

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 8 4 1 1 6 1 2

Company name in full Leaping Lambs Nursery Limited

Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Rob

Surname Coad

3 Liquidator's address

Building name/number Orchard St Business Centre

Street 13-14 Orchard Street

Post town Bristol

County/Region

Postcode B S 1 5 E H

Country United Kingdom

4 Liquidator's name

Full forename(s) Sam

Surname Talby

Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address

Building name/number Orchard St Business Centre

Street 13-14 Orchard Street

Post town Bristol

County/Region

Postcode B S 1 5 E H

Country United Kingdom

Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	2	8	0	9	2	0	2	2
To date	2	7	0	9	2	0	2	3

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X 

X

Signature date

2 7 1 1 2 0 2 3

LIQ03

Notice of progress report in voluntary winding up



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.

Rob Coad

South West and Wales Business Recovery

Orchard St Business Centre

13-14 Orchard Street

Bristol

Postcode

B

S

1

5

E

H

United Kingdom

DX

0117 376 3523



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 or email 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

ANNUAL PROGRESS REPORT

LEAPING LAMBS NURSERY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

ANNUAL PROGRESS REPORT OF LEAPING LAMBS NURSERY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Content

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- Appendix III - Time cost information for period 28 September 2022 to 27 September 2023 and Fee Estimate for the period 28 September 2023 to 27 September 2024
- Appendix IV - Detailed list of work undertaken in the period
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EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

Assets

Asset	Estimated to realise per Statement of Affairs (£)	Realisations to date (£)	Anticipated future realisations (£)	Total anticipated realisations (£)
Book Debts	6,304.42	Nil	Nil	Nil
Cash at Bank	12,433.00	655.76	Nil	655.76
Directors Loans	1.00	Nil	29,643.00	29,643.00
Furniture & Equipment	2,700.00	6,589.60	Nil	6,589.60
Motor Vehicles	Nil	Nil	Nil	Nil
Sundry Refund	Nil	224.46	Nil	224.46
Goodwill	Nil	Nil	Nil	Nil
Leasehold Property	Nil	Nil	Nil	Nil
Fixtures & Fittings	Nil	Nil	Nil	Nil

Expenses

Expense	Amount per fees and expenses estimates (£)	Expense incurred to date (£)	Anticipated further expense to closure (£)	Total anticipated expense (£)
Joint Liquidators' fees	-	13,239.50	7,810.00	21,049.50
Statutory Advertising	-	204.60	Nil	204.60
Statutory Bordereau	-	80.00	Nil	80.00
Agents' fees	-	2,444.80	Nil	2,444.80
Case Management fee	-	150.00	Nil	150.00
Case Management Monthly fee	-	61.50	66.00	127.50
Insolvency Notices fee	-	5.00	Nil	5.00

Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	N/A	N/A
Preferential creditors	Nil	Uncertain
Secondary Preferential creditors	Nil	Nil
Unsecured creditors	Nil	Nil

Summary of key issues outstanding

- Collection of Directors' Loan Account

Closure

Due to the issues outstanding as listed above, it is difficult to estimate the closure of the liquidation.

ADMINISTRATION AND PLANNING

Statutory information

Statutory information may be found at Appendix I.

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 in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix IV.

Reporting

The Joint Liquidators have met their statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

Other administration tasks

During the Review Period, the following material tasks in this category were carried out:

- Case reviews

ENQUIRIES AND INVESTIGATIONS

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the directors by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment revealed matters that the Joint Liquidators considered merited further investigation, namely the overdrawn Directors' Loan Account. Further details are in the Assets section below.

Enquiries were also undertaken in respect of a potential claim against the Company's insurers in relation to the cessation of trade. Following discussions with solicitors it was decided not to pursue this matter further.

Although this work has not generated any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

REALISATION OF ASSETS

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix IV. The Joint Liquidators formulated and worked through a realisation strategy that sought to maximise realisations net of costs.

ANNUAL PROGRESS REPORT OF LEAPING LAMBS NURSERY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Asset Management Services (UK) Limited ("AMS") were instructed to value the assets of the Company. They confirmed their independence, are qualified by ANAVA, and have adequate professional indemnity insurance.

Goodwill

The goodwill had an estimated book value of £30,976. Following the company entering into Creditors' Voluntary Liquidation and the cessation of trade, there was no attributable value to the goodwill and no realisations were made in this respect.

