

# AM03

## Notice of administrator's proposals



Companies House



### 1 Company details

Company number 0 9 6 7 0 6 5 6

Company name in full 30 James Street Limited

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

### 2 Administrator's name

Full forename(s) Simon

Surname Thomas

### 3 Administrator's address

Building name/number 88 Wood Street

Street London

Post town EC2V 7QF

County/Region

Postcode

Country

### 4 Administrator's name

Full forename(s) Arron

Surname Kendall

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

### 5 Administrator's address

Building name/number 88 Wood Street

Street London

Post town EC2V 7QF

County/Region

Postcode

Country

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

AM03

## Notice of Administrator's Proposals

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### Statement of proposals



I attach a copy of the statement of proposals

7

### Sign and date

Administrator's  
Signature

Signature

X

*PRZ*

X

Signature date

<sup>d</sup>1

<sup>d</sup>7

<sup>m</sup>0

<sup>m</sup>8

<sup>y</sup>2

<sup>y</sup>0

<sup>y</sup>2

<sup>y</sup>0

# AM03

## Notice of Administrator's Proposals



### 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 **Simon Thomas**

Company name **Moorfields**

Address **88 Wood Street**

**London**

Post town **EC2V 7QF**

County/Region

Postcode

Country

DX

Telephone **0207 186 1144**



### 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 and dated 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)**



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**Administrators' Proposals relating to**  
**30 James Street Limited t/as 30 James Street – in Administration**  
**("the Company")**

**Issued on: 17 August 2020**

**Delivered on: 19 August 2020**

Arron Kendall and I were appointed Joint Administrators of the Company on the 25<sup>th</sup> June 2020 and these are our statutory proposals relating to the Company.

## 1. STATUTORY INFORMATION

Statutory information relating to the Company is attached at Appendix 1.

## 2. CIRCUMSTANCES LEADING TO THE APPOINTMENT OF THE ADMINISTRATOR(S)

The Company was incorporated on 3 July 2015 and the sole director of the Company is Lawrence Kenwright, following the resignation of Katie Kenwright on the 12th December 2019.

A summary of the Company's recent trading performance is shown below.

	Statutory accounts to 30 June 2019 £	Statutory accounts to 30 June 2018 £
Turnover	5,970,567	5,160,125
Cost of sales	(1,367,713)	(1,381,293)
Gross profit	4,602,854	3,778,832
Administrative expenses	(4,029,921)	(2,953,985)
Operating profit	572,933	824,847
Interest payable	(169,893)	(202,800)
Profit before tax	403,040	622,047
Tax	(83,655)	(135,855)
Profit for the financial year	<u>319,385</u>	<u>486,192</u>

The Company owns the Leasehold interest in Albion House, 30 James Street, Liverpool, L2 7PQ ("30 James Street") or ("the Property"). The Property is a 63-bedroom hotel which was operated as part of the Signature Living Group under a Hotel Management Agreement. A sub-lease was granted by the Company to White Star (BPRA) LLP for 17 rooms and the common parts.

The freehold of the Property is owned by 30 JS Property Limited. Savills plc were appointed Fixed Charge Receivers over the freehold and the leasehold interest on 28 April 2020.

In addition to the receiver action above, a number of companies within the group have recently entered an insolvency process including the Company's parent company, Signature Living Hotel Limited, went into Administration on 15 April 2020, Duff & Phelps were appointed Administrators. At all times prior to Administration, the Board of Directors remained responsible for and in control of the Company's affairs. During this time, the insolvency practitioners took their own steps to prepare for their potential appointment as Joint Administrators.

On 25 June 2020, Arron Kendall and I were appointed by Mount Street Mortgage Servicing Limited as Joint Administrators of the Company and took over from the Board responsibility for the management of the affairs, business and property of the Company. The appointment

permitted the Joint Administrators to take any actions required either jointly or, separately and I have been the Administrator primarily involved in dealing with the Company's affairs.

### **3. OBJECTIVES OF THE ADMINISTRATION AND THE ADMINISTRATORS' STRATEGY FOR ACHIEVING THEM**

As Administrator of the Company I am an officer of the Court, and my duty is to act in the interests of the creditors as a whole in order to achieve the purpose of the Administration, which is to achieve one of the three objectives set out in the insolvency legislation, namely to:-

- (a) rescue the Company as a going concern; or
- (b) achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration); or
- (c) realise property in order to make a distribution to one or more secured or preferential creditors.

Objective (a) could not be achieved as no purchaser could be found for the shares of the Company and the nature of the Company's trading and its financial circumstances meant that a Company Voluntary Arrangement was not appropriate.

As a result, I am seeking to achieve objective (b) for the Company and will do this by continuing to trade the Hotel with the assistance of Legacy Hotels and Resorts Limited, ("Legacy Hotels"), whilst we market the business, in conjunction with Savills as LPA Receivers of the Property, for a sale as a going concern.

The insolvency legislation provides for a 12 month maximum duration for Administrations, unless the duration is extended by the Court or the creditors. If I am unable to complete the Administration of the Company within 12 months then I will either apply to the Court, or seek a decision of the creditors, in order to seek approval to extending the duration of the Administration.

### **4. ACTIONS OF THE ADMINISTRATORS FOLLOWING APPOINTMENT**

Since my appointment as Administrator, I have dealt with the statutory matters incumbent upon Administrators generally, including (but not limited to), issuing notice of my appointment to members, creditors and employees, filing the relevant papers with the Courts and the Registrar of Companies, and advertising my appointment in the London Gazette. These are tasks that are required by statute or regulatory guidance or are necessary for the orderly conduct of the proceedings, and whilst they do not produce any direct benefit to the creditors, they still have to be carried out. I have also arranged open cover insurance for the assets whilst we determine the insurance requirements.

The existing Hotel Management Agreement with Signature Living Hotel Limited, (also in administration) was terminated and I have engaged Legacy Hotels to trade the Hotel on behalf of the Administrators, whilst a buyer is found for the business and Property. Following a period of strategic analysis, the Hotel re-opened on 25 July 2020. Legacy will manage all aspects of day to day trading of the hotel, including bookings, sales, purchases and payroll.

