



For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number	0	6	1	4	4	7	9	5
Company name in full	Cook & Lucas Frozen (UK) Limited							

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

### 2 Administrator's name

Full forename(s)	James Richard
Surname	Clark

### 3 Administrator's address

Building name/number	c/o Interpath Ltd
Street	4th Floor, Tailors Corner, Thirsk Row
Post town	Leeds
County/Region	
Postcode	L S 1 4 D P
Country	

### 4 Administrator's name ①

Full forename(s)	Howard
Surname	Smith

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

### 5 Administrator's address ②

Building name/number	c/o Interpath Ltd
Street	4th Floor, Tailors Corner, Thirsk Row
Post town	Leeds
County/Region	
Postcode	L S 1 4 D P
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	<sup>d</sup> 2	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3
To date	<sup>d</sup> 1	<sup>d</sup> 9	<sup>m</sup> 0	<sup>m</sup> 7	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3

### 7 Progress report

☒ I attach a copy of the progress report

### 8 Sign and date

Administrator's  
signature

Signature

X

*J. All*

X

Signature date	<sup>d</sup> 1	<sup>d</sup> 6	<sup>m</sup> 0	<sup>m</sup> 8	<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 **Henry Jackson**

Company name **Interpath Ltd**

Address **5th Floor, 130 St Vincent Street  
Glasgow**

Post town **G2 5HF**

County/Region

Postcode

Country

DX

Telephone **Tel +44 (0) 113 521 7510**

**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)**

Joint  
Administrators'  
progress report  
for the period  
20 January 2023  
to 19 July 2023

Cook & Lucas Frozen (UK) Limited - in  
Administration

16 August 2023

Deemed delivered: 16 August 2023

# Notice to creditors

Please note that the contact details for your primary case contacts may have changed, please check the insolvency portal at <http://cookandlucas.ia-insolv.com> for the latest contact details.

This progress report provides an update on the administration of the Company.

We have included (Appendix 2) an account of all amounts received and payments made since the date of our appointment.

We have also explained our future strategy for the administration and how likely it is that we will be able to pay each class of creditor.

You will find other important information in this progress report such as the costs which we have incurred to date.

A glossary of the abbreviations used throughout this document is attached (Appendix 5).

Finally, we have provided answers to frequently asked questions and a glossary of insolvency terms on the following website, <http://cookandlucas.ia-insolv.com>. We hope this is helpful to you.

**Please also note that an important legal notice about this progress report is attached (Appendix 6).**

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# 1 Executive summary

James Clark and Howard Smith were appointed Joint Administrators of Cook & Lucas Frozen (UK) Limited on 20 January 2023 by Barclays under its qualifying floating charge.

This progress report covers the period from the date of our appointment to 19 July 2023.

We delivered our statement of proposals to all known creditors on 14 March 2023. They were deemed approved without modification on 24 March 2023.

Given the Company's plant in Grimsby had closed abruptly prior to our appointment (on or around 10 January 2023) our initial strategy has focused on seeking to locate and realise the Company's tangible assets. Realisations during the Period include, but are not limited to, £165,004 for plant & machinery and £156,300 for vehicles. We are continuing to review the affairs of the Company prior to our appointment to seek to maximise realisations for creditors, whilst attending to statutory matters (Section 2 - Progress to date).

Barclays provided an invoice discounting facility and CBILS to the Company, plus additional lending under its Barclaycard facility. At the date of appointment, Barclays was owed approximately £1.7 million (before ongoing interest and charges). Hilton Baird continue to collect the Company's debtors on behalf of Barclays, with the funds realised to be offset against its outstanding debt. To 1 August 2023, Hilton Baird has collected £578,704 directly from book debts subject to Barclays' ID facility, and have also offset cash at bank. Whilst further realisations are expected, Barclays may suffer a shortfall on its lending to the Company (Section 3 - Dividend prospects).

Based on current estimates, it is unlikely that there will be sufficient funds to pay a dividend to preferential and unsecured creditors (Section 3 - Dividend prospects).

Please note: you should read this progress report in conjunction with our Proposals which were issued to the Company's creditors and can be found at:

<http://cookandlucas.ia-insolv.com>. Unless stated otherwise, all amounts in this progress report and appendices are stated net of VAT.



James Clark  
Joint Administrator

## 2 Progress to date

This section updates you on our strategy for the administration and on our progress to date. It follows the information provided in our Proposals.

### 2.1 Strategy and progress to date

#### Strategy

As detailed in our Proposals, given the Company's plant in Grimsby had abruptly closed prior to our appointment (on or around 10 January 2023), our initial strategy focused on obtaining the Company's records, and securing its tangible assets, whilst assisting employees to make claims from the Redundancy Payments Service.

