

**2.24B**

The Insolvency Act 1986

**Administrator's progress report**

Name of Company

CKS Civil Engineering Limited formerly known  
as  
Green GRP Civil Engineering Limited

Company number

07299851

In the  
Leeds District Registry

(full name of court)

Court case number  
268 of 2012(a) Insert full  
name(s) and  
address(es) of  
administrator(s)I/We (a)  
Lisa Jane Hogg  
Wilson Field Limited  
The Manor House  
260 Ecclesall Road South  
Sheffield  
S11 9PSGemma Louise Roberts  
Wilson Field Limited  
The Manor House  
260 Ecclesall Road South  
Sheffield  
S11 9PS

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

From

To

(b) Insert date

(b) 25 October 2014

(b) 7 April 2015

Signed

Joint / Administrator(s)

Dated

8.4.15

**Contact Details:**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

Lisa Jane Hogg  
Wilson Field Limited  
The Manor House  
260 Ecclesall Road South  
Sheffield  
S11 9PS

DX Number

01142356780  
DX ExchangeA31 13/05/2015 #202  
COMPANIES HOUSE  
\*A47BV9OS\*  
A11 11/04/2015 #112  
COMPANIES HOUSE  
\*A452GCVS\*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**

**In the matter of CKS Civil Engineering Limited formerly known as Green GRP Civil  
Engineering Limited**

**And**

**In the matter of The Insolvency Act 1986 as amended by The Enterprise Act 2002**

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**Joint Administrators' report to creditors pursuant to Rule  
2.47 of The Insolvency Rules 1986 as amended by The  
Insolvency (Amendment) Rules 2010**

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## 1. Introduction

This report to creditors is made pursuant to Rule 2.47 of the Insolvency Rules 1986 as amended by the Insolvency (Amendment) Rules 2010 and covers the period 25 October 2014 to 7 April 2015

This report should be read in conjunction with Administrators' proposals which were circulated to all known creditors on 10 January 2014 and the reports on the Administration progress dated 16 June 2014 and 24 October 2014

The proposals were subsequently agreed by creditors, confirmation of which was circulated to all known creditors on 27 January 2014

This report is prepared on an exception basis detailing only material changes from the last report

## 2 Company and Joint Administrators' Details

Company name	CKS Civil Engineering Limited formerly known as Green GRP Civil Engineering Limited
Registered address.	c/o Wilson Field Ltd, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS
Other trading names of the company	None
Company number	07299851
Name of Court	Leeds District Registry
Court Reference Number	268 of 2013
Name of Joint Administrator	Lisa Jane Hogg and Gemma Louise Roberts of Wilson Field Ltd, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS
Date of Administrators Appointment	18 November 2013
Persons making appointment/application	Team O Solutions Limited – Floating Charge Holder
Change in Office Holder	None
Acts of the Joint Administrators	The Joint Administrators act as officers of the Court and as agents of the Company without personal liability. Any act required or authorised under any enactment to be done by an Administrator may be done by any one or more persons holding the office of Administrator from time to time
Term of office	The Administrators term of office was extended for a further 6 months until 17 May 2015. The Joint Administrators are in the process of making an

application to Court for the Administration to be extended for a further two years

### **3. Progress During the Period**

Attached at appendix A to this report is a receipts and payments account for the period 25 October 2014 to 7 April 2015

I can confirm there have been no significant realisations during the period. A total of 18p has been realised in respect of bank interest net of tax. A further £17 has been realised in respect of a sundry refund due to the Company.

Please be advised the Joint Administrators filed a Form 2 31B Notice of Extension of period of Administration on 7 November 2014, together with the Form 2 24B filing our previous progress report. However, we then received notice from the Registrar of Companies that the aforementioned Forms could not be filed, as the Company had been dissolved.

I can confirm I made an application to Court to request that the Company be reinstated retrospectively on to the Register of Companies, at that my appointment as Joint Administrator remain in place. I received notice from the Treasury Solicitor's Department advising that once the Form 2 31B Notice of Extension of period of Administration had been filed, they would consent to the Order restoring the Company. I subsequently filed the Form 2 31B on 18 February 2015, as requested.

The application to restore the Company was not heard at Court until 19 March 2015 and I can confirm the Company was successfully restored to the register.

Accordingly, I have been unable to make any progress with regards to the Administration and the realisation of the assets of the Company for most of the period covered by this report.

I can confirm I will now be making an application to Court for the Administration to be extended by two years, in order to pursue the recovery of an outstanding book debt due to the Company.

### **4. Investigations**

It is a statutory requirement that the Administrator submits a report on the Directors' conduct to The Insolvency Service, within six months of appointment. The appropriate report has been submitted, however I am unable to comment on the content of the report.

