

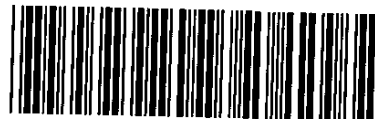
# CVA3

## Notice of supervisor's progress report in voluntary arrangement



Companies House

MONDAY



A14 \*A7X5MTQY\* 14/01/2019 #188  
COMPANIES HOUSE

### 1 Company details

Company number 0 7 9 0 8 5 9 0  
Company name in full Cherish Support Services Limited

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

### 2 Supervisor's name

Full forename(s) Catherine  
Surname Lee-Baggaley

### 3 Supervisor's address

Building name/number 1st Floor  
Street Consort House  
Post town Waterdale  
County/Region Doncaster  
Postcode D N 1 3 H R  
Country

### 4 Supervisor's name <sup>①</sup>

Full forename(s) Ian Michael  
Surname Rose

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

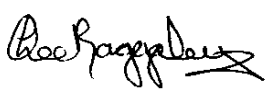
### 5 Supervisor's address <sup>②</sup>

Building name/number 1st Floor  
Street Consort House  
Post town Waterdale  
County/Region Doncaster  
Postcode D N 1 3 H R  
Country

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


# CVA3


## Notice of supervisor's progress report in voluntary arrangement



<b>6</b>	<b>Date of voluntary arrangement</b>															
Date	d	2	d	3	m	1	m	1	y	2	y	0	y	1	y	6
<b>7</b>	<b>Period of progress report</b>															
Date from	d	2	d	3	m	1	m	1	y	2	y	0	y	1	y	7
Date to	d	2	d	2	m	1	m	1	y	2	y	0	y	1	y	8
<b>8</b>	<b>Progress report</b>															
<input type="checkbox"/> I attach a copy of the progress report																
<b>9</b>	<b>Sign and date</b>															
Supervisor's signature	Signature X  X															
Signature date	d	1	d	1	m	0	m	1	y	2	y	0	y	1	y	9


# CVA3

## Notice of supervisor's progress report in voluntary arrangement

	<b>Presenter information</b>
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	Rachael Edmunds
Company name	Wilkin Chapman Silke Limited t/a Silke & Co
Address	1st Floor Consort House
Post town	Waterdale
County/Region	Doncaster
Postcode	D N 1 3 H R
Country	
DX	
Telephone	01302 342875

	<b>Checklist</b>
We may return forms completed incorrectly or with information missing.	
Please make sure you have remembered the following:	
<input type="checkbox"/> The company name and number match the information held on the public Register.	
<input type="checkbox"/> You have attached the required documents.	
<input type="checkbox"/> You have signed and dated the form.	

	<b>Important information</b>
All information on this form will appear on the public record.	
	<b>Where to send</b>
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.	

	<b>Further information</b>
For further information please see the guidance notes on the website at <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a> or email <a href="mailto:enquiries@companieshouse.gov.uk">enquiries@companieshouse.gov.uk</a>	
This form is available in an alternative format. Please visit the forms page on the website at <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a>	

**Voluntary Arrangement of  
Cherish Support Services Limited  
Supervisors' Summary of Receipts & Payments**

Statement of Affairs £		From 23/11/2017 To 22/11/2018 £	From 23/11/2016 To 22/11/2018 £
	<b>ASSET REALISATIONS</b>		
90,000.00	Contributions	12,000.00	28,500.00
2,000.00	Lump Sums	NIL	2,000.00
		<u>12,000.00</u>	<u>30,500.00</u>
	<b>OTHER REALISATIONS</b>		
	Bank interest, gross	75.66	80.25
		<u>75.66</u>	<u>80.25</u>
	<b>COST OF REALISATIONS</b>		
	Petition Fees	NIL	920.00
	Specific bond	NIL	420.00
	Company Search	2.80	2.80
	Nominee's fee	NIL	6,000.00
	Supervisor's fees	3,750.00	8,250.00
	Travel/Mileage	94.32	94.32
	Room Hire	159.25	159.25
	Legal fees	NIL	50.00
	Telephone/Fax/Printing	17.95	17.95
	Stationery & postage	28.66	28.66
	Software Charges	56.25	56.25
		<u>(4,109.23)</u>	<u>(15,999.23)</u>
<b>92,000.00</b>		<b><u>7,966.43</u></b>	<b><u>14,581.02</u></b>
	<b>REPRESENTED BY</b>		
	Estate Account		14,581.02
			<b><u>14,581.02</u></b>

