

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

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

### 1 Company details

Company number 0 8 3 1 2 7 9 3

Company name in full Collaborative Consultancy Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Victor

Surname Ellaby

### 3 Liquidator's address

Building name/number Staverton Court

Street Staverton

Post town

County/Region Cheltenham

Postcode G L 5 1 0 U X

Country

### 4 Liquidator's name ①

Full forename(s) Peter Richard James

Surname Frost

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number Staverton Court

Street Staverton

Post town

County/Region Cheltenham

Postcode G L 5 1 0 U X

Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ03

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### 6 Period of progress report

From date	<sup>d</sup> 1	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 7	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2	
To date	<sup>d</sup> 0	<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

	<input type="checkbox"/> The progress report is attached	
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### 8 Sign and date

Liquidator's signature	<div>Signature</div> <div>  </div>	
Signature date	<sup>d</sup> 3 <sup>d</sup> 1 <sup>m</sup> 0 <sup>m</sup> 8 <sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 2 <sup>y</sup> 3	

**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 **Gina Clare**

Company name **Hazlewoods LLP**

Address **Staverton Court**

**Staverton**

Post town

County/Region **Cheltenham**

Postcode **G L 5 1 0 U X**

Country

DX

Telephone **01242 680000**

**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)**

**Collaborative Consultancy Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Declaration of Solvency £		From 10/07/2022 To 09/07/2023 £	From 10/07/2019 To 09/07/2023 £
	ASSET REALISATIONS		
	Bank Interest Gross	0.15	1.87
88,063.21	Cash at Bank	NIL	88,070.30
		0.15	88,072.17
	COST OF REALISATIONS		
	Office Holders Fees	NIL	2,500.00
	Specific Bond	NIL	130.00
	Staff mileage	NIL	5.00
	Statutory Advertising	NIL	262.50
		NIL	(2,897.50)
	DISTRIBUTIONS		
(10.00)	Ordinary Shareholders	NIL	85,094.97
		NIL	(85,094.97)
<b>88,053.21</b>		<b>0.15</b>	<b>79.70</b>
	REPRESENTED BY		
	Bank Current		79.70
			<b>79.70</b>



Victor Henry Ellaby  
Joint Liquidator

## COLLABORATIVE CONSULTANCY LIMITED - IN LIQUIDATION

### LIQUIDATORS' PROGRESS REPORT TO MEMBERS FOR THE PERIOD 10 JULY 2022 TO 9 JULY 2023

Registered in England & Wales: 0831

Registered office: Staverton Court  
Staverton  
Gloucestershire  
GL51 0UX

Trading address: 3 Downleaze Drive  
Chipping Sodbury  
Bristol  
BS37 6EU

Date of winding up: 10 July 2019

Joint Liquidators' names: Victor Henry Ellaby and Peter Richard James Frost

Liquidator(s) address: Hazlewoods LLP  
Staverton Court  
Staverton  
Gloucestershire  
GL51 0UX

Period of report: 10 July 2021 to 9 July 2022

Actions of Joint Liquidators' Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone.

### Liquidators' Actions Since Last Reporting

I have continued to correspond with HM Revenue & Customs to obtain their authorities in respect of VAT and PAYE to finalise the liquidation.

There is also certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken is attached.

## **Receipts and payments account**

A summary of my receipts and payments for the period 10 July 2021 to 9 July 2022 is attached. The funds are held in an interest bearing account in the company's name.

## **Realisations in the Reporting Period**

### Bank interest gross

Gross interest, earned on funds held in the Liquidation account, of £0.15 has been received in the reporting period and £1.87 has been received in total.

## **Liabilities**

### Preferential creditors

There are no known preferential creditors.

### Secured creditors

There are no secured creditors.

### Non-Preferential Unsecured Creditors

There are no known unsecured creditors.

### Outcome to Members

The company has issued share capital of ten £1 ordinary shares.

A distribution of £84,000 was made on 22 July 2019 representing £8,400 per share held. A further distribution of £1,094.97, representing 109.50 per share was paid 28 October 2021.

Total distributions of £85,094.97 have been paid to date, representing £8,509.50 per share.

## **Liquidator's remuneration**

Remuneration was authorised by members at a meeting held on 10 July 2019 on a fixed fee basis of £2,500 plus VAT. This fee is to include work carried out both pre and post liquidation and has been drawn in full in a previous period.