I confirm that I have investigated the affairs of the Company in accordance with Statement of Insolvency Practice 4.

Please be advised that my investigations into the Company and the conduct of its Directors have been concluded.

### **5. Assets that Remain to be Realised**

I can confirm that there is one remaining outstanding book debt due to the Company, which is still deemed to be recoverable in the sum of approximately £66,000 to £121,000. Please be advised I have instructed Contract Recovery Solutions ("CRS") to pursue the recovery of this debt. CRS have advised that they anticipate a minimum of £66,000 will be recoverable.

I can confirm that CRS have issued a claim against the debtor in order to recover the debt due to the Company. Following the reinstatement of the Company, CRS will now pick up the claim and proceed with issuing proceedings. CRS have advised that the anticipated timescale for recovery will be 9-12

months, if the claim was to go all the way to a Court hearing I will continue to seek regular updates from CRS

## **6 Distributions**

### **Secured Creditors**

Team O Solutions Limited hold a Debenture over the Company which was registered at Companies House on 6 May 2015 I can confirm no payment has been made to the secured creditor

### **Preferential Creditors**

There have been no preferential claims received to date and none are expected

### **Prescribed Part**

Based on anticipated realisations, it is expected that a prescribed part fund will be set aside for unsecured creditors

### **Unsecured Creditors**

Unsecured claims received to date total £384,245

Claims have not yet been formally agreed There are insufficient funds at present to enable a distribution to any class of creditor

## **7. Joint Administrators' Remuneration**

### Pre-Administration costs

On 27 January 2014, creditors approved the Joint Administrators pre-administration costs of £1,709

### Post-Administration costs

In accordance with Rule 2 106 the creditors agreed to the Joint Administrators remuneration being based on time properly given by the Joint Administrators and their staff

Attached at Appendix B is a detailed summary of our time costs during the period 25 October 2014 to 7 April 2015 of £7,315 comprising of 26 hours at an average charge out rate of £277 To date, fees of £2,800 have been drawn Details of the charge out rates and disbursements are attached at Appendix C

My expenses for the period are as follows (\* denotes that they are Category 2 disbursements) -

	Expenses Incurred £	Expenses Drawn £
Companies House search fees*	20	NIL
Legal Fees	500	NIL
Registrar of Companies	300	NIL
<b>Total</b>	<b>820</b>	<b>NIL</b>

Within 21 days of receipt of this progress report a creditor may request further information regarding the Joint Administrators remuneration and expenses Any request must be in writing and may be made by

either a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of unsecured creditors, or the permission of the court

## **8 Conclusion**

The Joint Administrators will report again within a period of 6 months

As previously advised, I will shortly be making an application to Court to extend the Administration for an additional two year period

Yours faithfully



**L J Hogg**

Joint Administrator

**Acting as agent of the company without personal liability**

Enc

Lisa Jane Hogg and Gemma Louise Roberts of Wilson Field Ltd were appointed Joint Administrators to CKS Civil Engineering Limited formerly known as Green GRP Civil Engineering Limited on 18 November 2013. The affairs, business and property of the company are being managed by the Joint Administrators without personal liability.

**CKS Civil Engineering Limited formerly known as Green GRP Civil Engineering Limited – In  
Administration**

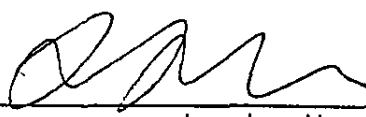
**Appendix A**

**Receipts and Payments Account**

CKS Civil Engineering Limited formerly known as Green GRP Civil Engineering Limited  
(In Administration)

Joint Administrators' Abstract of Receipts & Payments

Statement of Affairs		From 25/10/2014 To 07/04/2015	From 18/11/2013 To 07/04/2015
	<b>SECURED CREDITORS</b>		
(360,687 00)	Team O Solutions Limited	<u>NIL</u> NIL	<u>NIL</u> NIL
	<b>ASSET REALISATIONS</b>		
109,000 00	Book Debts	NIL	NIL
	Bank Interest Net of Tax	0 18	2 61
	Bank Charges Refund	NIL	5,428 30
	Sundry Refund	<u>16 81</u>	<u>16 81</u>
		16 99	5,447 72
	<b>COST OF REALISATIONS</b>		
	Specific Bond	NIL	120 00
	Pre administration fee	NIL	1,709 00
	Administrators fees	300 00	2,500 00
	Agents/Valuers Fees (1)	NIL	500 00
	Legal Fees (1)	NIL	NIL
	Document Upload Fees	NIL	100 00
	Postage, stationery, photocopying	NIL	329 00
	Search Fees	NIL	10 00
	Statutory Advertising	<u>NIL</u>	<u>67 00</u>
		(300 00)	(5,335 00)
	<b>UNSECURED CREDITORS</b>		
(746,639 61)	Trade & Expense Creditors	NIL	NIL
(77,500 00)	Directors Loans	NIL	NIL
(152,495 86)	HM Revenue and Customs - VAT	NIL	NIL
(34,169 29)	HM Revenue and Customs - Corporati	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(100 00)	Ordinary Shareholders	<u>NIL</u> NIL	<u>NIL</u> NIL
<u>(1,262,591.76)</u>		<u>(283.01)</u>	<u>112.72</u>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		112 72
			<u>112.72</u>

