

Rule 4.49C The Insolvency Act 1986

**S.192****Liquidator's Progress****Report**Pursuant to Sections 92A, 104A and 192 of the  
Insolvency Act 1986

To the Registrar of Companies

For official use

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Company Number

07381824

Name of Company

(a) Insert full name of  
company

(a) SOUTH WEST SAILS &amp; CANVASS LIMITED

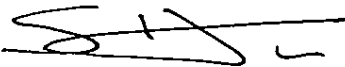
(b) Insert full name(s)  
and address(es)

We (b) Michelle Anne Weir Envoy House Longbridge Road Plymouth PL6 8LU	and	Simon Wesley Hicks Envoy House Longbridge Road Plymouth PL6 8LU
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the Joint Liquidators of the Company attach a copy of our progress report under Section 192 of  
the Insolvency Act 1986

The progress report covers the period from 31 May 2013 to 30 May 2014

Signed



Date 16 JULY 2014

Presenter's name,  
address and  
reference (if any)

Lameys  
Envoy House  
Longbridge House  
Plymouth PL6 8LU  
MAW/SAJ/SO0061P/CVL/O11

For Official Use

Liquidation  
Section

Post Room



A34

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22/07/2014

#210

COMPANIES HOUSE

**SOUTH WEST SAILS & CANVASS LIMITED  
IN CREDITORS VOLUNTARY LIQUIDATION**

**JOINT LIQUIDATORS PROGRESS REPORT TO CREDITORS  
FOR THE PERIOD 31 MAY 2013 TO 30 MAY 2014**

Lameys  
Envoy House  
Longbridge Road  
Plymouth  
PL6 8LU

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## **APPENDICES**

- A Receipts & payments account from 31 May 2013 to 30 May 2014
- B Time analysis for the year ended 30 May 2014
- C Additional information in relation to Joint Liquidators fees and expenses

## 1 Introduction

Michelle Weir and Simon Hicks of Lameys were appointed Joint Liquidators of South West Sails & Canvass Limited on 31 May 2013

The Registered Office of the Company is c/o Lameys, Envoy House, Longbridge Road, Plymouth, PL6 8LU and its registered number is 07381824 The Company was incorporated on 29 September 2010

The Company's Registered Office and its principle trading address prior to the Liquidation was Eastern Hangar, Shaw Way, Mount Batten, Plymouth, PL9 9XH

This report provides an update on the progress of the liquidation At appendix A, is an account of the Liquidators' receipts & payments for the year ended 30 May 2014 with a comparison to the directors' statement of affairs values

## 2 Realisation of Assets

### Debtors

At the date of liquidation, it was estimated that the debtors recoverable would be £4,550 The total sum recovered to date amount to £1,157 28 Some small debts were not considered commercially viable to pursue and have been written off

There is one relatively large debt still outstanding totalling £2,190 The debt is owed from a gentleman who is seriously ill and therefore the recovery process adopted in this instance has been more gentle than normal in consideration of his condition However, since the period covered by this report I have been in further contact with the debtor and it is likely a settlement could be received in the coming months

### Cash at Bank

The balance of the client account of £8,344 80 was transferred to the liquidation account following the appointment of the liquidators Within the account was the funds paid by the director's sister for the assets of the Company

In accordance with Statement of Insolvency Practice No 13 (SIP13), I would advise you that the following assets were sold to a connected party -

Date of transaction	17 05 2013
Assets involved	Plant & equipment Office furniture & equipment Stock
Consideration paid and date	£2,000 plus VAT was paid on 17 05 2013

Sold to	Ms P Shelmerdine
Relationship	Director's sister

#### Assets Remaining to be Realised

The only outstanding asset to be realised is the remaining book debt, which is detailed above

### **3 Investigations**

In accordance with the Company Directors Disqualification Act 1986 the Liquidators have submitted a report on the conduct of the directors of the Company to the DTI. As this is a confidential report, I am not able to disclose the contents

### **4 Creditors**

#### Secured Creditors

There is no secured creditor in this matter

#### Preferential Creditors

Preferential creditors comprise claims from employees for wages and holiday pay. Employee claims have all been paid by Redundancy Payments Office ("RPO") which has a subrogated claim in the liquidation. The preferential claim submitted by RPO in the Liquidation is 3,085.73. The amount included in the director's estimated statement of affairs was £3,435.