James Clark and Howard Smith were also subsequently appointed as Joint Administrators of Cook & Lucas Frozen (Holdings) Limited on 25 January 2023.

In addition to the assets located at the Company's leasehold premises, we were able to recover other tangible assets which were not located at the Company's premises on appointment. Sandersons, a specialist firm of valuers, was engaged to advise us on a strategy to realise the Company's tangible assets on a break-up basis. Based on advice from Sandersons, all assets recovered to date were then sold by auction or private treaty sale (see below).

The Company operated from two leasehold premises in Grimsby, as well as a semi-derelict warehouse unit known as Compass House on Riby Street, Grimsby (which is owned by CLH). Following the realisation of assets from the premises, we returned the keys to the landlord of the smokehouse property on Riby Street on 3 February 2023, and, to the landlord of the Humber Street premises on 10 March 2023.

Hilton Baird continue to collect the Company's debtors on behalf of Barclays, with the funds realised being repaid directly to Barclays. We understand Hilton Baird has recovered £578,704 to 1 August 2023, from book debts subject to Barclays' invoice discounting facility (from a total ledger of £1.1 million according to the statement of affairs), with further realisations expected.

Our strategy is to continue to focus on reviewing the affairs of the Company prior to our appointment to seek to maximise realisations for creditors, whilst attending to statutory matters.

Please refer to our Proposals for further background information.



## 2.2 Asset realisations

Realisations during the Period are set out in the attached receipts and payments account (Appendix 2).

Summaries of the most significant realisations during the Period are provided below.

### Plant & machinery, and motor vehicles

As detailed in our Proposals, based on advice from Sandersons certain assets located at the Smokehouse on Riby Street were sold by a private treaty sale (with any excluded assets moved to the Company's other premises on Humber Street). Sandersons recommended the sale of the other assets located at Humber Street by auction. The auction concluded on 22 February 2023. Other assets subsequently recovered have been sold by private treaty sales (again based on advice from Sandersons).

Total realisations made during the Period were £165,004 in respect of plant & machinery, and £156,300 for motor vehicles.

### Book debts

A total of £8,114 has been received in relation to funds paid into the Company's pre-appointment bank account by debtors. These funds may need to be repaid to Barclays (on the basis these amounts are subject to its ID facility).

### Stock

As detailed in our Proposals, there was no stock located in the main premises at Humber Street. During the Period, we have realised £4,334 which was held in two third party cold stores. We continue to review the position regarding pre-administration stock transfers.

### Bank interest

The sum £691 has been received in interest from holding the Company's funds in an interest-bearing bank account.

### Sundry refunds

The sum of £2,708 has been received in relation to various refunds paid into the Company's pre-appointment bank account after the appointment of the Joint Administrators.

In addition the sum of £3,087 was held by Forrester Boyd and used to offset against the payment due to Forrester Boyd as discussed in section 2.3 below.

### Investigations

We have reviewed the affairs of the Company to examine whether there are any actions which can be taken against third parties to increase recoveries for creditors. We continue to review certain pre-appointment matters and will provide updates as appropriate.

We have complied with the relevant statutory requirements by submitting the online

director conduct assessment to the Department for Business, Energy and Industrial Strategy. The contents of our submission are confidential.

## **2.3 Costs**

Payments made in this Period are set out in the attached receipts and payments account (Appendix 2).

Summaries of the most significant payments made during the Period are provided below.

### **Pre-appointment legal fees and disbursements**

The sum of £2,550 was paid to Addleshaws (including disbursements of £50) for pre-appointment legal services, as outlined in the Proposals and approved by creditors.

### **Accountant's fees and disbursements**

Forrester Boyd assisted with updating the Company's records and with the production of the directors' Statement of Affairs, and were paid £6,000 plus disbursements of £361. This was offset against £3,087 held by Forrester Boyd, with the remaining balance being paid from the administration estate.

### **Agents' / Valuers' fees and disbursements**

Following the sale of the plant & machinery and motor vehicles, to date £13,500 plus disbursements of £8,673 has been paid to Sandersons on account (with further amounts remaining outstanding).

### **Legal fees and disbursements**

Tyr were engaged to review the validity of the Joint Administrators' appointment as well as Barclays' security, and was paid £2,500. Addleshaws has provided general insolvency advice throughout the administration has been paid £6,500 for their assistance to date, plus disbursements of £60 (with further amounts outstanding).

### **Storage costs**

Iron Mountain were engaged to recover the Company's books and records and were paid £3,346.

### **Rent**

The Joint Administrators occupied the premises at Humber Street from 20 January 2023 to 10 March 2023 and rent of £3,375 was paid to Industrial Drying Systems Limited for this period of occupation.

