
SECURED ASSETS		
Gross bank interest - fixed account	17 74	17 74
Funds from Bank	881,591.02	881,591.02
	881,608.76	881,608 76
COSTS OF REALISATION		
Property Agents Fees	18,435.45	18,435.45
Insurance	11,614.45	11,614 45
Legal Fees	20,000 00	20,000.00
Legal Disbursements	96 35	96 35
Security	95,058 00	95,058 00
Equipment & Crane Hire	117,126.00	117,126.00
Construction	285,000.00	285,000.00
Warranties	6,000 00	6,000 00
Accountants Fees	13,500.00	13,500.00
Scaffolding	80,492.39	80,492.39
Rent	4,666.69	4,666.69
Consultancy and Sundry	<u>38,983 66</u>	38,983 66
	(690,972 99)	(690,972.99)
ASSET REALISATIONS		
Bank Interest Gross	5.71	5.71
	5.71	5 71
COST OF REALISATIONS		
Statutory Advertising	253.80	253 80
	(253 80)	(253.80)
	100 207 60	100 307 60
	190,387.68	190,387.68
REPRESENTED BY		7 000 40
VAT Receivable		7,380 19
Fixed bank account		54,316.26
Fixed charge VAT receivable		128,691.23
		190,387.68

Portland Crescent Leeds Limited (In Administration) Joint Administratorss' Abstract of Receipts & Payments

Statement of Affairs	From 04/03/2016 To 03/09/2016	From 04/03/2016 To 03/09/2016
	NIL	NIL
REPRESENTED BY		
		NIL

Note:

Oxford GB Ltd, Oxford GB Two Ltd & Portland Crescent Leeds Limited (All in Administration
Progress Report to Creditor
3 October 201

Appendix 3

Analysis of Time Charged and Expenses Incurred

68293 OXFORD GB LIMITED

ANALYSIS OF TIME COSTS FOR THE PERIOD 04/03/2016 to 03/09/2016

ADM-Admin - Post Appt

Classification of Work Function	Partner	Manager	Hours Senior	Assistant	Support	Total Hours	Time Cost	Avg Hourly Rate
Administration and Planning								
Cashlering & accounting	0 00	0 00	0 10	0 00	0.00	0 10	32 00	320 00
Statutory matters (Meetings & Reports & Notices)	0 00	0 00	0 00	4 05	0 00	4 05	465 75	115 00
Total Hours	0.00	0 00	0 10	4 05	0.00	4 15		119 94
Total Fees Claimed	0 00	0 00	32 00	465.75	0 00		497 75	