Together with Legacy we undertook a full review of the staffing requirements needed for the re-opening of the Hotel and the initial trading period. It was agreed that following the insolvency of the Company and the covid-19 pandemic, the workforce would need to be reduced. For economic and organisational reasons, it was decided that 21 redundancies would be made, 19 retained and asked to return to work and 46 to be kept on furlough until such time as required.

After re-opening, further analysis was undertaken of the staffing requirements based on business on the books and trading forecasts. Of the 46 employees on the furlough scheme, 11 were asked to return to work, 21 were made redundant and 15 remain on Furlough. The expectation is that the members of staff remaining on furlough will return to work as demand increases over the coming months and lockdown restrictions, (including the spa) are reduced..

Given the lack of a group representative, the exercise was based on the information available at the time. Redundancies were made on 8 July 2020 and 31 July 2020 and employees have been given the necessary information in order to claim compensation via the Redundancy Payments Service.

#### Role of the Insolvency Practitioner

I was appointed by DRC Capital LLP, the Secured Creditor. Prior to the commencement of the Administration, I had no involvement with the Company, its directors or shareholders.

As Administrator and I have taken control of the assets and business of the company and am trading the business with a view to achieving a going concern sale. As indicated above, the purpose of this Administration is to achieve objective b, to achieve a better result for the Company's creditors as a whole than would be if the Company were wound up (without first being in Administration).

### **5. FINANCIAL POSITION OF THE COMPANY**

I have asked the director to prepare a summary of the Company's estimated financial position as at 25 June 2020, which is known as a Statement of Affairs, but have yet to receive any reply.

In the absence of a Statement of Affairs I have prepared an estimate of the financial position of the Company as at 25 June 2020 from the records of the Company, and that is attached at Appendix 2, together with a list of names and addresses of all known creditors, and the amounts of their debts.

#### **Administrators' estimate of the financial position of the Company**

##### **5.1. Freehold land and buildings**

As mentioned above, Savills plc were appointed Fixed Charge Receivers over the freehold and leasehold interest of the Property, on 28 April 2020. Savills were marketing both the freehold and leasehold interest of the Company prior to our appointment but failed to receive any acceptable offers. They will continue to act as Receivers in conjunction with our appointment, for a sale as a going concern.

We have yet to determine the value of the Property and the associated Leasehold interest, (including White Star (BPRA) LLP). Any value following a sale will need to be apportioned accordingly against the freehold (owned by 30 JS Property Limited), the long leasehold (owned by the Company) and the sublease (leased by the Company to White Star (BPRA) LLP).

The Receivers are taking steps to rectify remedial works.

## **5.2. Stock**

As per the Company's accounts for the year ending June 2019, stock is shown to have a value of £29,211. The value of stock on appointment (likely to include food and wet stock, spa and housekeeping stock) has not yet been determined.

## **5.3. Chattel assets**

Independent agents Hilco Appraisal Limited ("Hilco") were instructed by the Administrators to carry out a detailed inventory and a valuation of the chattel assets. The agents confirmed their independence to act in this matter and that they carry adequate professional indemnity insurance.

The valuation will be prepared on the market value of assets in-situ and ex-situ.

The ownership of the chattel assets is currently disputed, and we are investigating the position.

## **5.4. Book debts**

The accounts filed in June 2019 include debtors with a book value £7,186,868. We are taking steps to ascertain the value of book debts and seeking a breakdown of such which we expect to comprise inter group debts, which will need to be recovered or resolved during the Administration.

## **5.5. Cash at bank**

The Administrators took steps to recover the available cash on appointment and close the Company accounts. We recovered £7,984.80 of floating charge monies and total of £644,131.18 from fixed charge funds, after advancing £75,000 to the Fixed Charge Receivers for structural repairs as the Property. This was agreed with DRC Capital.

## **5.6. Preferential creditors**

The only known preferential creditors are former employees of the Company for holiday pay. Their claims are subject to a maximum limit set by the insolvency legislation. These are expected to be in the region of £16,500. Based on current information, it is not anticipated that there will be a distribution to the preferential creditors.

## **5.7. Prescribed part**

There are provisions in the insolvency legislation that require an Administrator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property." A Company's net property is that left after paying the preferential creditors, but before paying the lender who holds a floating charge. An Administrator has to set aside:

- 50% of the first £10,000 of the net property; and
- 20% of the remaining net property;

up to a maximum of £600,000.

The Company gave a floating charge to Mount Street Mortgage Servicing Limited (as Security Trustee) on 13 May 2019 and the prescribed part provisions will apply. The Administrators' estimate of the financial position of the Company shows that there is no net property, due to the realisable values being uncertain at this stage. However, any net property available does

not take into account the costs of the Administration which will reduce the amount of the Company's net property. It is unlikely that there will be sufficient realisations to discharge the costs of the Administration in full and therefore the Joint Administrators envisage that there will be no resulting net property from which to deduct a prescribed part.

## **5.7 Unsecured Creditors**

We have not been provided with a list of creditors. However, since our appointment we have received claims of £7,938.40. A number of deposits were paid prior to our appointment, which the Administrators will not be able to return. We are investigating whether the deposits were paid to the Company or its parent company, Signature Living.

On the basis of present information there will be no return to unsecured creditors..

## **6. ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT**

I attach a summary of the receipts and payments relating to the Company for the period from when it entered Administration, 25 June 2020, to the date of these proposals, at Appendix 3.

A loan has been provided between the fixed and floating account to cover opening costs.

## **7. PROPOSED FUTURE ACTIONS OF THE ADMINISTRATORS TO ACHIEVE THE OBJECTIVE OF THE ADMINISTRATION**

In order to achieve the objective of the Administration of the Company I propose to:

- Continue to trade the Hotel with the assistance of Legacy Hotels
- Allow Savills to continue to market the Property for sale on the open market and pursue the highest and most credible offer
- Complete a sale of the business in order to pay a dividend to the Secured Creditor.