A description of the routine work undertaken in the liquidation is attached to this report.

The present hourly rates of staff and the disbursement policy of Hazlewoods are attached. These are reviewed annually on 1 November and 1 May. A Members' guide to the remuneration of Liquidators can be obtained either on written request to me, or from the website of Hazlewoods LLP at, [www.hazlewoods.co.uk](http://www.hazlewoods.co.uk) under Services, Business Recovery and Insolvency, Technical Guides. Please note that there are different versions of the Guidance Notes and in this case, members should refer to the most recent version.

## **Liquidator's expenses**

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

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and

- category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.

I have incurred total Category 1 expenses of £315.80 plus VAT. £62.00 was incurred for the specific bond and £253.80 plus VAT was incurred in placing three notices in the London Gazette. These have been drawn in full.

Category 2 expenses were agreed by the Members at a meeting held on 10 July 2019. £5.00 has been paid as a category 2 expense in respect of staff mileage.

All expenses were incurred and drawn in a previous reporting period.

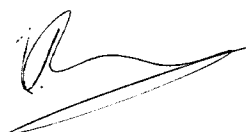
### **Further Information**

A Member may, with the permission of the court or with at least 5% of the total voting rights of all the Members having the right to vote at general meetings of the company request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report.

A Member may, with the permission of the court or with at least 10% of the total voting rights of all the Members having the right to vote at general meetings of the company, apply to Court to challenge the amount of remuneration charged by the Joint Liquidators as being excessive, and/or the basis of the Joint Liquidators' remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report.

The only outstanding matter holding up closure of the liquidation are the relevant authorities from HMRC in respect of VAT and PAYE to finalise the liquidation. They have been requested and chased. The liquidation will be closed as soon as they are received.

If you have any queries, please contact Gina Clare at [creditors@hazlewoods.co.uk](mailto:creditors@hazlewoods.co.uk) or on 01242 680000.



VH Ellaby  
Joint Liquidator

## **A description of the routine work undertaken since last reporting**

### **1. Administration**

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the members, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to Members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.



**Collaborative Consultancy Limited**  
**(In Liquidation)**  
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	REPRESENTED BY		
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			<b>79.70</b>

## HAZLEWOODS LLP

### FEES AND DISBURSEMENTS POLICY STATEMENT

#### Fees and Charging Policy

- Grades of staff are charged at an hourly rate that is subject to periodic review. Below are the present hourly rates.
- Work undertaken by cashiers and support staff relating to specific tasks is charged. Support staff time is charged to the case and the rates are within the Administrator grade banding.
- Time spent by partners and all staff in relation to the insolvency estate are charged to the estate.
- Time is recorded in six-minute units.
- Time billed is subject to Value Added Tax (VAT) at the applicable rate.

Time properly incurred in connection with the case is charged at the following hourly rates.

Grade	Present £	01/02/23 £	01/11/22 £
Partner	360 & 340	305 & 340	305 & 320
Director	260	232 & 245	232 & 240
Manager	158-210	145-195	140-190
Associate	114-138	108-134	108-134
Administrator	56-104	52-96	52-96

Hourly rates are periodically reviewed.

#### Expenses

Where expenses are incurred in respect of the insolvent estate, they will be recharged and comprise two categories.

##### ***Category 1 (Approval not required)***

These are where Hazlewoods LLP has met a specific cost to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), searches at Companies House, land registry searches, fees in respect of swearing legal documents, external printing costs, bonding etc. In each case, the charge will be reimbursement of a specific expense incurred.

##### ***Category 2 (Approval required)***

These are not capable of precise identification and allocation, eg: expenses that include an element of shared or allocated costs. This type of expense requires the approval of Members prior to being drawn from the estate.

This includes the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. A charge is made at HM Revenue & Customs approved rate, presently 45p per mile.

Summarised below are the categories of expenses, which may be incurred in connection with the administration of this case.

<b>Expense</b>	<b>Charge policy</b>	<b>Category of disbursement</b>
Business mileage	HM Revenue & Customs approved rate (currently 45p per mile)	2
Postage	At cost	1
Storage	Offsite storage at cost	1
Company searches	At cost	1
Individual/Directors searches	At cost	1
Other third-party expenses incurred directly in connection with the case	At cost	1

Where applicable, disbursements will be subject to VAT at the prevailing rate