## **2.4 Schedule of expenses**

We have detailed the costs incurred during the Period, whether paid or unpaid, in the schedule of expenses attached (Appendix 3).

Summaries of the most significant expenses which have been incurred in the Period but have not yet been paid are provided below.

#### Joint Administrators' pre-administration costs

As detailed in section 4.2 below, the Joint Administrators have creditors' approval to pay pre-administration costs of £16,313.

#### Joint Administrators' fees and disbursements

To date the Joint Administrators' have incurred time costs of £361,835 and out of pocket expenses of £4,458. Approval has been obtained from creditors.

#### Agents' / Valuers' fees and disbursements

Sandersons have incurred additional costs of £9,175 which have not yet been billed for its advice to date.

#### Legal fees and disbursements

Addleshaws have incurred additional costs of £12,188 which have not yet been billed.

#### Insurance

Insurance premiums of £4,550 for the period from 20 January 2023 to 19 July 2023 are currently in the process of being paid.

## **3 Dividend prospects**

### **3.1 Secured creditors**

As previously advised, Barclays provided the Company with an invoice discounting facility with funds in use at the date of appointment at £0.8 million. In addition, Barclays provided the Company with 3 CBILS, which had a total exposure of £0.8 million, plus additional lending under its Barclaycard facility. Barclays total secured lending to the Company on appointment was approximately £1.7 million (before ongoing interest and charges).

Tyr has reviewed Barclays' security and confirmed it is valid.

Barclays has engaged Hilton Baird to assist with debtor realisations, with any funds realised to be offset against its outstanding debt. To 1 August 2023 Hilton Baird has recovered £578,704, from book debts subject to Barclays' ID facility (from a total ledger of £1.1 million according to the Directors' statement of affairs). Additionally, Barclays has offset cash at bank held at appointment of approximately £98,000.

Whilst further realisations are expected, based on current estimates, Barclays may suffer a shortfall on its overall lending to the Company.

### **3.2 Ordinary preferential creditors (employees)**

We currently estimate the amount of ordinary preferential claims to be £28,172.

Based on current estimates, there is likely to be insufficient funds to pay a dividend to ordinary preferential creditors.

### **3.3 Secondary preferential creditors (HMRC)**

We estimate the amount of secondary preferential claims to be £112,359.

Based on current estimates, there is likely to be insufficient funds to pay a dividend to secondary preferential creditors.

### **3.4 Unsecured creditors**

Based on current estimates, there will be no dividend to unsecured creditors.

## 4 Joint Administrators' remuneration, expenses and pre-administration costs

### 4.1 Joint Administrators' remuneration and expenses

On 3 April 2023, the Secured Creditor and preferential creditors have provided approval that:

The Joint Administrators' remuneration be drawn on the basis of time properly given by them and the various grades of their staff in attending to matters arising in the administration in accordance with the fee estimate and charge-out rates, as set out in the Statement of Proposals. This will include work undertaken in respect of, but not limited to, tax, VAT and employee advice from Interpath in-house specialists.

category 2 expenses (as defined in Statement of Insolvency Practice 9) be charged and drawn in accordance with Interpath Advisory's policy as set out in the Statement of Proposals.

all unpaid pre-administration costs, as set out in the Statement of Proposals, be paid as an expense of the administration.

#### Time costs

From the date of our appointment to 19 July 2023, we have incurred time costs of £361,835. These represent 851 hours at an average rate of £425 per hour.

#### Joint Administrators' remuneration

During the Period, we have not drawn any remuneration.

#### Joint Administrators' expenses

During the Period, we have incurred out of pocket expenses of £4,458, which have not yet been reimbursed through the administration.

#### Additional information

We have attached (Appendix 4) an analysis of the time spent, the charge-out rates for each grade of staff and the expenses paid directly by Interpath for the period from our appointment to 19 July 2023. We have also attached our charging and expenses policy.

Our total time costs for the administration are likely to exceed the fee estimate that was included in the Proposals (£381,183). Additional time, above that detailed in the Proposals, has and will continue to be incurred. In addition to the reasons outlined in our previous report we also anticipate additional time being incurred for the following reasons:

#### Realisation of assets

We have incurred more time than originally estimated in realising the Company's assets, primarily due to the nature of and difficulties in locating some assets, obtaining relevant

information and reviewing the affairs of the Company to examine whether there are any actions which can be taken against third parties to increase recoveries for creditors, which could have a financial benefit for creditors.

#### Employees

Whilst all employees were made redundant prior to our appointment, we have incurred more time than initially estimated in dealing with employee queries. This forms part of our statutory duties.

#### Directors

More time than was originally anticipated has been spent corresponding with Directors, to ensure delivery of the directors' statement of affairs and questionnaires, and seeking information on other matters. This forms part of our statutory duties.