The Company's financial position means there are insufficient assets to enable me to pay a dividend to preferential or unsecured creditors.

## **8. ADMINISTRATORS' REMUNERATION AND EXPENSES**

I attach at Appendix 4 a copy of my practice fee recovery policy. In this case I am seeking to fix the basis of my remuneration on a time cost basis as detailed below:

### Time costs:

Some work cannot be identified with enough certainty for me to seek remuneration on a fixed or percentage basis. For these tasks, I propose to seek approval on a time cost basis. i.e. by reference to time properly spent by me and members of staff of the practice at our standard charge out rates. When I seek approval for my fees on a time cost basis I have to provide a fees estimate. That estimate acts as a cap on my time costs so that I cannot draw fees of more than the total estimated time costs without further approval from those who approved the fees. I attach a "Fees estimate summary" at Appendix 5 that sets out the work that I intend to undertake, the hourly rates I intend to charge for each part of the work, and the time that I think each part of the work will take. It includes a summary of that information in an average or "blended" rate for all of the work being carried out within the estimate.

As indicated in the fees estimate the following areas of work will be charged on a time cost basis: administration, trading, asset realisation, creditors and investigations. The following explains about the areas of work for which I am seeking approval on a time cost basis, whilst full information about the work that I will undertake on a time cost basis is contained in Appendix 6.

**Administration:** This represents the work that is 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 creditors 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.

**Investigations:** The insolvency legislation gives the office holder powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure and also in respect of matters such as misfeasance and wrongful trading. The office holder is required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors and the time costs recorded represent the costs of undertaking such an initial investigation. If potential recoveries or matters for further investigation are identified then the office holder will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary, and further information will be provided to creditors and approval for an increase in fees will be made as necessary. Such recovery actions will be for the benefit of the creditors and the office holder will provide an estimate of that benefit if an increase in fees is necessary.

The office holder is also required by legislation to report to the Department for Business Energy & Industrial Strategy on the conduct of the directors and the work to enable them to comply with this statutory obligation may be no direct benefit to the creditors unless it identifies potential recovery actions.

**Realisation of Assets:** This is the work that needs to be undertaken to protect and then realise the known assets in the case. Once the value of the assets has been determined, the Administrators will comment in their future reports if the realisable value of assets was as expected.

**Trading:** The office holder has decided to trade the business of the Company, with the assistance of Legacy Hotels, in order to achieve a sale of the business as a going concern, which it is anticipated will be for a greater amount than a disposal of assets on a break up basis in order to maximise the recoveries on behalf of creditors. The particular tasks scheduled in this category of work are required to be undertaken in order to enable the office holder to monitor and control the trading of the business, and include statutory functions that are required to be undertaken when running any business.

**Creditors:**

Employees - The office holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Office (RPO). That work will include dealing with queries received from both the ex-employees and the RPO to facilitate the processing of the claims. The office holder is required to undertake this work as part of his statutory functions.

Claims of creditors - the office holder needs maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder will also have to deal with correspondence and queries received from creditors regarding their claims as they are received. The office holder is required to undertake this work as part of his statutory functions.

Dividends - the office holder has to undertake certain statutory formalities in order to enable him to pay a dividend to creditors. This will include liaison with the secured creditor and payment of distributions.

More details of the tasks included in these categories are included in the fees estimate. I estimate that the total time costs that I will incur in undertaking these tasks in this case will be £294,627.50 at a "blended" rate of £526.42 per hour. This estimate has been provided to creditors at a relatively early stage in the administration of the case and before the office

holder has full knowledge of the case. Whilst all possible steps have been taken to make this estimate as accurate as possible, it is based on the office holder's current knowledge of the case and their knowledge and experience of acting as office holder in respect of cases of a similar size and apparent complexity. As a result, the estimate does not take into account any currently unknown complexities or difficulties that may arise during the administration of the case. If the time costs incurred on the case by the office holder exceed the estimate, or is likely to exceed the estimate, the office holder will provide an explanation as to why that is the case in the next progress report sent to creditors. Since the office holder cannot draw remuneration in excess of this estimate without first obtaining approval to do so, then where the office holder considers it appropriate in the context of the case, they will seek a resolution to increase the fee estimate so that they will then be able to draw additional remuneration over and above this estimate.

I anticipate needing to seek approval to exceed the estimate if this work leads to further areas of investigation, potential further asset recoveries and any associated action, such as arbitration or legal proceedings.

To date a total of 202.80 hours have been spent working on the above tasks in the Administration, and total time costs to date are £83,990 charged at an average charge out rate of £41415. Details of the time units used and current charge-out rates are provided in our practice fee recovery sheet, a copy of which is enclosed at Appendix 4. I attach, in respect of the areas of work where I am seeking to charge fees on a time cost basis, an analysis of time costs incurred to date by reference to grade of staff and work done at Appendix 7.

I also propose I am permitted to charge and recover what are known as category 2 expenses. Information about category 2 expenses is set out in our practice fee recovery policy at Appendix 4.

The following category 2 disbursements have been incurred to date:

Type of category 2 disbursement	Amount incurred/accrued since appointment £	Amount still to be paid £
Portal set up	50.00	50.00

I am not seeking approval of these proposals by creditors as the Company's financial position means there are insufficient assets to pay a dividend to preferential or unsecured (i.e. non-preferential) creditors.

As a result, it will be for the chargeholder approve my remuneration and category 2 expenses.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at <https://www.r3.org.uk/media/documents/publications/professional/Administration%20Creditor%20Fee%20Guide%20April%202017.pdf>. There are different versions of these Guidance Notes, and in this case please refer to the April 2017 version. Please note that we have also provided further details in the practice fee recovery sheet.

I have used the following agents or professional advisors since my appointment as Administrator:

Professional advisor	Nature of work	Basis of fees	Costs Incurred to date £	Estimated future costs £	Total estimated costs £
Hilco Valuation Services	Asset valuers	Fixed fee	5,000	10,000	15,000

ERA Solutions	Employment services	Fixed fee	1,900	1,100	3,000
Hogan Lovells	Legal services	Time costs	Uncertain	10,000	10,000
Courts Advertising	Statutory advertising	Fixed fee	94.50	94.50	189.00

The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also considered that the basis on which they will charge their fees represented value for money.