Note:

# **SILKE & CO** INSOLVENCY PRACTITIONERS

1<sup>st</sup> Floor – Consort House – Waterdale – Doncaster – DN1 3HR  
Tel: 01302 342875 - Fax: 01302 342986  
Email: [admin@silkeandco.co.uk](mailto:admin@silkeandco.co.uk) - Web: [www.silkeandco.co.uk](http://www.silkeandco.co.uk)

## **TO ALL MEMBERS AND CREDITORS**

Our Ref: CJ7AA/CLB/IMR/RE  
Date: 11 January 2019

When calling please ask for: Rachael Edmunds  
Email: [rachael.edmunds@silkeandco.co.uk](mailto:rachael.edmunds@silkeandco.co.uk)

Dear Sir/Madam

## **CHERISH SUPPORT SERVICES LIMITED - COMPANY VOLUNTARY ARRANGEMENT ("CVA")**

The Joint Supervisors present their second annual report upon the progress of this Voluntary Arrangement. This report should be read in conjunction with the CVA Proposal and Modifications approved at the meeting of creditors held on 23 November 2016 and previous annual report.

### **1. RECEIPTS AND PAYMENTS ACCOUNT**

We attach an account of receipts and payments for the current period 23 November 2017 to 22 November 2018 and cumulatively from the commencement of the Arrangement to the end of the anniversary. This can be found at Appendix I.

### **2. TERMS OF THE ARRANGEMENT**

Under the terms of the Arrangement the Company is to make monthly contributions totalling £90,000.00, over a five year period, of which £28,500.00 has been received.

The Company is also to make a lump sum contribution totalling £2,000.00 during the course of the Arrangement, which has been received.

Following modifications put forward by HM Revenue & Customs ("HMRC"), unsecured creditors would receive a minimum dividend of 37.7 pence in the £ in full and final settlement of their debt.

### **3. JOINT SUPERVISORS' REPORT AND COMMENTS**

The Company had five payments outstanding in respect of monthly contributions as at the anniversary date.

Despite numerous requests to bring the payments up to date, the Company has failed to do so.

As the Company has failed to meet its requirements under the CVA Proposal and its modifications, a Notice of Non Compliance was issued on 25 September 2018. A solicitor has been instructed and a Winding Up Petition has been presented against the Company as per the terms of the Arrangement. The Petition is due to be heard on 12 February 2019, and a further update will be provided after the hearing.

Ian Michael Rose & Catherine Lee-Baggaley are Insolvency Practitioners licensed to act by the Insolvency Practitioners Association  
Karen Tracy Potts is an Insolvency Practitioner licensed in the United Kingdom by the Association of Chartered Certified Accountants  
Insolvency Practitioners acting as administrators or administrative receivers contract as agents and without personal liability  
Wilkin Chapman Silke Limited t/a Silke & Co is registered in England and Wales under registered number 11532366  
Registered Office: Cartergate House, 26 Chantry Lane, Grimsby, DN31 2LJ  
The GDPR Privacy Notice can be found on our website



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The CVA terms also provide that the Joint Supervisors conduct a review of the Company's trading accounts no more than three months before each anniversary with the primary objective of assessing whether the Company has generated any surplus that may be contributed to the CVA in addition to the regular payments. The Company accounts have been requested but have not yet been received.

The Joint Supervisors understand that statutory returns and the returns for HMRC have been completed as and when due.

#### 4. CREDITORS' CLAIMS AND DIVIDEND PROSPECTS

The dividend prospects as set out in the CVA Proposal were based on the unsecured creditors' claims estimated at that time totalling £189,978.83.