Please note that despite these increased time costs, at this stage we do not intend to seek to draw fees in excess of the estimate set out in our Proposals, for which approval has already been obtained from the preferential and secured creditors. As such we have not included a revised time cost estimate with this report. However, should the circumstances of the administration change, the Joint Administrators reserve the right to revert to the relevant parties to request further approval of our fees.

## 4.2 Pre-administration costs

We disclosed the following pre-administration costs, which were unpaid at the date of our appointment, in our proposals:

Interpath fees	16,313.00	16,313.00	0.00	16,313.00
Legal fees – Addleshaw Goddard	2,500.00	2,500.00	2,500.00	0.00
Legal disbursements – Addleshaw Goddard	50.00	50.00	50.00	0.00
<b>Total</b>	<b>18,863.00</b>	<b>18,863.00</b>	<b>2,550.00</b>	<b>16,313.00</b>

On 3 April 2023, we obtained approval from the Secured Creditor and preferential creditors to pay all of these pre-administration costs as an expense of the administration.

## **5 Future strategy**

### **5.1 Future conduct of the administration**

We will continue to manage the affairs, the business and the property of the Company in order to achieve the purpose of the administration. This will include but not be limited to:

Continuing to investigate the affairs of the Company to seek to maximise realisations for creditors;

Finalising and paying the outstanding costs of the administration, including the Joint Administrators' remuneration;

Paying distributions to the secured creditor (and other creditors), if appropriate;

Complying with ongoing statutory and reporting obligations;

Seeking an extension to the period of administration (if required); and,

Bringing the administration to an end via dissolution.

### **5.2 Discharge from liability**

The Secured Creditor and preferential creditors have granted approval that we be discharged from liability in respect of any actions as Joint Administrators, upon the filing of their final receipts and payments account with the Registrar of Companies.

### **5.3 Future reporting**

We will provide a further progress report within one month of 19 January 2023 or earlier if the administration has been completed prior to that time.

## Appendix 1      Statutory information

Company name	Cook & Lucas Frozen (UK) Limited
Date of incorporation	7 March 2007
Company registration number	06144795
Present registered office	Interpath Ltd, 4th Floor, Tailors Corner, Thirsk Row, Leeds, LS1 4DP
Administration appointment	The administration appointment granted in High Court of Justice, Business and Property Courts in Leeds, 000056 of 2023
Appointor	Qualifying floating charge holder
Date of appointment	20 January 2023
Joint Administrators' details	James Clark and Howard Smith
Estimated values of the Net Property and Prescribed Part	Estimated Net Property is £Nil. Estimated Prescribed Part is £Nil. The Prescribed Part has been taken into account when determining the dividend prospects for unsecured creditors (Section 3.4).
Prescribed Part distribution	The Joint Administraors do not intend to apply to Court to obtain an order that the Prescribed Part shall not apply. This is because it is anticipated that the Prescribed Part will be automatically disapplied given that the estimated Net Property is less than £10,000 and the costs of making a distribution are anticipated to be disproportionate to the benefits.
Functions	The functions of the Joint Administrators are being exercised by them individually or together in accordance with Paragraph 100(2)
Current administration expiry date	19 January 2024



## Appendix 2

## Joint Administrators' receipts and payments account

### Cook & Lucas Frozen (UK) Limited - in Administration

#### Abstract of receipts & payments

Statement of affairs (£)		From 20/01/2023 To 19/07/2023 (£)	From 20/01/2023 To 19/07/2023 (£)
FIXED CHARGE ASSETS			
1,102,555.00	Book debts	NIL	NIL
		NIL	NIL
FIXED CHARGE CREDITORS			
(1,725,736.00)	Fixed charge creditor	NIL	NIL
		NIL	NIL
HP/LEASING			
94,072.00	HP/Leasing asset	NIL	NIL
(110,376.00)	HP/Leasing creditor	NIL	NIL
		NIL	NIL
ASSET REALISATIONS			
100,000.00	Plant & machinery	165,004.00	165,004.00
100,000.00	Motor vehicles	156,300.00	156,300.00
	Stock	4,333.50	4,333.50
	Book debts	8,113.97	8,113.97
94,820.00	Cash at bank	842.56	842.56
		334,594.03	334,594.03
OTHER REALISATIONS			
	Bank interest, gross	690.90	690.90
	Sundry refunds	5,795.53	5,795.53
	Third party funds	1,649.05	1,649.05
		8,135.48	8,135.48
COST OF REALISATIONS			
	Pre-appointment legal fees	(2,500.00)	(2,500.00)
	Pre-appointment legal disbursements	(50.00)	(50.00)
	Accountant's fees	(6,000.00)	(6,000.00)
	Accountant's disbursements	(360.87)	(360.87)
	Agents'/Valuers' fees	(13,500.00)	(13,500.00)
	Agents'/Valuers' disbursements	(8,672.93)	(8,672.93)
	Legal fees	(9,000.00)	(9,000.00)
	Legal disbursements	(60.00)	(60.00)
	Storage costs	(3,346.43)	(3,346.43)

