

in accordance with  
Rule 5 10 of the  
Insolvency (England &  
Wales) Rules 2016 &  
Section 94(3) of the  
Insolvency Act 1986.

# LIQ13

## Notice of final account prior to dissolution in MVL



Companies House

FRIDAY



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18/01/2019

#156

COMPANIES HOUSE

1

### Company details

Company number 0 6 5 3 3 4 2 3

Company name in full Trotton Place Associates Limited

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

2

### Liquidator's name

Full forename(s) Mark

Surname Newman

3

### Liquidator's address

Building name/number 4 Mount Ephraim Road

Street

Post town Tunbridge Wells

County/Region Kent

Postcode T N 1 1 E E

Country

4

### Liquidator's name

Full forename(s) Vincent John

Surname Green

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

5

### Liquidator's address

Building name/number 4 Mount Ephraim Road

Street

Post town Tunbridge Wells

County/Region Kent


Postcode T N 1 1 E E

Country

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

LIQ13

Notice of final account prior to dissolution in MVL

<b>6</b>	<b>Final account</b>																	
	<input checked="" type="checkbox"/> I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.																	
<b>7</b>	<b>Sign and date</b>																	
Liquidator's signature	Signature X  X																	
Signature date	<table border="1"><tr><td><sup>d</sup></td><td><sup>d</sup></td><td><sup>m</sup></td><td><sup>m</sup></td><td><sup>y</sup></td><td><sup>y</sup></td><td><sup>y</sup></td><td><sup>y</sup></td></tr><tr><td>1</td><td>6</td><td>0</td><td>1</td><td>2</td><td>0</td><td>1</td><td>9</td></tr></table>	<sup>d</sup>	<sup>d</sup>	<sup>m</sup>	<sup>m</sup>	<sup>y</sup>	<sup>y</sup>	<sup>y</sup>	<sup>y</sup>	1	6	0	1	2	0	1	9	
<sup>d</sup>	<sup>d</sup>	<sup>m</sup>	<sup>m</sup>	<sup>y</sup>	<sup>y</sup>	<sup>y</sup>	<sup>y</sup>											
1	6	0	1	2	0	1	9											

**Trotton Place Associates Limited**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**  
**From 2 August 2010 To 16 January 2019**

S of A £		£	£
	ASSET REALISATIONS		
210,976 00	Cash at Bank	209,245.05	
	Bank Interest Gross	6.74	
			209,251.79
	COST OF REALISATIONS		
	Specific Bond	260.00	
	Joint Liquidators' Fees	8,966 75	
	Joint Liquidators' Disbursements	97.70	
	Legal Fees (1)	2,467.05	
	VAT	2,043.11	
	Bank Charges	63 00	
			(13,897.61)
	DISTRIBUTIONS		
	Ordinary Shareholders	195,354 18	
			(195,354.18)
210,976.00			NIL
	REPRESENTED BY		
			NIL

Note



Mark Newman  
Joint Liquidator



**Trotton Place Associates Limited  
(In Members' Voluntary Liquidation)**

**Final Account**

**Mark Newman  
Vincent John Green**

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

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2. Administration and Planning
3. Asset Realisations
4. Creditors
5. Distributions to Members
6. Fees and Expenses
7. Further Information
8. Conclusion

## **APPENDICES**

- I. Statutory Information
- II. List of Work Undertaken in Review Period
- III. Receipts and Payments Account
- IV. Time Costs Information
- V. Charge out rate and Disbursements policy

## 1. INTRODUCTION

On 2 August 2010, Mark Newman and Vincent John Green of Crowe U.K. LLP were appointed Joint Liquidators of Trotton Place Associates Limited ("the Company").

This Final Account summarises the progress of the Liquidation for the period from the last report and also the duration of the Liquidation ("the Review Period"). The purpose of the Final Account is to summarise the Liquidation as a whole and to advise members that the Joint Liquidators have obtained their release from office.

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

## 2. ADMINISTRATION AND PLANNING

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

## 3. ASSET REALISATIONS

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

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken can be found at **Appendix II**.

