

LIQ03

Notice of progress report in voluntary winding up



Companies House

MONDAY



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15/01/2018

#59

COMPANIES HOUSE

1 Company details

Company number 0 8 4 2 6 8 1 8

Company name in full Zeven Media Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Alan Brian

Surname Coleman

3 Liquidator's address

Building name/number The Copper Room

Street Deva Centre

Post town Trinity Way

County/Region Manchester

Postcode M 3 7 B G

Country

4 Liquidator's name ①

Full forename(s)

Surname

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② 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	d	0	d	9	m	1	m	1	y	2	y	0	y	1	y	6
To date	d	0	d	8	m	1	m	1	y	2	y	0	y	1	y	7

7 Progress report

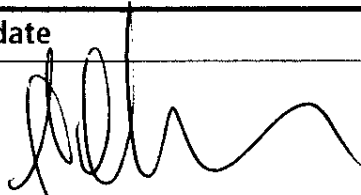
☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

d	0	d	8	m	1	m	1	y	2	y	0	y	1	y	8
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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.

Contact name	Matthew Bannon
Company name	Royce Peeling Green Limited
Address	The Copper Room
	Deva Centre
Post town	Trinity Way
County/Region	Manchester
Postcode	M 3 7 B G
Country	
DX	
Telephone	0161 608 0000

**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

Liquidators' Annual Progress Report to Creditors & Members

Zeven Media Limited - In Creditors' Voluntary Liquidation

Period: 9 November 2016 to 8 November 2017

ZEVEN MEDIA LIMITED - IN LIQUIDATION

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- B** Time Analysis for the Period from the 9 November 2016 to 8 November 2017
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- D** Additional information in relation to Liquidators' Fees, Expenses & Disbursements

ZEVEN MEDIA LIMITED - IN LIQUIDATION

1 INTRODUCTION AND STATUTORY INFORMATION

- 1.1 Alan Brian Coleman, together with Julie Webster, of Royce Peeling Green Limited, The Copper Room, Deva Centre, Trinity Way, Manchester, M3 7BG, was appointed as Joint Liquidator of Zeven Media Limited (the **Company**) on 9 November 2016. This progress report covers the period from 9 November 2016 to 8 November 2017 (**the Period**).
- 1.2 A Block Transfer Order was issued in The High Court of Justice, The Business & Property Courts in Manchester on 10 November 2017. Under the terms of the Order, Julie Webster was removed as Joint Liquidator as a result of Julie Webster resigning as an employee of Royce Peeling Green Limited. Alan Brian Coleman remains in office as sole Liquidator.
- 1.3 The principal trading address of the Company was 26 Brindley Road, Manchester, M16 9HQ.
- 1.4 The registered office of the Company has been changed to The Copper Room, Deva Centre, Trinity Way, Manchester, M3 7BG and its registered number is 08426818.

2 PROGRESS OF THE LIQUIDATION

- 2.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Liquidator and his staff.
- 2.2 At Appendix A is my Receipts and Payments Account for the Period.

Receipts

Plant & Machinery /Office Equipment /Furniture and Fittings

- 2.3 As detailed in the directors' Statement of Affairs, the Company had plant and machinery with a book value of £4,100 and office equipment and furniture and fittings with a book value of £1,100.
- 2.4 Following the Liquidators appointment, these assets were collected by the Liquidators agents JPS Chartered Surveyors (JPS) to be sold at auction.
- 2.5 The assets of the Company were sold by JPS for £4,116.25 plus VAT.

Book Debts

- 2.6 As detailed in the directors' Statement of Affairs, the Company had debtors with a book value of £62,480 and an estimated to realise value of £33,244.
- 2.7 Following an initial review of the debtor ledger the liquidator instructed JMW Solicitors (JMW) to assist with the collection of the balance of the ledger.
- 2.8 To date, debtors totalling £29,548.82 have been recovered.
- 2.9 JMW are continuing to collect the remaining debtors and a further update will be provided in my next report

Cash at Bank

- 2.10 At the date of liquidation, cash held at Barclays Bank totalled £1,162.55. This was paid over to the Liquidators in December 2016.

ZEVEN MEDIA LIMITED - IN LIQUIDATION

Bank Interest

- 2.11 Bank interest totalling £0.79 has been received during the Period.

Payments

Specific Bond

- 2.12 During the Period the statutory insurance bond of £160.00 was paid

Statement of Affairs fee

- 2.13 As detailed in the liquidators initial report that Royce Peeling Green Limited's professional fees for assisting the Company and its directors in fulfilling the statutory requirements for placing the Company into creditors voluntary Liquidation were £5,000.00 plus VAT.
- 2.14 I can confirm that the Statement of Affairs fee of £5,000.00 plus VAT has been drawn by the Liquidator.