#### Unsecured Creditors

To date I have received claims from unsecured creditors totalling £98,058.01. I have yet to receive claims from a small number of creditors whose debts total an estimated £34,850. There is no prospect of a dividend to unsecured creditors.

### **5 Liquidator's Remuneration and Expenses**

The basis of the Joint Liquidators remuneration was approved on a time costs basis at the first meeting of creditors on 31 May 2013.

The Joint Liquidators time costs for the period 31 May 2013 to 30 May 2014 amount to £4,090 representing 32 hours at an average rate of £127.81 per hour. In the period covered by this report, £3,770 plus VAT has been drawn on account.

Attached at appendix B is a time analysis in accordance with the provisions of Statement of Insolvency Practice 9 (SIP9), providing details of the activity costs incurred by staff grade, for the year ended 31 May 2014 as well as for the period of the liquidation to date.

The time costs incurred in the period covered by this report have been primarily as a consequence of dealing with matters associated with book debts, investigations and the general administration of the case I advise that the following activities have been undertaken -

- = Necessary administration and planning of the case, including progress meetings, case reviews and general management
- = Cashiering and preparation of receipts and payments accounts
- = Preparation of the creditors' reports, attendance at the meeting of creditors' and all other statutory duties
- = Liaising and dealing with calls and correspondence from creditors
- = Dealing with employees' claims and correspondence with Redundancy Payments Office
- = Recovery of book debts
- = General investigations into the affairs of the Company
- = Enquiries into directors' loan accounts
- = Dealing with preferential claims
- = Dealing with unsecured creditors claims

Set out below are details of the expenses incurred during the period covered by this report

<b>Nature of Expense</b>	<b>Amount</b>
Statutory advertising	360 00
Statutory bonding	60 00
Post redirection	120 00
Swearing fee	5 00
Agents fee	600 00
Companies House searches	7 00
Staff mileage	19 53
postage	16 36

There were no accrued costs outstanding in this matter as at 30 May 2014

Attached as appendix C is additional information in relation to Lameys policy on staffing and disbursements, details of Lameys current charge out rates by staff grade, and creditors rights in respect of remuneration and expenses

## **6 Other matters**

Once I have recovered the outstanding book debt I will look to commence my final administration in this matter

Yours faithfully



**MICHELLE WEIR**  
**JOINT LIQUIDATOR**

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**Time Cost Analysis Summary**

Period of Time Costs

From 31 May 2013  
To 30 May 2014

	Partner	Senior Manager	Assistant Manager	Other Senior Professionals	Admin & Support Staff	Total Hours	Total Cost	Average Rate £/hr
<b>Description of Work</b>								
Administration and Planning	0 00	2 50	3 00	0 20	12 60	18 30	£2,199 00	£120 16
Investigations	0 30	1 00	0 00	1 50	0 00	2 80	£510 00	£182 14
Realisations of Assets	0 30	0 30	0 00	3 30	5 10	9 00	£1,092 00	£121 33
Creditors	0 00	0 00	1 40	0 10	0 40	1 90	£289 00	£152 11
<b>Total Hours</b>	<b>0 60</b>	<b>3 80</b>	<b>4 40</b>	<b>5 10</b>	<b>18 10</b>	<b>32 00</b>	<b>£4,090 00</b>	<b>£127 81</b>

Total Time Costs (£) £4,090 00

**SOUTH WEST SAILS AND CANVAS LIMITED**  
**IN CREDITORS VOLUNTARY LIQUIDATION**

**RECEIPTS & PAYMENTS ACCOUNT**  
**31 MAY 2013 TO 30 MAY 2014**

**Estimated to Realise per  
Statement of Affairs**

£
7,884
4,550
0
0
<u>12,434</u>

**RECEIPTS**

	£
Balance at Bank	8,344 80
Debtors	1,157 28
Interest	2 51
VAT Refund	<u>855 00</u>