Leasehold Property

Improvements to leasehold premises had a book value in the Company's accounts in the sum of £5,400. All premises were vacated or repossessed prior to the Company entering liquidation and no recoveries were made in this respect.

Fixtures and Fittings

As previously reported, the Company's fixtures and fittings had a book value of £34,241. However, the valuers stated that the majority of these items couldn't be readily removed from the premises to be sold and there were no realisations in this respect. The cost of removal and sale would be in excess of the realisable value and therefore no further action was taken in this respect.

Directors' Loan Account

Following the Joint Liquidators' appointment, a reconciliation of the director's loan account was undertaken which shows an overdrawn Directors' Loan Account of £29,643. Enquiries have been made with the director and we are awaiting a formal repayment proposal.

Book Debts

The Company had outstanding debtors of £12,608.84, however, due to the lack of supporting documentary evidence to substantiate the amounts owed, it is not anticipated that any recoveries will be made in this respect.

Furniture and Equipment

AMS undertook an inspection of each site and the estimated values of the furniture and equipment (including computer equipment) was £2,700 on an ex-situ basis and £12,400 on an in-situ basis. To date, £6,589 has been realised. No further realisations are expected.

Cash at Bank

Cash at bank was included in the statement of affairs in the sum of £12,433, which was held in a savings account. The balance held on account as at the date of liquidation was set off by Lloyds Bank against the Company's outstanding overdraft.

The sum of £655.76 has been realised in the liquidation and there will be no further realisations in this respect.

Sundry Refund

A refund of £224.46 has been received from BNP Paribas Leasing Solutions. There will be no further realisations in this respect.

Motor Vehicles

The Company's motor vehicles were subject to finance with Motonovo Finance and the estimated to realise value was lower than the settlement figure therefore there were no realisations in this respect.

ANNUAL PROGRESS REPORT OF LEAPING LAMBS NURSERY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed in the list at Appendix IV. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Secured creditors

The company granted a fixed and floating charge to Lloyds Bank on 17 May 2018. It is understood that there are no sums outstanding to Lloyds.

Preferential creditors

Employee claims

28 employees were made redundant on 29 September 2022. The relevant information for employees to submit claims was made to the Redundancy Payments Office and information and help was given to employees to enable them to submit their claims online.

Employees were shown to be owed £87,493.38 in respect of unpaid wages and holiday pay. A final claim is yet to be received from the Redundancy Payments Service.

Secondary Preferential creditors

In any insolvency process started from 1 December 2020, HMRC is a secondary preferential creditor for the following liabilities:

- VAT
- PAYE Income Tax
- Employees' NIC
- CIS deductions
- student loan deductions

This will mean that, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the preferential creditors have been paid in full.

HMRC was estimated to have a secondary preferential claim of £25,197.81. HMRC's claim has not yet been received. Not all of HMRC's debt will be secondary preferential and there may be an unsecured element of their claim.

Unsecured creditors

HMRC was shown to be owed £41,940. A claim has yet to be received in this respect.

The remaining unsecured creditors as per the statement of affairs totalled £457,080. Claims from six creditors totalling £283,658.24 have been received. Please be advised that proofs of debt are still being received and therefore the total value of unsecured claims is not known at present.

Dividend prospects

A dividend may be payable to preferential creditors, however, this will be dependent upon the recovery of the overdrawn directors' loan account. It is not anticipated that a distribution will be made to secondary preferential or unsecured creditors.

Prescribed Part

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

The company granted a fixed and floating charge to Lloyds Bank on 17 May 2018. There are no outstanding sums owed to Lloyds and therefore the prescribed part will not apply.

ETHICS

Please also be advised that Joint Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

General ethical considerations

Prior to the Joint Liquidator's appointment, a review of ethical issues was undertaken and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidator is obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

- Asset Management Services (UK) Ltd were instructed to realise Company's physical assets.

FEES AND EXPENSES

Pre-Appointment Costs

Paid by Company prior to appointment

A fixed fee of £10,000 for assisting the directors with placing the Company in Liquidation and with preparing the Statement of Affairs was agreed and paid by the Company prior to the winding-up resolution.

The Joint Liquidators' fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and director then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a senior manager or director.

The time costs for the period 28 September 2022 to 27 September 2023 total £13,239.50, representing 79.9 hours at an average hourly rate of £165.70. This remains unpaid. The time costs for the period are detailed at Appendix III.