# **Cook & Lucas Frozen (UK) Limited - in Administration**

## **Abstract of receipts & payments**

Statement of affairs (£)		From 20/01/2023 To 19/07/2023 (£)	From 20/01/2023 To 19/07/2023 (£)
	Re-direction of mail	(321.00)	(321.00)
	Statutory advertising	(91.00)	(91.00)
	Rent	(3,375.00)	(3,375.00)
	Repayment of third-party funds	(1,649.05)	(1,649.05)
		(48,926.28)	(48,926.28)
	PREFERENTIAL CREDITORS		
(54,565.00)	PAYE income tax etc	NIL	NIL
(25,107.00)	Employees' wage arrears	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(2,211,138.00)	Trade & expense	NIL	NIL
(303,384.00)	Employees	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary shareholders	NIL	NIL
		NIL	NIL
<b>(2,938,860.00)</b>		<b>293,803.23</b>	<b>293,803.23</b>
	REPRESENTED BY		
	Floating ch. VAT rec'able		8,763.78
	Floating charge current		293,309.19
	Floating ch. VAT payable		(57,260.80)
	Floating ch. VAT control		48,991.06
			<b>293,803.23</b>

## Appendix 3      Schedule of expenses

### Cost of realisations

Pre-administration legal fees	2,500.00	0.00	<b>2,500.00</b>
Pre-administration legal disbursements	50.00	0.00	<b>50.00</b>
Accountant's fees	6,000.00	0.00	<b>6,000.00</b>
Accountant's disbursements	360.87	0.00	<b>360.87</b>
Joint Administrators' pre-administration costs	0.00	16,313.00	<b>16,313.00</b>
Joint Administrators' fees	0.00	361,834.75	<b>361,834.75</b>
Joint Administrators' disbursements	0.00	4,457.86	<b>4,457.86</b>
Agents'/Valuers' fees	13,500.00	9,175.00	<b>22,675.00</b>
Agents'/Valuers' disbursements	8,672.93	0.00	<b>8,672.93</b>
Legal fees	9,000.00	12,188.00	<b>21,188.00</b>
Legal disbursements	60.00	0.00	<b>60.00</b>
Storage costs	3,346.43	0.00	<b>3,346.43</b>
Re-direction of mail	321.00	0.00	<b>321.00</b>
Statutory advertising	91.00	0.00	<b>91.00</b>
Rent	3,375.00	0.00	<b>3,375.00</b>
Insurance of assets	0.00	4,550.38	<b>4,550.38</b>
<b>TOTAL</b>	<b>47,277.23</b>	<b>408,518.99</b>	<b>455,796.22</b>

### Requests for further information and right to challenge our remuneration and expenses

Creditors' requests for further information

If you would like to request more information about our remuneration and expenses disclosed in this progress report, you must do so in writing within 21 days of receiving this progress report.

Requests from unsecured creditors must be made with the concurrence of at least 5% in value of unsecured creditors (including, the unsecured creditor making the request) or with the permission of the Court.

Creditors' right to challenge our remuneration and expenses

If you wish to challenge the basis of our remuneration, the remuneration charged, or the expenses incurred during the Period covered by this progress report, you must do so by making an application to Court within eight weeks of receiving this progress report.

Applications by unsecured creditors must be made with concurrence of at least 10% in value of unsecured creditors (including the unsecured creditor making the challenge) or with the permission of the Court.

The full text of the relevant rules can be provided on request by writing to [Cookandlucas@Interpathadvisory.com](mailto:Cookandlucas@Interpathadvisory.com).

## Appendix 4 Joint Administrators' charging and expenses policy

### Joint Administrators' charging policy

The time charged to the administration is by reference to the time properly given by us and our staff in attending to matters arising in the administration. This includes work undertaken in respect of in-house Interpath Advisory tax, VAT and employee specialists.

Our policy is to delegate tasks in the administration to appropriate members of staff considering their level of experience and requisite specialist knowledge, supervised accordingly, so as to maximise the cost effectiveness of the work performed. Matters of particular complexity or significance requiring more exceptional responsibility are dealt with by senior staff or us.

A copy of "A Creditors' Guide to Joint Administrators Fees" from Statement of Insolvency Practice 9 ('SIP 9') produced by the Association of Business Recovery Professionals is available at:

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/29113/page/1/guide-to-administrators-fees/>

If you are unable to access this guide and would like a copy, please contact [Cookandlucas@Interpathadvisory.com](mailto:Cookandlucas@Interpathadvisory.com).