Liquidators Fees and Disbursements

- 2.15 As detailed in Section 4 of this report, the Liquidators post appointment time costs as detailed in the fee estimate were approved by creditors at a meeting by correspondence held 30 November 2017.
- 2.16 Fees of £11,000 have been drawn to date.

Agents Fees and Disbursements

- 2.17 JPS were paid a fee of £2,509.96 for providing valuation advice in respect of the assets of the Company and for their assistance with the sale of the assets of the Company as detailed in paragraph 2.3 to 2.5 above.
- 2.18 Disbursements of £510.00 were also paid to JPS in relation to the settlement of outstanding finance due.

Legal fees

- 2.19 JMW were paid £1,063.05 for their assistance in collecting the outstanding book debtors.

Statutory Advertisement

- 2.20 During the Period, statutory advertising costs in the sum of £253.80 have been paid in respect of advertising the creditors meeting and the appointment of liquidators.
- 2.21 No other payments have been made during the Period.
- 2.22 Attached at Appendix B is a summary of the Liquidators' time costs incurred for the Period.

Administration (including statutory compliance & reporting)

- 2.23 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work the Liquidator anticipated would need to be done in this area was outlined to creditors in my initial fees estimate.
- 2.24 During the Period 38.40 hours at a cost of £4,987.80 has been spent on Administration matters compared to an estimate of 25 hours at a cost of £3,125.00.

ZEVEN MEDIA LIMITED - IN LIQUIDATION

2.25 This time was spent doing the following work.

- Initial notices relating to the Appointment of Liquidators
- Periodic case reviews
- Bank reconciliations
- Liaising with H M Revenue and Customs re SEIS submission
- Cashiering
- Case Filing

2.26 As noted in the Liquidators initial fees estimate, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

Realisation of Assets

2.27 During the Period, the Liquidator and his staff have spent 26.50 hours at a cost of £3,359.20 dealing with asset realisation compared to an estimate of 28.00 hours at a cost of £3,500.00.

2.28 It is considered that the work the Liquidator and his staff have undertaken to date will bring a financial benefit to creditors. This may be a distribution to secured creditors of the Company only (from which a Prescribed Part fund may be derived for the benefit of unsecured creditors) or may, depending on realisations and the extent of any 3rd party security, result in a distribution to the preferential and unsecured creditors of the Company.

Creditors and Employees (claims and distributions)

2.29 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. The Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.

2.30 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.

2.31 The above work will not necessarily bring any financial benefit to creditors generally, however the Liquidators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidators in dealing with those claims.

Investigations

2.32 The Liquidators are required to undertake work to comply with legislation such as the Company Directors' Disqualification Act 1986 (**CDDA 1986**) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations. This may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidators can pursue for the benefit of creditors.

2.33 The Liquidator submitted a report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.

2.34 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account any information provided by creditors.

ZEVEN MEDIA LIMITED - IN LIQUIDATION

- 2.35 The Liquidators investigations have identified a number of transactions between the Company, the directors and associated companies which require additional explanation. Enquiries into these transaction are ongoing and the Liquidator will report further in his next report
- 2.36 During the Period, 31.45 hours at a cost of £3,548.30 has been spent on completing investigation work to comply with the CDDA 1986, SIP2 and general investigations into the affairs of the Company. This compares to an estimated 12 hours at a cost of £1,500.00.

Matters still to be dealt with

- 2.37 Liaising with the Liquidators solicitors in relation to the collection of the remaining debtors and continued enquiries into a number of transactions between the Company, the directors and associated companies.

3 CREDITORS

Secured Creditors

- 3.1 Barclays Bank Plc (Barclays) holds a fixed and floating charge over the Company's assets in respect of an overdraft facility. At the date of the liquidation, the indebtedness to Barclays was estimated at £22,095.
- 3.2 Following a reconciliation of the bank account following our appointment, Barclays have confirmed that the sum of £22,252.33 is owed.
- 3.3 No funds have been repaid to Barclays to date.

Preferential Creditors

- 3.4 As per the directors Statement of Affairs, it was estimated that Preferential Creditor claims in respect of arrears of pay and holiday pay would be £6,517.79.
- 3.5 No claims have been received from the Redundancy Payments Service or former employees during the Period.

Unsecured Creditors

- 3.6 The Liquidator has received 16 creditor claims totalling £147,018 from unsecured creditors.
- 3.7 The Liquidator has yet to receive claims from 12 creditors who debts totalled £57,081 as per the directors' Statement of Affairs.
- 3.8 The Company granted a floating charge to Barclays on 25 April 2016. Accordingly, I am required to create a fund out of the Company's net floating charge property for unsecured creditors (known as the **Prescribed Part**).
- 3.9 Based on present information, I estimate the value of the Company's net floating charge property to be £1,172. Please note that this estimate is subject to fluctuation and the final outcome can only be determined once all asset realisations have been made.
- 3.10 I would confirm that it is anticipated there will be insufficient funds realised after defraying the expenses of the liquidation to pay a dividend to unsecured creditors.