An ordinary unsecured claim has been received from one creditor, being HMRC, amounting to £173,896.77 which has been agreed. The director's Statement of Affairs highlighted six creditors with estimated unsecured claims of £189,978.83.

The following creditors are requested to submit their claims:

Advanced Data Systems – Claim form and supporting evidence  
Accountancy & I.T Services Limited – Claim form and supporting evidence  
Alexander Stevens Limited – Claim form and supporting evidence  
Time & Time Again Cleaning – Claim form and supporting evidence  
Viking Direct – Claim form and supporting evidence

Creditors will receive further notification of a first and final dividend in due course. In the meantime, the above creditors are requested to submit their claim, a creditor claim form is available on the portal, if required.

#### 5. REMUNERATION & DISBURSEMENTS

Joint Nominees' fees in the sum of £6,000.00 and were approved at the first meeting of creditors held on 23 November 2016, which have been drawn.

This is a fixed fee and was considered to be fair, reasonable and proportionate with the work carried out as detailed in the proposal and agreed by creditors.

The Joint Supervisors' remuneration is based on hourly costs calculated on the time properly spent in the course of the CVA and was approved at the meeting of creditors to consider the CVA proposal held on 23 November 2019. Appendix II provides a breakdown of the time costs between the grades of staff allocated to the administration of this matter and the charge out rates of the Joint Supervisors and their staff are detailed in Appendix III.

In the current period the Joint Supervisors' have incurred time costs of £3,245.00 representing 17.10 hours at an average hourly charge-out rate of £189.77. Total time spent to 22 November 2018 on this assignment amounts to 42.15 hours at an average composite rate of £221.17 per hour resulting in total time costs to date of £9,322.50. Joint Supervisors' fees of £8,250.00 have been drawn to date in accordance with the above approval leaving outstanding time costs of £1,105.50.

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Please refer to Appendix IV for a detailed breakdown of the work undertaken.

The time costs incurred in carrying out these tasks are detailed below:

**Administration & Planning** – Administration and Planning relates to the cashiering functions required throughout the duration of the Arrangement, which included the bank account reconciliations, and the maintaining of the estate account. It also included the time allowed for case reviews to be undertaken and the filing and maintaining of internal documents relating to the case. The time incurred amounts to 13.60 hours at a total cost of £2,772.50.

**Creditors** - Time has also been spent requesting creditor claims and particularly in lodging and agreeing HMRC's final claim into the CVA. The total time spent amounts to 2.00 hours at a total cost of £325.00.

**Contributions/Lump Sum** – The time spent amounts to 15.65 hours at a total cost of £3,775.00. This category of time includes pursuing the director in respect of the funds due into the Arrangement as detailed in Section 2.

**Employees** – The time spent amounts to 0.30 hours at a total cost of £105.00, this category of time relates to correspondence with an ex employee who became known to the Joint Supervisors after the commencement of the Arrangement.

**Statutory & Compliance** – Statutory & Compliance involves the preparation and circulation of the Joint Supervisors report to creditors upon appointment, preparing annual reports to creditors, filing the relevant documents to Companies House, including annual receipts and payments accounts, and bonding the case for the value of the realisable funds. The time spent amounts to 10.60 hours at a total cost of £2,345.00.

Furthermore, the Joint Supervisors have been required to issue the Notice of Non Compliance as described, alongside liaising with the Company and the director.

The CVA terms also include the Joint Supervisors to draw, from the funds held in the CVA, their firms disbursements calculated on the bases described in Appendix III.

Disbursements of £416.53 have been allocated to the case up to the anniversary of which £372.88 have been drawn by the Joint Supervisors' leaving unbilled disbursements of £43.65.

All other payments have been made in accordance with the rules and regulations generally as to the payment of costs and expenses in the Arrangement.

A Creditors' Guide to Insolvency Practitioners' Fees is available on the portal or on our website, which includes creditors' rights to further information and to challenge fees.

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## 6. CONCLUSION

The Company had five payments outstanding in respect of its contributions as at the anniversary date.

As described in Section 3, a Notice of Non Compliance was issued against the Company on 25 September 2018. The Joint Supervisors have instructed solicitors to petition for the winding up of the Company which is due to be heard on 12 February 2019. A failure report will be issued following the winding up of the Company.