Should a creditors' committee not be formed the basis of the Joint Liquidators' post appointment remuneration is to be fixed by the creditors.

Approval for the basis of the Joint Liquidators' remuneration has not previously been sought from creditors and this is being requested now.

In accordance with the new Statement of Insolvency Practice 9 and The Insolvency (England and Wales) Rules 2016 which came into effect on 6 April 2017 we are required to estimate our fees and expenses in dealing with the assets as set out in the director's statement of affairs and our statutory obligations. Remuneration can either be fixed with reference to time costs, a fixed fee, a percentage of asset realisations or a combination of the three.

The Joint Liquidators' Fee Estimate for the period 28 September 2023 to 27 September 2024 is also attached at Appendix III. The estimated costs for this period total £7,810, representing 44 hours at an average hourly rate of £177.50.

ANNUAL PROGRESS REPORT OF LEAPING LAMBS NURSERY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

I therefore propose that the basis of the Joint Liquidators' remuneration be fixed by reference to time costs in dealing with matters arising in the administration of the liquidation estate up to a maximum of £21,049.50.

Time is charged in units of 6 minutes. The current applicable charge-out rates of South West & Wales Business Recovery are:

Grade of Staff	Charge-out rate per hour
Officeholder	360.00
Senior Manager	275.00
Manager	225.00
Assistant Manager	180.00
Senior Administrator	150.00
Administrator	135.00
Assistant	120.00

In order to assist creditors, attached at Appendix IV is a schedule detailing the type of work to be undertaken in the course of the liquidation, together with an estimate of our time costs. We believe that this represents a fair and reasonable assessment of the work which we will be required to undertake.

Based on the information available and our knowledge of the Company's affairs, we do not believe that the fee estimate will be exceeded. The estimate is based upon our experience of managing similar cases and is based on routine work undertaken and does not take into account any issues or complications with asset realisations, detailed investigatory work or protracted correspondence with creditors. Should any of these issues arise and further work is envisaged and/or the fees and expenses incurred are likely to exceed this estimate then we are required to provide a further estimate of fees and expenses for approval by creditors. In the event that our fees are not agreed then we may need to apply to Court.

To enable creditors to vote on the above proposed decisions in respect our remuneration, please find attached the following documents in respect of a decision procedure by correspondence.

- Notice of Decision Procedure – by Correspondence
- Proof of Debt
- Vote by Correspondence form
- Notice of Invitation to Form a Committee

If you wish to vote on the proposed decisions, please ensure that you complete and return the enclosed Vote by Correspondence form and completed proof of debt (if you have not already submitted one) so that it is received by me by 11.59pm on 18 December 2023. Forms may be returned by post or email.

A guide to Liquidators fees under insolvency legislation can be found at <http://www.insolvency-practitioners.org.uk/download/documents/1321>

ANNUAL PROGRESS REPORT OF LEAPING LAMBS NURSERY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Expenses

The category 1 expenses incurred in the period of appointment from 28 September 2022 to 27 September 2023 total £2,945.90, are detailed below and represent payments to parties not associated with the firm, who have provided services or goods for the administration of the assignment. The sum of £2,649.40 has been paid to date.

Expense	Incurred £	Paid £
Statutory Advertising	204.60	204.60
Statutory Bordereau	80.00	Nil
Agents' fees	2,444.80	2,444.80
Case Management Fee	150.00	Nil
Insolvency Notices Fee	5.00	Nil
Case Management Monthly Fee	61.50	Nil

Please be advised that the Case Management Monthly Fee has increased with effect from the 1st of April 2023 from £4.75 to £5.50 per month.

No category 2 expenses have been incurred during the period of appointment.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>.

A copy of 'A Creditors' Guide to Fees' may be found at: <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/29114/page/1/guide-to-liquidators-fees/>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on written request.

Other professional costs

Agents and valuers

AMS were instructed as agents and valuers in relation to the valuation and sale of the assets of the Company. Their costs during the period of appointment total £2,444.80 plus VAT and have been paid in full.

CREDITORS' RIGHTS

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), 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, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

GENERAL DATA PROTECTION REGULATION ("GDPR")

GDPR requires that individuals whose data is being held be contacted and provided with information about their rights.


CONCLUSION

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

ANNUAL PROGRESS REPORT OF LEAPING LAMBS NURSERY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

- Collection of Directors' Loan Account

If you require any further information, please contact Darren Newton at this office.