### Hourly rates

Set out below are the relevant hourly charge-out rates for the grades of our staff actually or likely to be involved on this administration. Time is charged by reference to actual work carried out on the administration; using a minimum time unit of six minutes.

All staff who have worked on the administration, including cashiers and secretarial staff, have charged time directly to the administration and are included in the analysis of time spent. The cost of staff employed in central administration functions is not charged directly to the administration but is reflected in the general level of charge-out rates.

Managing Director	725	780
Director	675	725
Associate Director	590	635
Manager	495	530
Senior Associate	345	370
Associate	245	265
Support	155	165

The charge-out rates used by us might periodically rise (for example to cover annual inflationary cost increases) over the period of the administration. In our next statutory report, we will inform creditors of any material amendments to these rates.

#### Policy for the recovery of expenses

Where funds permit the officeholders will seek to recover both Category 1 and Category 2 expenses from the estate. For the avoidance of doubt, such expenses are defined within SIP 9 as follows:

*Expenses:* These are any payments which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements which are payments first met by the office holder, and then reimbursed to the office holder from the estate.

*Category 1 expenses:* These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses, and equivalent costs reimbursed to the officeholder or his or her staff.

*Category 2 expenses:* These are payments to associates or which have an element of shared costs. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage.

*Associates:* are defined in the insolvency legislation but also extends to parties where a reasonable and informed third party might consider there would be an association between the third party and the office holder or their firm.

Category 2 expenses charged by Interpath Restructuring include mileage. This is calculated as follows:

Mileage claims fall into three categories:

- Use of privately-owned vehicle or car cash alternative – 45p per mile.

- Use of company car – 60p per mile.

- Use of Managing Director's car – 60p per mile.

For all of the above car types, when carrying Interpath passengers an additional 5p per mile per passenger will also be charged where appropriate. We have incurred the following expenses from the date of our appointment to 19 July 2023.

IT Consultants and equipment	264.00	NIL	<b>264.00</b>
Meals	347.12	NIL	<b>347.12</b>
Mileage	NIL	1,080.04	<b>1,080.04</b>
Postage	564.93	NIL	<b>564.93</b>
Professional and legal fees	22.00	NIL	<b>22.00</b>
Sundry	190.00	NIL	<b>190.00</b>
Travel	1,123.08	NIL	<b>1,123.08</b>
Hotel accommodation	866.69	NIL	<b>866.69</b>
<b>Total</b>	<b>3,377.82</b>	<b>1,080.04</b>	<b>4,457.86</b>

We have the authority to pay Category 1 expenses without the need for any prior approval from the creditors of the Company.

Category 2 expenses have been approved in the same manner as our remuneration.

Narrative of work carried out for the Period 20 January 2023 to 19 July 2023

The key areas of work have been:

Statutory and compliance	collating initial information to enable us to carry out our statutory duties, including creditor information and details of assets; providing initial statutory notifications of our appointment to the Registrar of Companies, creditors and other stakeholders, and advertising our appointment; posting information on a dedicated web page; preparing statutory receipts and payments accounts; arranging bonding and complying with statutory requirements; ensuring compliance with all statutory obligations within the relevant timescales.
Strategy documents, Checklist and reviews	formulating, monitoring and reviewing the administration strategy; briefing of our staff on the administration strategy and matters in relation to various work-streams; regular case management and reviewing of progress, including regular team update meetings and calls; reviewing and authorising junior staff correspondence and other work; dealing with queries arising during the appointment; reviewing matters affecting the outcome of the administration; allocating and managing staff/case resourcing and budgeting exercises and reviews; liaising with legal advisors regarding the various instructions, including agreeing content of engagement letters; complying with internal filing and information recording practices, including documenting strategy decisions.
Reports to debenture holders	providing written and oral updates to representatives of Barclays regarding the progress of the administration and case strategy.
Cashiering	setting up administration bank accounts and dealing with the Company's pre-appointment accounts; preparing and processing vouchers for the payment of post-appointment invoices; creating remittances and sending payments to settle post-appointment invoices; reconciling post-appointment bank accounts to internal systems; ensuring compliance with appropriate risk management procedures in respect of receipts and payments.
Tax	gathering initial information from the Company's records in relation to the taxation position of the Company; submitting relevant initial notifications to HM Revenue and Customs;