As mentioned above, Hilco were instructed to prepare a detailed inventory and a valuation on an in-situ and ex-situ basis. The reason we engaged Hilco is that they have experience in this sector, were able to respond quickly and quoted a competitive price.. A tender process was not deemed cost effective based on the reasonableness of the quote.

ERA Solutions were engaged to advise and assist us on employment claims, and it is more cost effective to outsource this task. They deal with all employee related questions, submission of their claims to the government and providing the Administrators with the anticipated claims against the Company.

Hogan Lovells are assisting us with any legal matters, which will be charged on a time cost basis. They have assisted us with asset related legal matters and compliance related reviews. They acted for the lender when taking security and are familiar with the complex security structure and retaining them has prevented the costs that would be incurred by another firm familiarising themselves with the documentation. We will be monitoring the position to ensure that this will not create any conflicts.

In addition to the expenses already incurred, I anticipate that expenses totalling £194.50 will arise in these proceedings, as detailed in the attached schedule of expenses.

Type of disbursement	Category	Costs incurred	Estimated future costs£	Total estimated to incur
Statutory advertising	1	94.50	94.50	189.00
Printing	2	0.00	50.00	50.00
Postage	1	50.00	0.00	100.00
		<b>144.50</b>	<b>194.50</b>	<b>339.00</b>

Expenses do not have to be approved, but when reporting to the committee and creditors during the course of the Administration the actual expenses incurred will be compared with the original estimate provided and I will explain any material differences (e.g. where legal costs rise due to escalated recovery action).

## 9. PRE-APPOINTMENT FEES AND EXPENSES

The Qualifying Floating Charge Holders instructed me to assist them in placing the Company in Administration in June 2020. This task, together with some of the related matters, are required by statute or regulatory guidance, and whilst they do not produce any direct benefit for creditors, they still have to be carried out.

I attach at Appendix 8 a detailed time cost table showing the pre-appointment time costs incurred by category and staff grade at my firm.

The following statement sets out my pre-appointment fees and expenses incurred. The statement also shows where approval is being sought to pay them from Administration funds.

Description	Paid pre-appointment £	To be paid from Administration funds £
Administrator's remuneration	0.00	3,245.00
<b>Total</b>	<b>0.00</b>	<b>3,245.00</b>

As I have already indicated, approval for these proposals is not being obtained from creditors. As a result, it will be for the chargeholder to approve pre-appointment fees and expenses and category 2 expenses.

#### **10. ADMINISTRATORS' INVESTIGATIONS**

I have a duty to consider the conduct of those who have been directors of the Company at any time in the three years preceding the Administration. I am also required to investigate the affairs of the Company in general in order to consider whether any civil proceedings should be taken on its behalf. I should be pleased to receive from you any information you have that you consider will assist me in this duty. I would stress that this request for information forms part of my normal investigation procedure.

#### **11. EC REGULATION ON INSOLVENCY PROCEEDINGS**

I consider that the EC regulation on insolvency proceedings apply to the Administration of the Company. I also consider that they are "main" proceedings since the Company's registered office and its trading address are in the United Kingdom.

#### **12. ADMINISTRATORS' PROPOSALS**

In order to achieve the objective set out at section 3 above, Arron Kendall and I formally propose to creditors that:

- (a) We continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration. In particular that we:
  - (i) reopen and trade the Hotel, whilst we find a buyer for the business and Property;
  - (ii) sell the Company's assets at such time(s) on such terms as we consider appropriate;
  - (iii) investigate and, if appropriate, pursue any claims that the Company may have against any person, firm or Company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or Company which supplies or has supplied goods or services to the Company; and
  - (iv) do all such things and generally exercise all their powers as Administrators as we consider desirable or expedient at our discretion in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these proposals
- (b) the Administration of the Company will end by filing notice of dissolution with the Registrar of companies. The Company will then automatically be dissolved by the registrar of companies three months after the notice is registered.

- (c) the Administration will end by the presentation of a winding up petition to the Court for the compulsory liquidation of the Company and propose that Simon Thomas and Arron Kendall are appointed Joint Liquidators of the Company by the Court.

### **13. APPROVAL OF PROPOSALS**

The financial position of the Company means that it has insufficient assets to enable a dividend to be paid to preferential or unsecured (i.e. non-preferential) creditors. As a result, I am prohibited by the insolvency legislation from seeking a decision from creditors to consider these proposals.

However, creditors whose debts amount to at least 10% of the total debts of the Company can require me to convene a decision procedure to consider and approve the proposals. Such a request must be made within 8 business days from the date of the delivery of these proposals. If creditors do not require me to convene a decision procedure within that time period, then these proposals will be deemed to have been approved on 28 August 2020.

### **14. THE JOINT ADMINISTRATORS' DISCHARGE**

The appointment was made under Paragraph 14 of Schedule B1 to the Act by the secured creditor and the Act requires that the timing of the Joint Administrators' discharge from liability will be decided by the secured and preferential creditors. The Joint Administrators propose that this discharge will take effect when their appointment ceases to have effect and a decision will be sought in respect of this.

### **15. FURTHER INFORMATION**

To comply with the Provision of Services Regulations, some general information about Moorfields, including about our complaints policy and Professional Indemnity Insurance, can be found at <http://www.moorfieldscr.com/terms-and-conditions>.

In accordance with the provisions of the General Data Protection Regulations the lawful basis for processing your personal data is in order to comply with my legal obligations set out in the Insolvency Legislation, the purpose of processing the data is to administer the insolvent estate. Your data will be retained by me for 6 years and 3 months following my vacation of office. Further details regarding how we process your personal data can be found in our Privacy policy located here: <https://www.moorfieldscr.com/privacy-policy>.

If creditors or members have any queries regarding the proposals or the conduct of the Administration in general, they should contact Amber Walker on 020 7186 1174.