Signed  _____

Rob Coad
Joint Liquidator

ANNUAL PROGRESS REPORT OF LEAPING LAMBS NURSERY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix I

Statutory Information

Company Name	Leaping Lambs Nursery Limited
Former Trading Names	Leaping Lambs Nursery, Leaping Lambs Forest School, Leaping Lambs Keynsham and Caterpillars Nursery
Company Number	08411612
Registered Office	Orchard St Business Centre, 13-14 Orchard Street, Bristol, BS1 5EH, United Kingdom
Former Registered Office	68 Naishcombe Hil, Wick, Bristol, BS30 5QS, United Kingdom
Office holders	Rob Coad and Sam Talby
Office holders' address	South West and Wales Business Recovery, Orchard St Business Centre, 13-14 Orchard Street, Bristol, BS1 5EH, United Kingdom
Date of appointment	28 September 2022

Leaping Lambs Nursery Limited - In Creditors Voluntary Liquidation
Joint Liquidators' Abstract of Receipts & Payments

From 28 September 2022 To 27 September 2023

S of A £		From 28/09/22	From 28/09/22
		To 27/09/23	To 27/09/23
	FIXED CHARGE REALISATIONS		
NIL	Goodwill	NIL	NIL
19,000.00	Motor Vehicles	NIL	NIL
19,000.00		NIL	NIL
	FIXED CHARGE CREDITORS		
NIL	Lloyds Bank Plc	NIL	NIL
(20,430.00)	Motonovo Finance Ltd	NIL	NIL
(20,430.00)		NIL	NIL
	ASSET REALISATIONS		
NIL	Leasehold Property (1)	NIL	NIL
NIL	Fixtures & Fittings	NIL	NIL
6,304.42	Book Debts	NIL	NIL
12,433.00	Cash at Bank	655.76	655.76
1.00	Directors Loans	NIL	NIL
2,700.00	Furniture & Equipment	6,589.60	6,589.60
NIL	Sundry Refund	224.46	224.46
21,438.42		7,469.82	7,469.82
	COST OF REALISATIONS		
	Agents/Valuers Fees (1)	(2,444.80)	(2,444.80)
	Statutory Advertising	(204.60)	(204.60)
	Vat Irrecoverable	(529.88)	(529.88)
NIL		(3,179.28)	(3,179.28)
	PREFERENTIAL CREDITORS		
(87,493.38)	Employee	NIL	NIL
(87,493.38)		NIL	NIL
	FLOATING CHARGE CREDITORS		
NIL	Lloyds Bank Plc	NIL	NIL
NIL		NIL	NIL
	SECONDARY PREFERENTIAL CREDITORS		
(25,197.81)	HM Revenue & Customs	NIL	NIL
(25,197.81)		NIL	NIL
	UNSECURED CREDITORS		
(60,349.62)	Consumer Advance	NIL	NIL
(78,746.36)	Employee	NIL	NIL
(41,940.27)	HM Revenue & Customs	NIL	NIL
(14,790.71)	Landlord	NIL	NIL
(290,552.00)	Loan	NIL	NIL
(12,640.99)	Trade Creditor	NIL	NIL
(499,019.95)		NIL	NIL
(590,373.00)		4,290.54	4,290.54

REPRESENTED BY

Current A/C

4,290.54

4,290.54

Appendix III

Leaping Lambs Nursey Limited - in Creditors Voluntary Liquidation

Joint Liquidators' SIP9 Compliant Fee Estimate

								Total	Cost	Average hourly cost
Classification of Work Function	Notes	Officeholder/IP	Senior Manager	Senior Administrator	Administrator	Assistant	Hours	£	£	
Administration & Planning	1	0.0	0.0	0.5	0.5	1.0	2.0	262.50	131.25	
Cashiering & Banking	1	0.5	0.5	1.0	1.0	0.5	3.5	662.50	189.29	
Creditor Reporting	3	1.0	1.5	4.0	6.0	2.0	14.5	2,422.50	167.07	
Dealings with Unsecured Creditors	3	0.5	0.5	2.0	1.0	0.5	4.5	812.50	180.56	
Investigations	5	0.5	0.5	1.0	1.0	0.0	3.0	602.50	200.83	
Realisation of Assets	6	0.5	3.0	5.0	1.0	0.5	10.0	1,950.00	195.00	
Statutory & Compliance	4	0.5	0.5	3.0	2.0	0.5	6.5	1,097.50	168.85	
Total Hours and Cost		3.5	3.5	16.5	12.5	5.0	44.0	7,810.00	177.50	