The director's Declaration of Solvency ("DoS") indicated that the Company's assets were as follows:

### Cash at Bank

The Declaration of Solvency detailed cash at bank of £210,976 as the Company's sole asset.

As shown on the receipts and payments account, the amount £209,245.05 was received during the first year of the liquidation.

### Bank Interest

In the period of the Company's liquidation bank deposit interest has been received of £6.74.

## 4. CREDITORS

The Joint Liquidators have carried out key tasks which are detailed at **Appendix II**.

### Secured creditors

As at the date of Liquidation, the Company did not have any secured creditors with charges over its assets.

#### Preferential Creditors

The Declaration of Solvency did not show any preferential creditors and no such claims have been received during the course of the liquidation.

#### Non-preferential unsecured Creditors

The Declaration of Solvency did not show any unsecured creditors and no such claims have been received during the course of the liquidation.

### **5. DISTRIBUTIONS TO MEMBERS**

#### Share Capital

The following is a summary of the distributions that were made to the shareholder in the liquidation.

<b>Name of Shareholder</b>	<b>Shareholding</b>	<b>Date paid</b>	<b>Asset</b>	<b>Amount</b>
Timothy C M Parker	100%	22 December 2010	Cash	£142,429.71
Timothy C M Parker	100%	27 January 2011	Cash	£50,000.00
Timothy C M Parker	100%	20 August 2018	Cash	£2,924.47
<b>Totals:</b>				<b>£195,354.18</b>

### **6. FEES AND EXPENSES**

#### The Joint Liquidators' Fees

Our remuneration was previously authorised by the Member at a meeting held on 2 August 2010 to be drawn on a time cost basis. Our total time costs to 1 August 2018 amount to £9,966.95, representing 73.44 hours work at an average charge out rate of £135.72 per hour.

In the period 2 August 2017 to 1 August 2018 we have spent 20.50 hours on the administration of the liquidation. No charge has been made to the liquidation in respect of this time. We have drawn £8,966.75 to 9 August 2018.

The time costs in the period since the last report total £746.00, representing 2.80 hours at an average hourly rate of £266.43. No funds have been drawn on account of time costs incurred in the period since the last report.

The total time costs to date amount to £10,816.45 representing 75.94 hours at an average hourly rate of £142.43. The total time costs drawn in the course of the Liquidation amount to £8,966.75.

Details of the work undertaken in the Review Period is detailed at **Appendix II** and an analysis of the time costs incurred is attached at **Appendix IV**.

#### Expenses & Disbursements

We have incurred expenses to 15 November 2018 of £1,207 as follows:

Type of expense	Amount incurred	Amount paid
Specific Bond	£280.00	£260.00
Bank Charges	£63.00	£63.00
Travel	£97.70	£97.70
Company Search	£15.00	£Nil
Statutory Advertising	£283.18	£Nil

We have used the following agents or professional advisors:

**Professional Advisor**

De Pinna Notaries

**Nature of Work**

Legal Advice

**Basis of Fees**

A fee of £2,000.00 plus disbursements of £467.05 plus VAT.

A copy of 'A Members' Guide to Liquidators' Fees' can be found at:

[https://www.r3.org.uk/media/documents/publications/professional/Guide\\_to\\_Liquidators\\_Fees\\_Oct\\_2015.pdf](https://www.r3.org.uk/media/documents/publications/professional/Guide_to_Liquidators_Fees_Oct_2015.pdf)

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 V**

## 7. FURTHER INFORMATION

Members of the Company with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the Company, or any member with the permission of the Court, may request further details of the Joint Liquidators' remuneration and expenses within 21 days of receipt of this draft final account.

Members of the Company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company, or any member with the permission of the Court, may apply to Court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred on the grounds that they are excessive or inappropriate, within 8 weeks of receipt of this draft final account.

## 8. CONCLUSION

Following the delivery of the Final Account to the members and the Registrar of Companies the Joint Liquidators will vacate office and obtain their release.