Yours faithfully  
For and on behalf of  
**30 James Street Limited**



**S R Thomas**  
**Joint Administrator**

Simon Thomas and Arron Kendall of Moorfields, 88 Wood Street, London, EC2V 7QF were appointed Joint Administrators on 25 June 2020. The Administrators now manage the affairs, business and property of the Company. The Administrators act as agents only and without personal liability.



## Statutory information

### Company Information

Company name: 30 James Street Limited  
 Previous name: -  
 Trading name: 30 James Street  
 Company number: 09670656  
 Date of incorporation: 3 July 2015  
 Trading address: 30 James Street, Albion House, Liverpool, L2 7PQ  
 Current registered office: C/o Moorfields, 88 Wood Street, London, EC2V 7QF  
 Former registered office: Cavern Court 1st Floor, 8 Mathew Street, Liverpool, L2 6RE  
 Principal trading activity: Hotels and similar accommodation

### Appointment Details

Administrators Simon Thomas and Arron Kendall  
 Administrators' address Moorfields, 88 Wood Street, London, EC2V 7QF  
 Date of appointment 25 June 2020  
 Court name and reference High Court of Justice, Business & Property Courts of England & Wales, Insolvency & Companies List CR-2020-002851  
 Appointment made by: Qualifying Floating Charge Holder  
 Actions of Administrators Any act required or authorised under any enactment to be done by an administrator may be done by either or both of the Administrators acting jointly or alone.

### Officers of the Company

Directors Shareholding  
 Lawrence Kenwright 0%  
 Company secretary  
 None

### Share capital

#### Authorised

1 ordinary share at £1 each (unpaid) – Signature Living Hotel Limited

#### Charges

Chargee	Nature of Charge	Date Created	Date Delivered
Mount Street Mortgage Servicing Limited (as Security Trustee for DRC Capital LLP)	Fixed and floating	26 April 2019	13 May 2019

**30 James Street Limited - in Administration**  
**Summary of the Financial Position as at 25 June 2020**

	Notes	Book Value	Estimated to realise
		£	£
<b>Summary of Assets &amp; Liabilities</b>			
<b>Assets subject to fixed charge</b>			
Land & buildings		6,267,820	Uncertain
Cash at Bank			719,131
Less: DRC Capital LLP			(7,500,000)
<b>Shortfall to fixed charge holder</b>			<b>(6,780,869)</b>
<b>Assets subject to floating charge:</b>			
Stocks		29,211	Uncertain
Machinery and Business Owned Assets		120,439	Uncertain
Debtors		7,186,868	Uncertain
Cash at Bank		7,968	7,984
<b>Estimated total assets available for preferential creditors</b>			<b>7,984</b>
<b>Liabilities</b>			
Preferential Creditors			(16,500)
<b>Estimated surplus as regards preferential creditors</b>			<b>(8,516)</b>
Estimated Prescribed Part of net property based on surplus as regards preferential creditors			0
<b>Estimated total assets available for floating charge holders</b>			<b>(8,516)</b>
Debts secured by floating charges post 15 September 2003			
Less: DRC Capital LLP			(6,780,869)
<b>Estimated deficiency of assets after floating charges</b>			<b>(6,789,385)</b>
Estimated prescribed part of net property where applicable (brought down)			0
<b>Total assets available to unsecured creditors</b>			<b>(6,789,385)</b>
Unsecured non-preferential claims (excluding any shortfall to floating charge holders):			
Trade & Expense		12,889	
HM Revenue & Customs		0	
			(12,889)
<b>Estimated deficiency as regards creditors</b>			<b>(6,802,274)</b>
Issued and called up capital			
Ordinary Shareholders			(1)
<b>Estimated total deficiency/surplus as regards members</b>			<b>(6,802,275)</b>

**30 James Street Limited Trading As: 30 James Street  
(In Administration)  
Joint Administrators' Trading Account  
To 13/08/2020**

<b>S of A £</b>	<b>£</b>	<b>£</b>
POST APPOINTMENT SALES		
Furlough Claim	85,136.05	85,136.05
OTHER DIRECT COSTS		
Direct Labour	86,664.53	(86,664.53)
TRADING EXPENDITURE		
Opening Costs	55,467.30	
Legacy Hotels - Management Fees	2,100.00	
Ongoing Trading Costs	3,543.84	(61,111.14)
<b>TRADING SURPLUS/(DEFICIT)</b>		<b>(62,639.62)</b>

**30 James Street Limited Trading As: 30 James Street**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**  
**To 13/08/2020**

S of A £	£	£
<b>SECURED ASSETS</b>		
Bank Interest	10.14	
Cash at Bank	644,131.18	
		644,141.32
<b>COSTS OF REALISATION</b>		
Inter account loan	159,920.42	
		(159,920.42)
<b>ASSET REALISATIONS</b>		
Cash at Bank	7,984.80	
Bank Interest Gross	0.91	
Trading Surplus/(Deficit)	(62,639.62)	
Inter account loan	159,920.42	
		105,266.51
<b>COST OF REALISATIONS</b>		
Agents/Valuers fees	5,388.56	
Stationery & Postage	49.85	
Statutory Advertising	94.50	
		(5,532.91)
		<b>583,954.50</b>
<b>REPRESENTED BY</b>		
Vat Receivable		11,237.68
Bank 1 IB Current		70,141.32
Bank 1 IB Deposit		414,079.58
Bank 2 IB Current		2,842.94
Bank 2 IB Deposit		85,652.98
		<b>583,954.50</b>

Note:

IB- Interest Bearing

NIB-Non Interest Bearing



**Moorfields**  
**Statement of Policy on Charging Remuneration and Disbursements January 2020**

In accordance with best practice we provide below details of policies of Moorfields, in respect of fees and disbursements for work in relation to insolvency estates.

The Partners will engage managers and other staff to work on the insolvent estate and statutory compliance diaries. The work required is delegated to the most appropriate level of staff taking account of the nature of the work and the individual's experience. Additional assistance is provided by accounting and treasury executives dealing with the estate's bank accounts. Work carried out by all staff is subject to the overall supervision of the Partners.