Charge Out Rates Per Hour	£
Officeholder/IP	£360.00
Senior Manager	£275.00
Manager	£225.00
Assistant Manager	£180.00
Senior Administrator	£150.00
Administrator	£135.00
Assistant/Support	£120.00

Appendix III

Leaping Lambs Nursery Limited - in Liquidation

Joint Liquidators' SIP9 Compliant Time Cost Analysis for the period 28 September 2022 to 27 September 2023

Classification of Work Function	Officeholder/IP Hours	Senior Manager/Manager/ Assistant Manager Hours	Senior Administrator/ Administrator Hours	Assistant / Support Hours	Total Hours	Cost £	Average hourly cost £
Administration & Planning	0.1	1.2	1.6	7.9	10.8	1,579.50	146.25
Appointment & Related Formalities	0.0	0.3	0.4	0.0	0.7	136.50	195.00
Cashiering & Banking	0.0	0.0	2.3	0.0	2.3	310.50	135.00
Creditor Correspondence	0.0	0.0	0.0	0.1	0.1	12.00	120.00
Dealings with Employees	0.3	4.4	39.6	0.2	44.5	7,038.00	158.16
Dealings with Unsecured Creditors	0.4	0.0	0.2	0.0	0.6	171.00	285.00
Insurance of Assets	0.6	0.0	0.0	0.0	0.6	216.00	360.00
Investigations	0.1	2.9	10.6	0.0	13.6	2,236.00	164.41
Realisation of Assets	0.4	2.7	0.0	0.0	3.1	886.50	285.97
Statutory & Compliance	0.5	0.4	1.6	1.0	3.5	626.00	178.86
Tax & VAT Matters	0.0	0.1	0.0	0.0	0.1	27.50	275.00
Total Hours	2.4	12.0	56.3	9.2	79.9	13,239.50	165.70
Total costs	864.00	3,024.50	8,194.50	1,156.50			

Charge Out Rates Per Hour	£
Officeholder	360
Senior Manager	275
Manager	225
Assistant Manager	180
Senior Administrator	150
Administrator	135
Assistant / Support	120

ANNUAL PROGRESS REPORT OF LEAPING LAMBS NURSERY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix IV

Detailed list of work undertaken for Leaping Lambs Nursery Limited in Creditors' Voluntary Liquidation for the review period 28 September 2022 to 27 September 2023

Below is detailed information about the tasks undertaken by the Joint Liquidators.

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy 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 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
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Instructing agents to wind up any pension scheme Liaising and providing information to be able to finalise winding up the pension scheme
Reports	Preparing annual progress report, investigation and general reports to creditors
Creditors' decisions	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions
Investigations	
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reviewing company's books and records Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary information if required Assisting the Insolvency Service with its investigations
Realisation of Assets	
Fixtures & Fittings	Instructing and liaising with agents to value these assets
Furniture and Equipment	Liaising with agents/valuers Instructing agents to sell Receiving sales consideration
Directors' Loan Account	Liaising with directors Investigating/reviewing Company's bank account Liaising with Company's accountant
Cash at Bank	Liaising with Company's bankers Receiving funds from bank account
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers
Sundry Refund	Receiving refund
Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers

ANNUAL PROGRESS REPORT OF LEAPING LAMBS NURSERY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

General Description	Includes
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend

Privacy Notice

The following information is provided to comply with the requirements of the General Data Protection Regulation.