Creditors are requested to submit their claims in the Arrangement.

Should you have any questions or queries regarding this report, please contact Rachael Edmunds in the first instance.

Yours faithfully



✶ Catherine Lee-Baggaley  
Joint Supervisor

Enc



**Cherish Support Services Limited  
(Under a Voluntary Arrangement)**

**SUPERVISORS' RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 23/11/2017 To 22/11/2018 £	From 23/11/2016 To 22/11/2018 £
<b>RECEIPTS</b>			
Contributions	90,000.00	12,000.00	28,500.00
Lump Sums	2,000.00	0.00	2,000.00
Bank interest, gross		75.66	80.25
		<u>12,075.66</u>	<u>30,580.25</u>
<b>PAYMENTS</b>			
Petition Fees		0.00	920.00
Specific bond		0.00	420.00
Company Search		2.80	2.80
Nominee's fee		0.00	6,000.00
Supervisor's fees		3,750.00	8,250.00
Travel/Mileage		94.32	94.32
Room Hire		159.25	159.25
Legal fees		0.00	50.00
Telephone/Fax/Printing		17.95	17.95
Stationery & postage		28.66	28.66
Software Charges		56.25	56.25
		<u>4,109.23</u>	<u>15,999.23</u>
Net Receipts/(Payments)		<u>7,966.43</u>	<u>14,581.02</u>
<b>MADE UP AS FOLLOWS</b>			
Estate Account		7,966.43	14,581.02
		<u>7,966.43</u>	<u>14,581.02</u>

Note:

# Time Entry - Detailed SIP9 Time & Cost Summary

CJ7AA - Cherish Support Services Limited  
 From: 23/11/2017 To: 22/11/2018  
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	0.10	0.00	3.05	2.30	5.45	913.75	167.66
CR-CRED : Creditors & Distributions	0.00	0.00	0.00	0.50	0.50	50.00	100.00
RA-FLTG : Floating Charge Assets/Contributions	0.00	0.00	4.90	0.00	4.90	980.00	200.00
S1-EMP : Employees	0.30	0.00	0.00	0.00	0.30	105.00	350.00
S3-STAT : Statutory & Compliance	0.50	0.50	4.95	0.00	5.95	1,196.25	201.05
<b>Productive Time</b>	<b>0.90</b>	<b>0.50</b>	<b>12.90</b>	<b>2.80</b>	<b>17.10</b>	<b>3,245.00</b>	<b>189.77</b>
<b>Total Hours</b>	<b>0.90</b>	<b>0.50</b>	<b>12.90</b>	<b>2.80</b>	<b>17.10</b>	<b>3,245.00</b>	<b>189.77</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

# Time Entry - Detailed SIP9 Time & Cost Summary

CJ7AA - Cherish Support Services Limited  
To: 22/11/2018  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	1.95	1.25	6.00	4.40	13.60	2,772.50	203.86
CR-CRED : Creditors & Distributions	0.50	0.00	0.00	1.50	2.00	325.00	162.50
RA-FLTG : Floating Charge Assets/Contributions	3.75	1.30	10.60	0.00	15.65	3,775.00	241.21
S1-EMP : Employees	0.30	0.00	0.00	0.00	0.30	105.00	350.00
S3-STAT : Statutory & Compliance	1.10	2.80	6.70	0.00	10.60	2,345.00	221.23
Productive Time	7.60	5.35	23.30	5.90	42.15	9,322.50	221.17
Total Hours	7.60	5.35	23.30	5.90	42.15	9,322.50	221.17
Total Fees Claimed						0.00	

# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursements

CJ7AA - Cherish Support Services Limited  
 Project Code: POST  
 To: 22/11/2018

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
25/11/2016	Postage: POSTAGE	5.85
25/11/2016	Fax and Printing: PRINTING	12.45
25/11/2016	Fax and Printing: FAX	5.50
28/09/2016	Stationary: FOLDERS	5.00
24/11/2016	Postage: POSTAGE	16.06
24/11/2016	Postage: POSTAGE	0.52
24/11/2016	Company Searches: Smart Search - Mr Steven Smith	2.80
23/11/2016	Mileage: Mileage to meeting at Birmingham	43.92
31/03/2017	Software charges: Software charges	18.75
30/06/2017	Postage: POSTAGE	0.41
01/04/2017	Software charges: Software charges	18.75
24/11/2016	Travel Costs: COURIER CHARGE	50.40
24/11/2016	Room Hire: ROOM HIRE	159.25
30/09/2017	Software charges: Software charges	18.75
10/05/2017	Postage: POSTAGE	0.82
23/01/2018	Postage: POSTAGE	5.74
23/01/2018	Fax and Printing: PRINTING	10.95
14/12/2017	Postage: POSTAGE	0.41
22/12/2017	Software charges: Software Charges	18.75
30/03/2018	Software charges: SOFTWARE CHARGES	18.75
25/09/2018	Fax and Printing: PRINTING	2.70
<b>Total</b>		<b>416.53</b>

## Appendix IV - Full Details of Work Undertaken

General Description	Includes
<b>Administration and Planning</b>	
Statutory	Filing of documents to meet statutory requirements
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	Opening and Closing Accounts Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments Bank account reconciliations Correspondence with bank regarding specific transfers
Planning / Review	Discussions regarding strategies to be pursued
Creditor reports	Preparing annual progress reports to creditors and other parties
<b>Creditors &amp; Distribution</b>	
Creditor Communication	Receive and follow up creditor enquiries via telephone, email & post Review and prepare correspondence to creditors and their representatives via facsimile, email and post
<b>Contributions</b>	
Contributions	Monitoring the Company's compliance with the terms of the CVA and taking necessary steps in the event of any delayed compliance with, or breaches of, the terms Periodic review of amount of contribution
Other terms of the proposal	Reviewing quarterly/annual management accounts Monitoring compliance with the terms of the VA
<b>Employees</b>	
Employee Communication	Receive and follow up employee enquiries via telephone Review and prepare correspondence to employees and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO
<b>Statutory &amp; Compliance</b>	
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report to creditors
Statutory	Filing of documents to meet statutory requirements including annual receipts and payments accounts Bonding the case for the value of the contributions

**WILKIN CHAPMAN SILKE LIMITED TRADING AS SILKE & CO**  
**DISBURSEMENT AND CHARGEOUT RATES**  
**EFFECTIVE FROM 1 OCTOBER 2018**

**Disbursements**

**Definitions**

Category 1 - approval not required - specific expenditure that is directly related to a particular insolvency case, where the cost of the expense incurred is referable against an independent external supplier's invoice or published tariff of charges.

Category 2 - approval required - all other items of expenditure. Which cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost, and/or where the cost of the expense incurred is an estimated, utilised cost with the estimate based on external costs or opportunity costs.

**Charging Policy of Silke & Co**

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Silke & Co and as they are incurred.

Category 2 expenses, the following items are recharged at the following rates:

- Where meeting rooms of Silke & Co are used for the purpose of statutory meetings of creditors the room hire is recharged to the individual insolvency case at £150 per meeting.
- Car mileage is recharged to the individual insolvency case at the rate of 45p per mile.
- The storage of books and records (when not charged as a Category 1 expense) is recharged at the rate of £1.50 per box per month.
- Printing and photocopying is charged at 15p per sheet.
- Faxes are charged at 50p per sheet.
- Postage is charged at the relevant prevailing rate.
- IPS computer charge £6.25 per month, up to a maximum of £200 per case. (Not applicable from 1 October 2018).
- Stationery charged at £5.00 per file.

**Chargeout Rates**

The hourly rates for the different levels of staff are shown below:

Insolvency Practitioner	£350
Manager	£275
Assistant Manager	£225
Senior Administrator	£200
Administrator	£175
Cashier	£150
Assistants and Support Staff	£100

Time is charged to the individual insolvency case in 6 minute units.

Please note that the above disbursements and chargeout rates are the same as they were for Silke & Co Limited and have not changed since 1 October 2013.