All time spent by staff working directly on case related matters is charged to a time code established for the case. Each member of staff has a specific hourly rate, which is subject to change over time.

The current charge out rates per hour of staff within the firm who may be involved in working on the insolvency follows: this in no way implies that staff at all such grades will work on the case.

<b>GRADE</b>	<b>£</b>
Partner	600
Director	550
Senior Manager	530
Manager	500
Assistant Manager	450
Senior Associate	375
Associate	250
Cashier/ Support	195

The rates charged by Moorfields are reviewed periodically in January & July each year and are adjusted to take account of inflation and the firm's overheads.

Our rates increased on 1 January 2020. The charge out rates per hour for the period from 1 January 2018 to 31 December 2019 were:

<b>GRADE</b>	<b>£</b>
Partner	545
Director/ Senior Manager	450
Manager	380
Assistant Manager	300
Senior Associate	255
Associate	225
Cashier/ Support	195

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time in units of 6 minutes.

Where an officeholder's remuneration is approved on a time cost basis the time invoiced to the case will be subject to VAT at the prevailing rate.

Where remuneration has been approved on a time cost basis the time invoiced will be provided to any committee appointed by the creditors or in the absence of a committee to the creditors, the report will provide a breakdown of the remuneration drawn and will enable the recipients to see the average rates of such costs. The current hourly rates may be higher than the average rates, if hourly rates have increased over the period covered by the fee request.

Approved remuneration will be drawn at such times that sufficient funds are available.

## OTHER COSTS

In accordance with Statement of Insolvency Practice No. 9, where expenses are incurred in respect of the insolvent estate they will be recharged. Such expenses can be divided into two categories.

### Category 1 Disbursements

Separate charges are made in respect of directly attributable expenses (Category 1 disbursements) such as travelling, postage, photocopying (if external provider), statutory advertising and other expenses made on behalf of the assignment.

Such disbursements can be paid from the insolvent's assets without approval from the Creditors' Committee or the general body of creditors. In line with Statement of Insolvency Practice No. 9, it is our policy to disclose Category 1 disbursements drawn but not to seek approval for their payment. We are prepared to provide such additional information as may reasonably be required to support the disbursements drawn.

### Category 2 Disbursements

Category 2 disbursements do require approval from creditors. These disbursements can include costs incurred by Moorfields for the provision of services which include an element of recharged overhead, for example, room hire or document storage. Statement of Insolvency Practice No. 9 provides that such disbursements are subject to approval as if they were remuneration. It is our policy, in line with the Statement, to seek approval for Category 2 disbursements before they are drawn.

The following Category 2 disbursements are currently charged by this firm

- Photocopying charge for sending out circulars – 5 pence per sheet.
- A set-up charge of £50 per case for online creditor reporting where applicable
- Mileage allowances are paid at HM Revenue & Customs approved rates. For personnel using their own vehicles, these are currently 45 pence per mile for the first 10,000 miles and 25 pence per mile thereafter.
- A charge of £10 for identification searches per director to comply with Money Laundering Regulations.

- A charge of £100 for FAME investigation searches

It should be noted that disbursements costs might increase from time to time, however, increases would only be in line with inflation or increases from our supplier.