This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer	<p>Where an insolvency practitioner of South West and Wales Business Recovery is not appointed as office holder, the data controller is either the company/individual on whose instructions South West and Wales Business Recovery is acting or it is South West and Wales Business Recovery. The contact details of South West and Wales Business Recovery are: Orchard St Business Centre, 13-14 Orchard Street, Bristol, BS1 5EH, United Kingdom, 0117 376 3523, helpme@undebt.co.uk.</p> <p>Where an insolvency practitioner of South West and Wales Business Recovery is appointed as office holder and the data processing is carried out as part of their statutory duties, the office holder(s) is/are the data controllers. The Insolvency practitioner(s) can be contacted at: South West and Wales Business Recovery, Orchard St Business Centre, 13-14 Orchard Street, Bristol, BS1 5EH, United Kingdom, 0117 376 3523, helpme@undebt.co.uk.</p>
How we use your personal information	<p>The purpose for which personal information is processed may include any or all of the following:</p> <ul style="list-style-type: none">• deliver services and meet legal responsibilities• verify identity where this is required• communication by post, email or telephone• understand needs and how they may be met• maintain records• process financial transactions• prevent and detect crime, fraud or corruption• may also need to use data to defend or take legal actions related to the above
Lawful basis for the processing	<p>Most processing is carried out to comply with our legal obligations under statute and other regulatory obligations related to the insolvency process. We also believe our processing is for the legitimate interests of all stakeholders in the insolvency process, as they are entitled to be kept informed and may wish to engagement in the insolvency process. Where South West and Wales Business Recovery has engaged with a client to perform a service, we will be required to process data to provide the service in accordance with the contractual terms.</p>
What personal information we hold	<p>The categories are: contact details, financial information and location. In rare cases, we may hold some special category data, e.g. trade union membership or information about individual's health, which will be</p>

	necessary to administer the insolvency process in line with our legal obligations.
Who we share our data with	<p>We may use third parties located in other countries to help us run our business. As a result, personal data may be transferred outside the countries where we and our clients are located. This includes countries outside the EU and countries that do not have laws that provide specific protection for personal data. We have taken steps to ensure all personal data is provided with adequate protection and that all transfers of personal data outside the EU are done lawfully. Where we transfer personal data outside of the EU to a country not determined by the European Commission as providing an adequate level of protection for personal data, the transfers will be under an agreement which covers the EU requirements for the transfer of personal data outside the EU.</p> <p>Personal data held by us may be transferred to:</p> <p>Other offices Details of our other office locations are available here at South West and Wales Business Recovery. We may share personal data with other offices where necessary for administrative purposes and to provide professional services to our clients.</p> <p>Third party organisations that provide applications/functionality, data processing or IT services to us We use third parties to support us in providing our services and to help provide, run and manage our internal IT systems. For example, providers of information technology, cloud based software as a service providers, identity management, website hosting and management, data analysis, data back-up, security and storage services. The servers powering and facilitating that cloud infrastructure are located in secure data centres around the world, and personal data may be stored in any one of them.</p> <p>Third party organisations that otherwise assist us in providing goods, services or information</p> <p>Auditors and other professional advisers</p> <p>Law enforcement or other government and regulatory agencies or to other third parties as required by, and in accordance with, applicable law or regulation Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.</p>
How long we retain your personal information	<p>We retain personal data for as long as is necessary to achieve the purpose listed above and for any other permissible related purpose. For example, we retain most records until the time limit for claims arising from the activities has expired or otherwise to comply with statutory or regulatory requirements regarding the retention of such records.</p>

Your rights	<p>The GDPR provides the following rights for individuals:</p> <p>Right to inform This privacy notice meets our requirement to inform you of our processing of your data.</p> <p>Access to personal data You have a right of access to personal data held by us as a data controller. This right may be exercised by contacting us at: South West and Wales Business Recovery, Orchard St Business Centre, 13-14 Orchard Street, Bristol, BS1 5EH, United Kingdom, 0117 376 3523, helpme@undebt.co.uk. We will aim to respond to any requests for information promptly, and in any event within one month.</p> <p>Amendment of personal data To update personal data submitted to us, you may email us at helpme@undebt.co.uk or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which you registered.</p> <p>Rights that do not apply in these particular circumstances Not all of the rights under the GDPR are available as one of the reasons we are holding your data is on the basis of it being a legal obligation and therefore the right to erasure, data portability and to object do not apply.</p>
Right to withdraw consent	The data received was not based upon obtaining consent and therefore the right to withdraw consent does not apply.
Changes to our privacy statement	We keep this privacy statement under regular review and will place any updates on our website. Paper copies of the privacy statement may also be obtained by writing to us at South West and Wales Business Recovery, Orchard St Business Centre, 13-14 Orchard Street, Bristol, BS1 5EH, United Kingdom.
Complaints	<p>Should you want to complain about our use of personal data, please contact us at South West and Wales Business Recovery, Orchard St Business Centre, 13-14 Orchard Street, Bristol, BS1 5EH, United Kingdom.</p> <p>You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website.</p>
Who provided the personal data	The personal data we have used to contact you was provided by the company/individual (or persons acting on their behalf) on whose instructions we are acting or in relation to which our insolvency practitioner has been appointed. We also access information from the Registrar of Companies and other similar public-access data providers.