  
Lisa Jane Hogg  
Joint Administrator



**CKS Civil Engineering Limited formerly known as Green GRP Civil Engineering Limited - In  
Administration**

**Appendix B**

**Time Analysis in Accordance with SIP 9**

# Time Entry - Detailed SIP9 Time & Cost Summary

CKSC02A - CKS Civil Engineering Limited formerly known as Green GRP Civil Engineering Limited  
From 25/10/2014 To 07/04/2015  
Project Code POST

Classification of Work Function	Directors & IP's	Manager & Senior Manager	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP Appointment	0.00						
ADCA Cashiering	0.50	0.00	1.10	0.00	1.10	286.00	260.00
ADCR Case Reviews	0.80	0.30	1.70	1.67	4.17	1,141.75	274.06
ADGA File Maintenance	0.00	0.00	1.00	0.00	1.00	660.00	366.67
ADSC Statutory and Compliance	0.80	0.00	0.30	0.70	1.00	166.00	166.00
ADSO Strategic Overview	0.00	0.00	9.80	0.40	11.00	2,951.00	268.27
			3.10	0.00	3.10	800.00	258.06
Admin and Planning	2.10	0.30	17.00	2.77	22.17	6,004.75	270.90
CRTV Tax and VAT	0.40	0.00	0.20	0.00	0.60	254.00	423.33
Case Specific Matters	0.40	0.00	0.20	0.00	0.60	254.00	423.33
CRCO Communications with Creditors	0.00	0.00	1.20	0.00	1.20	312.00	260.00
Creditors	0.00	0.00	1.20	0.00	1.20	312.00	260.00
REDC Debt Collection	0.30	0.00	0.90	0.00	1.20	384.00	320.00
REPB Property/Business and Asset Sales	0.20	0.00	1.00	0.00	1.20	360.00	300.00
Realisation of Assets	0.50	0.00	1.90	0.00	2.40	744.00	310.00
Total Hours	3.00	0.30	20.30	2.77	26.37	7,314.75	277.43

**CKS Civil Engineering Limited formerly known as Green GRP Civil Engineering Limited – In  
Administration**

**Appendix C**

**Wilson Field Limited Charge out Rates and Disbursement Policy**

## WILSON FIELD LIMITED CHARGE OUT RATES AND DISBURSEMENT POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and disbursements, we are required to disclose to you our policy for recovering non-specific disbursements, and the charge out rates for the various grades of staff who may be involved in this case

### Remuneration

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below

	Hourly charge out rate (£)	
Grade	01/02/2014 to 31/10/2014	01/11/2014 onwards
Director/Insolvency Practitioner	350-500	500
Manager	260-400	400
Assistant Manager	N/A	395
Team Leader	N/A	390
Senior Administrator	240	330
Administrator (1-5 years experience)	120-240	230-300
Secretarial & Support	100-130	130

All time is recorded in 6 minute units

### Category 1 Disbursements

In accordance with SIP 9, these do not require the approval of creditors and are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include advertising, room hire, insurance, travel expenses etc.

### Category 2 Disbursements

In accordance with SIP 9, these require the prior approval of creditors.

Category 2 disbursements are charged in accordance with the liquidator's prevailing recovery policy at the time the disbursement is incurred. The rates applicable from 1 November 2014 are detailed below.

Disbursement	Charge	
Search fees	£10 per document	On appointment
Document Upload Centre charge	£150	On appointment
Room Hire where meeting held at Wilson Field office	£100	On appointment (where appropriate)
Mileage	45p per mile	On appointment (where appropriate)
Postage, stationery, photocopying etc	£10 per member and creditor per year	On appointment and annually
Insolvency software fee	£150 per year	On appointment and annually
Storage of books and records	£80 per box per year	Once records are logged and then annually

In common with all professional firms, our charge out and disbursements rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.