# Fee Estimate Summary - 30 James Street Limited

Classification of Work Function	Partner	Director	Senior manager	Manager	Assistant manager	Other Senior Professionals	Associates	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)
The hourly charge out rates that will be used on this case are:	£600	£550	£530	£500	£450	£375	£250	£195			
10 : Case Planning	6.00	3.00				5.20			14.20	7,200.00	507.04
11 : Administrative Set Up	-	0.50				4.00			4.50	1,775.00	394.44
12: Appointment Notification	0.50	2.00				15.00				7,025.00	
13 : Maintenance of Records	0.50	0.50				1.50			2.50	1,137.50	455.00
14 : Statutory Reporting	1.00	2.00				7.00		3.00	13.00	4,910.00	377.69
15 : Case Monitoring	1.00	4.00				1.00			6.00	3,175.00	529.17
16: IPS Case Set Up	-	-				0.50			0.50	187.50	375.00
17 : General Administration	1.50	1.50				2.50			5.50	2,662.50	484.09
18 : Cashiering	1.50	5.00				9.00		15.00	30.50	9,950.00	326.23
19 : Partner Review	3.00	1.00				-			4.00	2,350.00	587.50
54 : Final report	0.50	0.50				1.00		4.00	6.00	1,730.00	288.33
70 : Post appoint VAT and CT returns	1.50	4.00				12.00			17.50	7,600.00	434.29
78: Shareholder Correspondence	0.50	0.50				0.50			1.50	762.50	508.33
79: Shareholder Distribution	-	-				-			-	-	-
80 : Case closure	0.50	1.00				1.50		5.00	8.00	2,387.50	298.44
<b>Admin &amp; Planning</b>	<b>18.00</b>	<b>25.50</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>60.70</b>	<b>-</b>	<b>27.00</b>	<b>113.70</b>	<b>52,852.50</b>	<b>464.84</b>
30 : Freehold / Leasehold Property	12.00	20.00				15.00			47.00	23,825.00	506.91
31 : Plant and Machinery	7.50	15.00				12.00			34.50	17,250.00	500.00
32: Motor Vehicles	-	-				-			-	-	-
33 : Assets on Finance	1.50	3.00				4.00			8.50	4,050.00	476.47
34 : Debtors	1.00	5.00				17.00			23.00	9,725.00	422.83
35 : Sale of Business	15.00	30.00				22.00			67.00	33,750.00	503.73
36 : Identifying, Securing, Insuring	2.00	5.50				3.00			10.50	5,350.00	509.52
37 : Retention of Title	-	1.00				1.50			2.50	1,112.50	445.00
38 : Asset related legal Matters	10.00	10.00				5.00			25.00	13,375.00	535.00
39 : Stock	0.50	1.00				1.50			3.00	1,412.50	470.83
47 : Intangible Assets - Intellectual Property, etc	0.50	2.00				1.00			3.50	1,775.00	507.14
71 : Other Assets	0.50	1.00				3.00			4.50	1,975.00	438.89
74: Realisation of Pension/Endowment Policies	-	-				-			-	-	-
77 : Managing Agent	-	-				-			-	-	-
<b>Asset Realisation</b>	<b>50.50</b>	<b>93.50</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>85.00</b>	<b>-</b>	<b>-</b>	<b>229.00</b>	<b>113,600.00</b>	<b>496.07</b>
60 : Case Specific	-	-		-		-	-	-	-	-	-
72 : Legal Matters	5.00	15.00		-		7.50	-	-	27.50	14,062.50	511.36
<b>Case Specific Matters</b>	<b>5.00</b>	<b>15.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7.50</b>	<b>-</b>	<b>-</b>	<b>27.50</b>	<b>14,062.50</b>	<b>511.36</b>
50 : Creditor Correspondence	-	1.00				10.00			11.00	4,300.00	390.91
51 : Unsecured creditor claims	-	-				-			-	-	-
52 : Secured creditor claims/Reporting	5.00	15.00				2.00			22.00	12,000.00	545.45
53 : Committee reporting	-	-				-			-	-	-
55 : Payment of dividends	1.50	2.00				2.00			5.50	2,750.00	500.00
56: Retention of Title	-	0.50				1.00			-	650.00	-
57 : Employee creditor claims	-	-				-			-	-	-
59: Creditors Meetings/Decisions	-	-				-			-	-	-
63 : Secured creditor reports	-	2.50				2.50			5.00	2,312.50	462.50
64 : Prescribed Part Matters	-	-				-			-	-	-
73 : Preferential creditor claims	0.50	1.00				5.50			7.00	2,912.50	416.07
75: S120 Pension Reporting	-	0.50				1.00			-	650.00	-
<b>Creditors</b>	<b>7.00</b>	<b>22.50</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24.00</b>	<b>-</b>	<b>-</b>	<b>50.50</b>	<b>24,925.00</b>	<b>493.56</b>
40 : Management of Operations	5.00	35.00				15.00			55.00	27,875.00	506.82
41 : Accounting for Trading	-	18.00				10.00			28.00	13,650.00	487.50
42 : On going employee issues	2.00	7.00				30.00			39.00	16,300.00	417.95
43 : Planning Trading	5.00	5.00				15.00			25.00	11,375.00	455.00
44 : Negotiating with Customers	-	-				-			-	-	-
45: Negotiating with Suppliers	-	0.50				1.50			2.00	837.50	-
46 : Retention of Title	-	-				-			-	-	-
49: Tax on post appointment trading	-	0.50				1.00			-	650.00	-
<b>Trading</b>	<b>12.00</b>	<b>66.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>72.50</b>	<b>-</b>	<b>-</b>	<b>149.00</b>	<b>70,037.50</b>	<b>470.05</b>
20 : SIP2 Review	1.00	3.00				5.50			9.50	4,312.50	453.95
21: CDDA Reports	1.50	5.00				8.00			-	6,650.00	-
22 : Antecedent Transactions	1.50	5.00				5.00			11.50	5,525.00	480.43
65 : Director's Correspondence	1.50	1.50				2.50			5.50	2,662.50	484.09
<b>Investigations</b>	<b>5.50</b>	<b>14.50</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21.00</b>	<b>-</b>	<b>-</b>	<b>26.50</b>	<b>19,150.00</b>	<b>722.64</b>
<b>TOTALS</b>	<b>98.00</b>	<b>237.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>270.70</b>	<b>-</b>	<b>27.00</b>	<b>596.20</b>	<b>294,627.50</b>	<b>526.42</b>



## **Details of work to be undertaken in the Administration**

### Administration:

Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.  
 Setting up physical/electronic case files (as applicable).  
 Setting up the case on the practice's electronic case management system and entering data.  
 Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment (as applicable).  
 Obtaining a specific penalty bond (this is insurance required by statute that every insolvency office holder has to obtain for the protection of each estate).  
 Preparing, reviewing and issuing proposals to the creditors and members.  
 Filing the proposals at Companies House.  
 Convening and holding a decision of creditors to consider the proposals.  
 Reporting on the outcome of the decision of creditors to the creditors, Companies House and the Court.  
 Dealing with all routine correspondence and emails relating to the case.  
 Opening, maintaining and managing the office holder's estate bank account.  
 Creating, maintaining and managing the office holder's cashbook.  
 Undertaking regular 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 6 month progress reports to creditors and members.  
 Filing progress reports at Companies House.  
 Preparing and filing VAT returns.  
 Preparing and filing Corporation Tax returns.  
 Seeking closure clearance from HMRC and other relevant parties.  
 Preparing, reviewing and issuing final reports to creditors and members.  
 Filing final reports at Companies House.

### Creditors:

Obtaining information from the case records about employee claims.  
 Engaging ERA Solutions to completing documentation for submission to the Redundancy Payments Office and provide necessary details for claims.  
 Corresponding with employees regarding their claims.  
 Liaising with the ERA solutions regarding employee claims.  
 Dealing with creditor correspondence, emails and telephone conversations regarding their claims.  
 Maintaining up to date creditor information on the case management system.  
 Correspondence with secured creditors and distribution.

### Realisation of assets:

Arranging suitable insurance over assets.  
 Regularly monitoring the suitability and appropriateness of the insurance cover in place.  
 Corresponding with debtors and attempting to collect outstanding book debts.  
 Liaising with the bank regarding the closure of the account and recovering the cash at bank.  
 Instructing agents to value known assets.  
 Instructing solicitors to assist in the realisation of assets.  
 Obtaining details from mortgagees about debts secured over the Company's freehold/leasehold property  
 Liaising with the secured creditors over the realisation of the assets subject to a mortgagee or other charge.

Investigations:

Recovering the books and records for the case.

Listing the books and records recovered.

Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act.

Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.

Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors

Trading:

Engaging Legacy Hotels & Resorts to trade the company on behalf of the Administrators.

Obtaining appropriate information about the business and preparing a business plan and cash flow forecasts.