	<p>reviewing the Company's pre-appointment corporation tax and VAT position; analysing and considering the tax effects of various sale options, tax planning for efficient use of tax assets and to maximise realisations; working initially on tax returns relating to the periods affected by the administration; analysing VAT related transactions; dealing with post appointment tax compliance.</p>
General	<p>reviewing time costs data and producing analysis of time incurred which is compliant with Statement of Insolvency Practice 9; locating relevant Company books and records, arranging for their collection and dealing with the ongoing storage.</p>
Asset realisations	<p>collating information from the Company's records regarding the assets; liaising with agents regarding the sale of assets; seeking to locate stock, and, dealing with issues associated with the sale of stock; reviewing outstanding debtors; liaising with Hilton Baird and Barclays regarding debtor recoveries; reviewing the inter-company debtor position between the Company and other group companies.</p>
Property matters	<p>reviewing the Company's leasehold properties, including review of leases; communicating with landlords regarding rent, property occupation and other issues; performing land registry searches.</p>
Health and safety	<p>liaising with internal health and safety specialists in order to manage all health and safety issues and environmental issues, including ensuring that legal and licensing obligations are complied with; liaising with the Health and Safety Executive regarding the administration and ongoing health and safety compliance.</p>
Open cover insurance	<p>arranging ongoing insurance cover for the Company's business and assets; liaising with the post-appointment insurance brokers to provide information, assess risks and ensure appropriate cover in place; assessing the level of insurance premiums.</p>
Employees	<p>dealing with queries from employees regarding various matters relating to the administration and their employment; dealing with statutory employment related matters, including statutory notices to employees and making statutory submissions to the relevant government departments; communicating and corresponding with HM Revenue and Customs; dealing with issues arising from employee redundancies, including statutory notifications and liaising with the Redundancy Payments Office; managing claims from employees; ensuring security of assets held by employees.</p>
Pensions	<p>collating information and reviewing the Company's pension schemes; calculating employee pension contributions and review of pre-appointment unpaid contributions; ensuring compliance with our duties to issue statutory notices; liaising with the Pensions Regulator and the Pensions Protection Fund concerning the changes caused to the pension scheme as a result of our appointment; communicating with employees representatives concerning the effect of the administration on pensions and dealing with employee queries.</p>
Creditors and claims	<p>drafting and circulating our Proposals; creating and updating the list of unsecured creditors; responding to enquiries from creditors regarding the administration and submission of their claims; reviewing completed forms submitted by creditors, recording claim amounts and maintaining claim records; drafting our progress report.</p>
Investigations/ Directors	<p>reviewing Company and directorship searches; liaising with Forrester Boyd LLP to produce the Statement of Affairs and filing this document with the Registrar of Companies; arranging for the redirection of the Company's mail; corresponding with the Directors on various matters; reviewing the questionnaires submitted by the Directors of the Company; reviewing pre-appointment transactions; submitting the online director conduct assessment to the relevant authority.</p>



## Time costs

### SIP 9 –Time costs analysis (20/01/2023 to 19/07/2023)

	Hours	Time Cost (£)	Average Hourly Rate (£)
<b>Administration &amp; planning</b>			
Cashiering			
General (Cashiering)	12.05	4,240.75	351.93
Reconciliations (& IPS accounting reviews)	0.50	132.50	265.00
General			
Books and records	116.25	43,100.75	370.76
Fees and WIP	4.45	1,784.75	401.07
Statutory and compliance			
Appointment and related formalities	39.80	17,539.50	440.69
Bonding & Cover Schedule	2.20	824.00	374.55
Budgets & Estimated outcome statements	13.30	6,506.00	489.17
Checklist & reviews	27.40	7,927.00	289.31
Reports to debenture holders	12.10	8,316.50	687.31
Statutory advertising	0.50	197.00	394.00
Strategy documents	43.20	19,790.75	458.12
Tax			
Initial reviews - CT and VAT	7.30	4,455.00	610.27
Post appointment corporation tax	4.20	1,275.00	303.57
Post appointment VAT	7.20	3,306.50	459.24
<b>Creditors</b>			
Creditors and claims			
General correspondence	57.95	18,046.25	311.41
Legal claims	4.40	2,164.00	491.82
Notification of appointment	14.35	4,835.25	336.95
ROT Claims	6.50	1,618.50	249.00
Secured creditors	7.45	3,830.75	514.19
Statutory reports	70.30	26,080.00	370.98
Employees			
Employee Correspondence	70.10	33,947.00	484.27
Pensions reviews	8.20	3,560.50	434.21
RPO redundancy payments service	5.80	2,944.50	507.67
<b>Investigation</b>			
Directors			
Correspondence with directors	29.90	16,083.00	537.89
D form drafting and submission	77.65	27,494.75	354.09