Should you have any queries, please contact Steven Edwards at this office

Signed



Mark Newman  
Joint Liquidator

Date 16 January 2019

**Appendix I****Statutory Information**

Company Name	Trotton Place Associates Limited
Company Number	06533423
Registered Office	4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE
Former Registered Office	Trotton Place, Trotton, Petersfield, Hampshire GU31 5EN
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 holder's telephone	01892 700 200
Date of appointment	02 August 2010

## Appendix II

### List of Work Undertaken in Review Period

General Description	Includes [Suggestion Only - delete or add details as appropriate to the work to be done]
<b>Administration and Planning</b>	
Statutory/advertising	Filing of documents to meet statutory requirements <i>Advertising in accordance with statutory requirements</i>
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
Creditor reports	Preparing annual progress reports, and general reports to creditors
Meeting of Members	Preparation of meeting notices, proxies/voting forms notice of meeting to all members Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of members, reports to members and draft minutes of meeting. Responding to queries and questions following meeting
Closure	Preparing and issuing final account to members <i>Submission of final account to Companies House</i>
<b>Realisation of Assets</b>	
Other assets: Cash at Bank	Liaising with the Bank to realise the cash held in the Company's pre liquidation account
<b>Creditors</b>	
Creditor Communication	Finalising pre appointment tax position Obtaining tax clearance
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend <i>Corresponding with RPO regarding POD when not related to a dividend</i>
<b>Distributions to Members</b>	
Dividend procedures	Preparation of distribution calculation Preparation of correspondence to members announcing declaration of dividend Preparation of cheques/BACS to pay dividend Preparation of correspondence to members enclosing payment of dividend

**Trotton Place Associates Limited**  
**(In Liquidation)**  
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	VAT	2,043.11	
	Bank Charges	63 00	
			(13,897 61)
	<b>DISTRIBUTIONS</b>		
	Ordinary Shareholders	195,354.18	
			(195,354.18)
<b>210,976.00</b>			<b>NIL</b>
	<b>REPRESENTED BY</b>		
			<b>NIL</b>

Note:

\_\_\_\_\_  
Vincent John Green  
Joint Liquidator

Trotton Place Associates Limited

Time Cost Summary for the period from 2 August 2018 to 15 November 2018

	Partner	Manager	Case Administrator	Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
<b>Administration and Planning</b>							
Tax and VAT		0.20			0.20	58.00	290.00
Statutory Matters		1.50			1.50	435.00	290.00
Case Accounting			0.40		0.40	50.00	125.00
Strategy / Case Review		0.70			0.70	203.00	290.00
<b>Realisation of Assets</b>							
<b>Case Specific Matters</b>							
<b>Total Hours</b>	0.00	2.40	0.40	0.00	2.80		
<b>Total Cost</b>	-	696.00	50.00	-		746.00	
<b>Average Hourly Rate</b>	-	290.00	125.00	-			266.43

Joint Liquidators' Fees drawn from estate funds in accordance with time cost resolution approved at the meeting of creditors on 2 August 2010

£8,966.75



**CROWE U.K. LLP**

**RECOVERY SOLUTIONS**

**CHARGE-OUT RATES AND DISBURSEMENTS**

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

Partner	£375 per hour
Director	£290 per hour
Senior Manager	£250 per hour
Manager	£210 per hour
Assistant Manager	£180 per hour
Senior Administrator	£165 per hour
Administrator	£125 per hour
Trainee/support staff	£65 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 2018. 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 OF FINAL ACCOUNT

**Company Name:** Trotton Place Associates Limited ("the Company")

**Company Number:** 06533423

This Notice is given under Rule 5.10 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidators, Mark Newman and Vincent John Green of Crowe U K. LLP, 4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE, Joint Liquidators, who were appointed by the Members.

The Joint Liquidators hereby confirm that:

- (a) the Company's affairs are fully wound up;
- (b) within 14 days of the date of the final account, the Joint Liquidators will deliver a copy of the account to the Registrar of Companies; and
- (c) the Joint Liquidators will vacate office and be released under Section 171 of the Insolvency Act 1986 on delivering the final account to the Registrar of Companies.

Signed

---

**Mark Newman**  
**Joint Liquidator**

Dated 16 January 2019

Telephone. 01892 700 200

# LIQ13

Notice of final account prior to dissolution in MVL



## 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
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](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)