Arranging suitable insurance for the business

Liaising with Legacy frequently regarding the reopening of the hotel

Setting up suitable systems and controls in respect of purchases and sales for the business

Liaising with staff and trade unions

Setting up a new RTI registration for the business with HMRC and submitting relevant information in respect of wages and salaries paid

Monitoring the day to day trading of the business

Monitoring compliance with Health and Safety obligations in respect of the business

## Time Entry - Detailed SIP9 Time & Cost Summary

30JAM001 - 30 James Street Limited  
From: 25/06/2020 To: 17/08/2020  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
10 : Case Planning	0.00	2.40	5.20	0.00	7.60	2,620.00	344.74
11 : Administrative Set Up	0.00	0.40	4.00	0.00	4.40	2,020.00	459.09
12 : Appointment Notification	0.40	0.00	15.00	0.00	15.40	3,990.00	259.09
14 : Statutory Reporting	0.00	3.00	2.00	0.00	5.00	2,134.00	426.80
15 : Case Monitoring	0.00	2.30	0.20	0.00	2.50	1,315.00	526.00
17 : General Administration	0.30	0.00	1.70	0.00	2.00	605.00	302.50
18 : Cashiering	1.40	0.00	4.80	0.00	11.00	2,976.00	270.55
19 : Partner Review	1.50	0.00	0.00	0.00	1.50	900.00	600.00
2 : Pre Appointment Work	0.00	0.10	0.00	0.00	0.10	55.00	550.00
<b>Admin &amp; Planning</b>	<b>3.60</b>	<b>8.20</b>	<b>32.90</b>	<b>4.80</b>	<b>49.50</b>	<b>16,615.00</b>	<b>335.66</b>
30 : Freehold / Leasehold Property	2.70	1.00	0.70	0.00	4.40	2,345.00	532.95
31 : Plant and Machinery	0.00	0.00	0.60	0.00	0.60	150.00	250.00
36 : Identifying, Securing, Insuring	0.40	4.60	2.10	0.00	7.10	3,295.00	464.08
37 : Retention of Title	0.00	0.00	0.50	0.00	0.50	125.00	250.00
38 : Asset related legal Matters	1.10	0.00	0.00	0.00	1.10	660.00	600.00
47 : Intangible Assets - Intellectual Property, etc	0.80	0.00	0.00	0.00	0.80	480.00	600.00
71 : Other Assets	0.00	0.00	5.30	0.00	5.30	1,325.00	250.00
<b>Asset Realisation</b>	<b>5.00</b>	<b>5.60</b>	<b>9.20</b>	<b>0.00</b>	<b>19.80</b>	<b>8,380.00</b>	<b>423.23</b>
72 : Legal Matters	3.90	2.10	0.00	0.00	6.00	3,495.00	582.50
<b>Case Specific Matters</b>	<b>3.90</b>	<b>2.10</b>	<b>0.00</b>	<b>0.00</b>	<b>6.00</b>	<b>3,495.00</b>	<b>582.50</b>
73 : Preferential creditor claims	0.00	0.00	2.70	0.00	2.70	675.00	250.00
75 : s120 pension reporting	0.00	0.00	0.50	0.00	0.50	125.00	250.00
50 : Creditor Correspondence	0.20	0.40	1.50	0.00	2.10	715.00	340.48
51 : Unsecured creditor claims	0.00	0.00	1.80	0.00	1.80	450.00	250.00
52 : Secured creditor claims/Reporting	6.70	0.00	0.00	0.00	6.70	4,020.00	600.00
57 : Employee creditor claims	0.50	0.60	0.00	0.00	1.10	630.00	572.73
63 : Secured creditor reports	0.00	9.60	0.00	0.00	9.60	5,280.00	550.00
<b>Creditors</b>	<b>7.40</b>	<b>10.60</b>	<b>6.50</b>	<b>0.00</b>	<b>24.50</b>	<b>11,895.00</b>	<b>485.51</b>
20 : SIP2 Review	0.00	0.00	3.10	0.00	3.10	775.00	250.00
22 : Antecedent Transactions	0.20	0.00	0.00	0.00	0.20	120.00	600.00
<b>Investigations</b>	<b>0.20</b>	<b>0.00</b>	<b>3.10</b>	<b>0.00</b>	<b>3.30</b>	<b>895.00</b>	<b>271.21</b>
40 : Management of Operations	8.60	23.60	2.50	0.00	34.70	18,765.00	540.78
41 : Accounting for Trading	1.10	15.10	0.00	0.00	16.20	8,965.00	553.40
42 : On going employee issues	3.30	3.20	25.50	0.00	32.00	10,115.00	316.09
43 : Planning Trading	1.70	0.00	13.70	0.00	15.40	4,445.00	288.64
45 : Negotiating with Suppliers	0.20	0.00	1.20	0.00	1.40	420.00	300.00
<b>Trading</b>	<b>14.90</b>	<b>41.90</b>	<b>42.90</b>	<b>0.00</b>	<b>99.70</b>	<b>42,710.00</b>	<b>428.39</b>



## Time Entry - Detailed SIP9 Time & Cost Summary

30JAM001 - 30 James Street Limited  
From: 25/06/2020 To: 17/08/2020  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Total Hours	35.00	68.40	94.60	4.80	202.80	83,990.00	414.15
Total Fees Claimed						0.00	

## Time Entry - Detailed SIP9 Time & Cost Summary

30JAM001 - 30 James Street Limited

To: 24/06/2020

Project Code: PRE

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
10 : Case Planning	0.00	0.80	0.00	0.00	0.80	440.00	550.00
11 : Administrative Set Up	0.00	0.00	2.00	0.00	2.00	900.00	450.00
12 : Appointment Notification	0.00	0.60	1.00	0.00	1.60	580.00	362.50
2 : Pre Appointment Work	0.00	0.50	4.20	0.00	4.70	1,325.00	281.91
Admin & Planning	0.00	1.90	7.20	0.00	9.10	3,245.00	356.59
Total Hours	0.00	1.90	7.20	0.00	9.10	3,245.00	356.59
Total Fees Claimed						0.00	