4 LIQUIDATORS' REMUNERATION

- 4.1 Creditors approved that the basis of the Liquidators' remuneration be fixed by reference to the time properly spent by him and his staff in managing the Liquidation.

ZEVEN MEDIA LIMITED - IN LIQUIDATION

4.2 Our fees estimate was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.

4.3 A copy of that estimate is reproduced below:

Category of work	Estimated Number of Hours	Average blended charge out rate £	Estimated cost £
Administration (inc statutory compliance & reporting)	25.00	125.00	3,125.00
Realisation of assets	28.00	125.00	3,500.00
Creditors (claims & distributions)	17.00	125.00	2,125.00
Investigations	12.00	125.00	1,500.00
Employment Issues	6.00	125.00	750.00
Total estimated fees	88.00		11,000.00

4.4 Time costs for the Period are £13,130.10. This represents 107.15 hours at an average rate of £122.54 per hour. Fees of £11,000.00 have been drawn against these time costs.

4.5 Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the liquidation.

4.6 The original fee estimate, for the first year of the Liquidation has been exceeded by £2,130.10, as a result of the Company's affairs requiring more extensive investigation than originally anticipated which has resulted in an additional 19 hours investigation time being incurred during the Period.

4.7 The Liquidator is asking creditors to approve this excess time costs that have been incurred during the Period and agree that fees may be drawn against these time costs.

4.8 In addition to the excess time costs incurred in the Period, the Liquidator is issuing a fee estimate for the second year of the Liquidation and is seeking approval by correspondence from the creditors to this second estimate. This is attached as Appendix C.

Liquidators' Revised Fee Estimate

Category of work	Estimated Number of Hours	Average blended charge out rate £	Estimated cost £
Administration (inc statutory compliance & reporting)	15.00	130.00	1,950.00
Realisation of assets	10.00	150.00	1,500.00
Creditors (claims & distributions)	5.00	130.00	650.00
Investigations	20.00	130.00	2,600.00
Employment Issues (Preferential Claims)	8.00	130.00	1,040.00
Total estimated fees	58.00		7,740.00

4.9 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from www.rpg.co.uk.

4.10 Attached as Appendix D is additional information in relation to the Liquidators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

5 CREDITORS' RIGHTS

5.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that

ZEVEN MEDIA LIMITED - IN LIQUIDATION


the Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.

- 5.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

6 NEXT REPORT

- 6.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 6.2 If you have any queries in relation to the contents of this report, Matthew Bannon can be contacted by telephone on 016 608 0000 or by email at mbannon@rpg.co.uk.

Yours faithfully


A B Coleman
Liquidator

Zeven Media Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
To 08/11/2017

S of A -			
	ASSET REALISATIONS		
4,100.00	Plant & Machinery	4,116.25	
1,100.00	Office Equipment/Furniture and Fitting	NIL	
NIL	Motor Vehicles	NIL	
33,244.00	Book Debts	29,548.82	
	Cash at Bank	1,162.55	
	Bank Interest Gross	0.79	
			34,828.41
	COST OF REALISATIONS		
	Specific Bond	160.00	
	Preparation of S.of A.	5,000.00	
	Liquidator's Fees	11,000.00	
	Liquidator's Disbursements	67.69	
	Agent's Fees	2,509.96	
	Agents Disbursements	510.00	
	Legal Fees	1,063.05	
	Statutory Advertising	253.80	
			(20,564.50)
	PREFERENTIAL CREDITORS		
(6,457.79)	RPO Arrears & Holiday Pay - Pref	NIL	
(60.00)	Employee Arrears/Hol Pay - Pref	NIL	
			NIL
	FLOATING CHARGE CREDITORS		
(22,095.00)	Barclays Bank	NIL	
			NIL
	UNSECURED CREDITORS		
(53,376.29)	Trade & Expense Creditors	NIL	
(216.16)	Employees	NIL	
(4,953.88)	RPO	NIL	
(4,612.00)	Directors	NIL	
(1,261.00)	HM Revenue & Customs (Tax)	NIL	
(21,355.00)	HM Revenue & Customs (PAYE)	NIL	
(18,700.00)	HM Revenue & Customs (VAT)	NIL	
(16,930.00)	Adanola Limited	NIL	
			NIL
	DISTRIBUTIONS		
(3.00)	Ordinary Shareholders	NIL	
(49,999.00)	Share Premium	NIL	
			NIL
(161,575.12)			14,263.91
	REPRESENTED BY		
	Vat Receivable		591.04
	Bank 1 Current		14,496.12
	Vat Payable		(823.25)
			14,263.91