**SIP 9 –Time costs analysis (20/01/2023 to 19/07/2023)**

	Hours	Time Cost (£)	Average Hourly Rate (£)
Directors' questionnaire / checklist	<b>4.70</b>	1,221.50	259.89
Statement of affairs	<b>10.65</b>	4,984.25	468.00
Investigations			
Correspondence re investigations	<b>22.60</b>	9,840.00	435.40
Mail redirection	<b>3.10</b>	872.50	281.45
Review of pre-appt transactions	<b>19.65</b>	11,477.75	584.11
<b>Realisation of assets</b>			
Asset Realisation			
Cash and investments	<b>12.40</b>	4,058.00	327.26
Debtors	<b>15.35</b>	7,804.25	508.42
Freehold property	<b>1.10</b>	359.50	326.82
Health & safety	<b>2.70</b>	793.50	293.89
Insurance	<b>5.90</b>	2,762.50	468.22
Leasehold property	<b>22.30</b>	10,521.50	471.82
Office equipment, fixtures & fittings	<b>1.90</b>	753.50	396.58
Other assets	<b>0.10</b>	53.00	530.00
Plant and machinery	<b>34.85</b>	19,547.25	560.90
Recoveries from Investigations	<b>7.00</b>	5,460.00	780.00
Stock and WIP	<b>34.75</b>	16,837.25	484.53
Vehicles	<b>8.70</b>	4,488.00	515.86
<b>Total in Period</b>	<b>850.80</b>	<b>361,834.75</b>	<b>425.29</b>
Brought forward time (appointment date to SIP 9 period start date)	0.00	0.00	
SIP 9 period time (SIP 9 period start date to SIP 9 period end date)	850.80	361,834.75	
Carry forward time (appointment date to SIP 9 period end date)	850.80	361,834.75	

## Appendix 5      Glossary

<b>Addleshaws</b>	Addleshaw Goddard LLP
<b>Bank/ Barclays / Secured Creditor</b>	Barclays Bank PLC
<b>CBILS</b>	Coronavirus Business Interruption Loans
<b>CLH</b>	Cook & Lucas Frozen (Holdings) Limited – in Administration
<b>Company</b>	Cook & Lucas Frozen (UK) Limited – in Administration
<b>Directors</b>	Adam Croft and Anthony Lovett
<b>Forrester Boyd</b>	Forrester Boyd Robson Limited
<b>Group</b>	The Company together with; Cook & Lucas Frozen (Holdings) Limited – in Administration
<b>Hilton Baird</b>	Hilton-Baird Collection Services Limited
<b>ID Facility</b>	Invoice discounting facility
<b>Interpath / Interpath Advisory</b>	Interpath Ltd
<b>Joint Administrators/we/our/us</b>	James Clark and Howard Smith
<b>Period</b>	20 January 2023 to 19 July 2023
<b>Proposals</b>	Joint Administrators' Statement of Proposals dated 10 March 2023

**Sandersons**

Sanderson Weatherall LLP

**Tyr**

Jowett Kennedy Fidler LLP trading as Tyr  
Law

Any references in this progress report to sections, paragraphs and rules are to Sections, Paragraphs and Rules in the Insolvency Act 1986, Schedule B1 of the Insolvency Act 1986 and the Insolvency Rules (England and Wales) 2016 respectively.

## Appendix 6      Notice: About this report

This report has been prepared by James Clark and Howard Smith, the Joint Administrators of Cook & Lucas Frozen (UK) Limited – in Administration (the ‘Company’), solely to comply with their statutory duty to report to creditors under the Insolvency Rules (England and Wales) 2016 on the progress of the administration, and for no other purpose. It is not suitable to be relied upon by any other person, or for any other purpose, or in any other context.

This report has not been prepared in contemplation of it being used, and is not suitable to be used, to inform any investment decision in relation to the debt of or any financial interest in the Company or any other company in the Group.

Any estimated outcomes for creditors included in this report are illustrative only and cannot be relied upon as guidance as to the actual outcomes for creditors.

Any person that chooses to rely on this report for any purpose or in any context other than under the Insolvency Rules (England and Wales) 2016 does so at its own risk. To the fullest extent permitted by law, the Joint Administrators do not assume any responsibility and will not accept any liability in respect of this report to any such person.

James Richard Clark and Howard Smith are authorised to act as insolvency practitioners by the Institute of Chartered Accountants in England & Wales.

We are bound by the Insolvency Code of Ethics.

The Officeholders may be Data Controllers of personal data as defined by the Data Protection Act 2018. Personal data will be kept secure and processed only for matters relating to the appointment. For further information, please see our Privacy policy at – [www.interpathadvisory.com/privacy-insolvency](http://www.interpathadvisory.com/privacy-insolvency).

The Joint Administrators act as agents for the Company and contract without personal liability. The appointments of the Joint Administrators are personal to them and, to the fullest extent permitted by law, Interpath Ltd does not assume any responsibility and will not accept any liability to any person in respect of this report or the conduct of the administration.

**[www.interpathadvisory.com](http://www.interpathadvisory.com)**

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