67504 OXFORD GB TWO LIMITED

ANALYSIS OF TIME COSTS FOR THE PERIOD 04/03/2016 to 03/09/2016

ADM-Admin - Post Appt

Classification of Work Function	Partner	Manager	Hours Senior	Assistant	Support	Total Hours	Time Cost	Avg Hourly Rate
Administration and Planning								
Case review and Case Diary management	0 00	1 40	0 00	4 10	0.00	5 50	1,396 00	253 82
Cashiering & accounting	0 40	2 15	13 10	9 45	0.00	25 10	6,570 50	261 77
Dealings with Directors and Management	1 00	0 65	0 00	0 90	0.00	2 55	936 75	367 35
Insurance	0.00	0 90	0 00	0 00	0 00	0 90	359 00	398 89
Statement of affairs	0 00	1 70	0 00	0 00	0 00	1 70	569 50	335 00
Statutory matters (Meetings & Reports & Notices)	0 00	4 30	3 00	10 70	0 00	18 00	4,116 50	228 69
Strategy planning & control	4 50	24 35	0 00	0 80	0 00	29 65	13,273 75	447 68
Tax Compliance/Planning	0 00	0 00	0 00	0 20	0 00	0 20	42 00	210 00
Creditors								
Communications with Creditors/Employees	0 00	0 40	0 00	2 10	0 00	2 50	546 50	218 60
Non Pref Creditors/Employee claims	0 00	0 00	0 00	0 75	0 00	0 75	86 25	115 00
handling								
Secured Creditors	2 20	0 80	0 00	6 90	0 00	9 90	2,649 50	267 63
Investigations								
CDDA & reports & Communication	0 00	0 00	0 00	1 00	0.00	1 00	180 00	180 00
Financial review and investigations (S238/239 etc)	0 00	2 10	0 00	0 00	0 00	2 10	945 00	450 00
Realisation of Assets								
Freehold and Leasehold Property	0 00	7 30	0 00	12 20	0 00	19 50	5.136 00	263 38
Sale of business	7 00	4 50	0 00	2 10	0 00	13 60	5,849 00	430 07
Trading								
Trading - Accounting	1 50	0 00	0 00	2 50	0 00	4 00	1,320 00	330 00
Trading - Operations	0 00	0 00	0 00	2 50	0 00	2 50	480 00	192 00
Total Hours	16 60	50 55	16 10	56 20	0 00	139 45		318 80
Total Fees Claimed	8,798 00	20,890 25	6,011 50	9,756 50	0 00		44,456 25	

Oxford GB Two Ltd (In Administration) Joint Administrators' Expenses

			Reporting Period			
Company	Activity	Fee Basis	Incurred (£)	Amount Paid (£)		
Professional Advisors	· · · · · · · · · · · · · · · · · · ·					
GVA Grimley Ltd	Property Agent Fees	Time Costs	18,435	18,435		
AUA insolvency Risk Services	Insurance	Fixed Premium	11,614	11,614		
Eversheds LLP	Legal Fees and Disbursements	Fixed Fee	20,000	20,000		
MAPS Solutions Europe Limited	Security	Time Costs	95,058	95,058		
Falcon Tower Crane Services Ltd	Crane Hire	Fixed rate per week	114,080	114,080		
Wingate Electrical PLC	Equipment Hire	Fixed rate per week	7,225	7,225		
Russells Construction	Construction Fees	Time Costs	285,000	285,000		
Rock and Alluvium Limited	Warranties	Fixed Fee	6,000	6,000		
Alexander & Co	Accountants Fees	Fixed Fee	13,500	13,500		
Everlast Scaffolding Ltd	Scaffolrding Hire	Fixed rate per week	80,492	80,492		
Leeds City Council	Rent	Fixed rate per month	4,667	4,667		
Mill Lane Estates Ltd	Consultancy Fees	Time Costs	24,032	24,032		
John Gaunt & Partners	Consultancy Fees	Time Costs	243	243		
Elliot Group Limited	Consultancy Fees	Time Costs	14,707	14,707		
			695,053	695,053		

The Joint Administrators' choice of professional advisors was based on their perception of the experience and ability of the respective firms/individuals to perform their work, the complexity and nature of the assignment and the basis of their fee

68283 PORTLAND CRESCENT LEEDS LIMITED

ANALYSIS OF TIME COSTS FOR THE PERIOD 04/03/2016 to 03/09/2016

ADM-Admin - Post Appt

Classification of Work Function	Partner	Manager	Hours Senior	Assistant	Support	Total Hours	Time Cost	Avg Hourly Rate
Administration and Planning								
Cashiering & accounting	0 00	0.00	0 10	0 00	0.00	0 10	32 00	320 00
IPS set up & maintenance	0 00	0.00	0.00	0 30	0 00	0 30	34 50	115 00
Statutory matters (Meetings & Reports & Notices)	0 00	0 00	0 00	3 30	0 00	3 30	379 50	115 00
Investigations								
CDDA & reports & Communication	0 00	0 00	0 00	1 00	0 00	1 00	180 00	180 00
Total Hours	0 00	0 00	0 10	4 60	0 00	4 70		133 19
Total Fees Claimed:	0 00	0 00	32 00	594 00	0 00		626 00	