APPENDIX B

ZEVEN MEDIA LIMITED - IN LIQUIDATION

Time spent by grade in the period from 9 November 2016 to 8 November 2017

	Office Holder £	Manager £	Admin £	Cashier £	Total Hours	Total Cost £	Average Rate £	Fee Estimate Total Hours	Total Costs £	Average Rate £
Statutory & Compliance	7.00	-	22.60	8.80	38.40	4,987.80	129.89	25.00	3,125.00	125.00
Asset Realisation	4.40	-	22.10	-	26.50	3,359.20	126.76	28.00	3,500.00	125.00
Employment Issues	0.20	-	2.60	-	2.80	315.20	112.57	6.00	750.00	125.00
Creditor Communications	0.70	-	7.30	-	8.00	919.60	114.95	17.00	2,125.00	125.00
Investigations	2.30	-	29.15	-	31.45	3,548.30	112.82	12.00	1,500.00	125.00
Total hours/Cost	14.60	-	83.75	8.80	107.15	13,130.10	122.54	88.00	11,000.00	125.00

Zeven Media Limited - In Creditors Voluntary Liquidation

Fee Estimate for Second Year of Liquidation (9 November 2017 to 8 November 2018) to be Considered by Creditors

	Anticipated Number of hours	Average charge out rate (£)	Anticipated Cost (£)	Work To Be Undertaken
Administration & Planning	15.0	130	1,950.00	Reporting to creditors (first progress report and second or final progress report); maintenance of physical case files and electronic case management system; attending to statutory matters including advertising; periodic reviews; VAT and corporation tax matters; reviewing, dealing with receipts and payments, bank reconciliations and other cashing matters.
Investigations	20.0	130	2,600.00	Continued Investigations into transaction between the Company, the directors and associated companies.
Creditors: How many? <u>27</u> Dividend Likely? <u>N</u>				
General Creditor Dealing	5.0	130	650.00	Issuing documentation to creditors; dealing with creditor correspondence; dealing with incoming creditor telephone calls.
Employees: How many? <u>8</u> Dividend Likely? <u>Y</u>				
Dealing with Employees	2.0	130	260.00	Recording employee information; submission of information to Insolvency Service; dealing with employee correspondence and telephone calls from employees; dealing with queries from Insolvency Service.
Distributions to Employees	6.0	130	780.00	Review of claim from Insolvency Service; transfer of information to Liquidator's system; calculation of residual employee claims.
Asset Realisation	10.0	150	1,500.00	Liaising with Solicitors regarding recovery of the remaining book debts.
Total Estimated Cost			7,740.00	

ZEVEN MEDIA LIMITED - IN LIQUIDATION

Appendix D

Additional Information in Relation to the Joint Liquidators' Fees, Expenses & Disbursements

1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 I am not proposing to utilise the services of any sub-contractors in this case.

2 Professional Advisors

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

Name of Professional Advisor	Basis of Fee Arrangement
JMW Solicitors LLP (Legal Advice and Debt collection)	10% of realisations
JPS Chartered Surveyors (valuation and disposal advice)	Hourly rate and disbursements

- 2.2 Our 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.

3 Liquidators' Expenses & Disbursements

- 3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the liquidation was provided to creditors when the basis of my fees were approved, a copy of which is set out below:

Expense	Estimated cost £
Statutory advertising	423.00
Specific penalty bond	96.00
External storage of company's books and records	34.00
Bank charge	75.00

ZEVEN MEDIA LIMITED - IN LIQUIDATION

Current position of Liquidators' expenses

- 3.2 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

	Paid in the period covered by this report £	Incurred but not paid to date £	Total anticipated cost £
Agents' costs	3,119.96	Nil	3,110.96
Solicitors' costs	1,063.05	1,500.00	2,563.05
Statutory advertising	253.80	0	338.20
Specific penalty bond	160.00	0	160.00
External storage of books & records	0	34.00	34.00
Category 2 Disbursements			
Postage	63.69	70.00	133.69
Mileage	4.00	0	4.00

- 3.3 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. These disbursements are included in the tables of expenses above.
- 3.4 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidators' fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

4 Charge-Out Rates

- 4.1 Royce Peeling Green Limited's current charge-out rates effective from 1 September 2016 are detailed below.
- 4.2 Please note this firm records its time in minimum units of 6 minutes.

	(Per hour) £
Director/Senior Office Holder	275.00
Senior Manager/Junior Office Holder	250.00
Administrator/Support	102.00-150.00