10,359 59

**PAYMENTS**

S 98 Preparation Fee	3,600 00
Swearing Fee	5 00
Statutory Bonding	60 00
Advertising	360 00
Post Redirection	120 00
Searches (Companies House)	7 00
Mileage	19 53
Postage	16 36
Liquidator's Remuneration	4,524 00
Agent Fees	<u>600 00</u>

9,311 89

Balance at Bank	<u><u>1,047.70</u></u>
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**Notes**

1 Receipts &amp; Payments are stated gross of VAT



## ADDITIONAL INFORMATION IN RELATION TO LIQUIDATOR'S FEES

### 1 Policy

Detailed below is Lameys policy in relation to -  
Staff allocation and the use of sub contractors  
Professional advisors  
Disbursements

#### 1.1 Staff allocation and the use of sub-contractors

Lameys general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case

The constitution of the case team will usually consist of a Partner Manager Senior and Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and on larger more complex cases several Seniors/Assistants may be allocated to meet the demands of the case

It has been our policy as Joint Liquidators to delegate the routine administration of the Liquidation to senior staff in order to maximise the cost effectiveness of the work performed. These staff are supervised by the Liquidators. Any matter of particular complexity or significant that requires responsibility of exceptional kind will be dealt with by the Liquidators

In common with all professional firms, the Joint Liquidators scale rates increase from time to time over the period of the administration of each Insolvency case. Lameys or any successor firm reserves the right to change the rates and grade structure

Lameys does not utilise the services of any sub-contractors

#### 1.2 Professional advisors

On this assignment we have used the professional advisors listed below. I have also indicated alongside the basis of our fee arrangement with them which is subject to review on a regular basis

<u>Professional Advisor</u>	<u>Nature of Work</u>	<u>Basis of Fee Arrangement</u>
ES Group Limited	Asset valuation	Fixed fee

The choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them

#### 1.3 Disbursements

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

Category 2 disbursements do require approval from creditors. These disbursements can include costs incurred which relate to payments due to associated companies for the provision of services to the office holder. It is Lameys policy not to charge for Category 2 disbursements other than business mileage at the published rate

### 2 Charge out rates

A schedule of Lameys charge-out rates was issued to creditors at the time the basis of the Joint Liquidators remuneration was approved. Time is recorded in 6 minute units. There have been no material increases in charge-out rates since that date

The current charge-out rates are as follows -

Partner	£250 per hour
Senior Manager	£210 per hour
Assistant Manager	£170 per hour
Administrators	£150 per hour
Assistants & Support Staff	£90 per hour

Creditors may obtain the guidance note A Creditors Guide to Liquidators Fees (effective from 6 April 2010) at <http://tinyurl.com/bqoaopu> or upon request to myself

### 3 Requests for further information/Rights to challenge remuneration and expenses

#### 3.1 In accordance with Rule 4.49E of the Insolvency Rules 1986 (as amended) a creditor may, within 21 days of receipt of a Progress Report, request the Liquidator to provide further information about the remuneration and expenses set out in the Report. Such a request must be in writing and may be made by either (a) a secured creditor (b) an unsecured creditor with the concurrence of at least 5% in value of all the creditors (including that creditor) or (c) any unsecured creditor with the permission of the Court

The Liquidator must provide the requested information within 14 days unless the time or cost involved would be excessive, it would be prejudicial to the conduct of the Liquidation, it could be expected to lead to violence against any person, or the Liquidator is subject to an obligation of confidentiality in relation to the information requested

#### 3.2 If a creditor believes that the Liquidator's remuneration is in the circumstances excessive, or the basis is inappropriate or the expenses incurred are excessive pursuant to Rule 4.131 of the Insolvency Rules 1986 (as amended) he may, subject to certain conditions make application to Court

Any such application must be made within 8 weeks of receipt of the Progress Report by either (a) any secured creditor (b) any unsecured creditor with the concurrence of at least 10% in value of all the creditors or (c) any creditor with the permission of the Court