

AM03

Notice of administrator's proposals



Companies House

SATURDAY



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11/01/2020

#146

COMPANIES HOUSE

1 Company details

Company number 1 1 3 5 2 0 9 5

Company name in full Shepherd Site Services Ltd

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

2 Administrator's name

Full forename(s) Neil

Surname Henry

3 Administrator's address

Building name/number 5 Tabley Court

Street Victoria Street

Post town Altrincham

County/Region Cheshire

Postcode W A 1 4 1 E Z

Country

4 Administrator's name ①

Full forename(s) Michael

Surname Simister

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

5 Administrator's address ②

Building name/number 5 Tabley Court

Street Victoria Street

Post town Altrincham

County/Region Cheshire

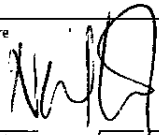
Postcode W A 1 4 1 E Z

Country

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

AM03

Notice of Administrator's Proposals

6		Statement of proposals	
		<input checked="checked" type="checkbox"/> I attach a copy of the statement of proposals	
7		Sign and date	
Administrator's Signature	Signature ✕		✕
Signature date	^d 1 ₀	^m 0 ₁	^y 2 ₀ ^y 2 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 Wendy Tatton

Company name Lines Henry Limited

Address 5 Tabley Court
Victoria Street

Post town Altrincham

County/Region Cheshire

Postcode W A 1 4 1 E Z

Country

DX

Telephone 0161 929 1905



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 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

Business and Property Courts in Manchester Insolvency & Companies
Reference: CR-2019-MAN-001213

In the Matter of the Insolvency Act 1986

Shepherd Site Services Ltd – In Administration

Joint Administrators' Proposals Pursuant to Paragraph 49 of Schedule B1 to The Insolvency Act 1986 And Rule 3.35 of The Insolvency (England And Wales) Rules 2016

Report Date: 10 January 2020

Date Proposals deemed to be delivered to creditors: 14 January 2020

Shepherd Site Services Ltd – In Administration

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1. **DETAILS RELATING TO THE APPOINTMENT OF THE JOINT ADMINISTRATORS**
 - 1.1 Neil Henry and Michael Simister of Lines Henry Limited ["the Joint Administrators"] were appointed Joint Administrators of Shepherd Site Services Ltd ["the Company"] on 20 November 2019 by Apollo Business Finance Limited ["Apollo"] holder of a qualifying floating charge pursuant to Paragraph 14 of Schedule B1 of the Insolvency Act 1986 ["IA86"].
 - 1.2 The appointment was made in the High Court of Justice, Manchester District Registry, under reference CR-2019-MAN-001213. Both Mr Henry and Mr Simister are authorised to act as Insolvency Practitioners in the United Kingdom by the Insolvency Practitioners Association.
 - 1.3 The Joint Administrators exercise all functions jointly and severally and act as agents of the Company without personal liability.
 - 1.4 Lines Henry Limited and Neil Henry and Michael Simister are bound by the Insolvency Code of Ethics when carrying out all professional work relating to the Company. This Code sets out fundamental principles dealing with requirements for integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.
 - 1.5 A copy of the Code can be found in the Information Area of our website at www.lineshenry.co.uk. We shall be happy to deal with any queries that you might have in this regard.
2. **CIRCUMSTANCES GIVING RISE TO THE APPOINTMENT OF THE JOINT ADMINISTRATORS**
 - 2.1 The Company was incorporated on 9 May 2018 with Kathleen Shepherd being the sole director and shareholder. The share capital at the time of incorporation was 1 Ordinary £1 share.
 - 2.2 The Company's principal trading activity was that of waste management services and traded from the director's home address situated at 54 Chase Farm Close, Waltham Chase, Southampton, SO32 2UD.
 - 2.3 The director is aided in the management and operation of the business by her husband, Andrew Shepherd who, it is understood, acts in the capacity as operations manager.
 - 2.4 Prior to the inception of the Company, the business was operated by Andrew Shepherd t/a Envirotech Southern for some seven years before ceasing due to bad debts. This ultimately resulted in the bankruptcy of Mr Shepherd.
 - 2.5 The Company entered into an invoice finance agreement with Apollo on 27 August 2019 which was secured by a fixed and floating charge that was delivered to Companies House on 29 August 2019. Previously, the Company had entered into similar agreements with both Advantedge Commercial Finance Limited and Easy Invoice Finance Limited, both of whom had had the benefit of fixed and floating charges which have since been satisfied.
 - 2.6 Apollo started to have concerns in relation to the operation of the factoring account which was exacerbated by the filing of a Winding Up Petition on 15 November 2019 by a creditor in relation to unpaid invoices.
 - 2.7 Apollo made the decision to place the Company into administration in accordance with the terms of the qualifying charge held by them.

- 2.8 As detailed in paragraph 1.1, a Notice of Appointment of an Administrator was filed at court on 20 November 2019 and Neil Henry and Michael Simister of Lines Henry Limited, 5 Tabley Court, Victoria Street, Altrincham, WA14 1EZ were appointed as Joint Administrators on the same day.

3. **CONDUCT OF THE AFFAIRS OF THE COMPANY SINCE THE JOINT ADMINISTRATORS APPOINTMENT**

- 3.1 Upon appointment, Neil Henry attended at the premises of the Company but the director refused to co-operate and would not engage with him. Since that time the director has consistently refused to supply any information. After a threat of legal action, a meeting has been scheduled for 13th January 2020.
- 3.2 The Administrators formally wrote to the directors advising them of their duties following their appointment and a request was made for certain information, including details of the Company's creditors and Statement of Affairs, to be made available to them in order for them to exercise their statutory duties. No information has been provided by the director up to the date of the preparation of these proposals.
- 3.3 The Joint Administrators proceeded to notify Companies House of their appointment and changed the Company's registered office to their office address.
- 3.4 The required advertisement was placed within the London Gazette and notice was also given within the Hampshire Chronicle, a newspaper circulating the area in which the Company's former registered office was situated.
- 3.5 Formal notice could not be given to creditors as the director had failed to provide any information in relation to the same. Creditors have been formally notified of the Joint Administrators' appointment as soon as they have become available.
- 3.6 Metro Bank plc provided banking facilities for the Company. They were formally notified of the appointment and requested to freeze the account. It is understood that there is a small credit balance held on the account of £384. Bank statements for the trading period were also requested.
- 3.7 Enquiries have commenced into the affairs of the Company and to its current financial position including its creditors and further assistance has been sought from the director with little success.
- 3.8 Information has been sought from the Company's accountant regarding the current position and the Company's assets and liabilities. The accountant has not been able to provide any significant information due to the nature of their instruction. However, they have provided details of the Company's Nest pension scheme and therefore the required notification has been sent to them accordingly.
- 3.9 The Joint Administrators have been dealing with enquiries from a few creditors who have contacted this office directly since being made aware of the administration from either the newspaper advertisements or by other means. Information from these creditors has been collated accordingly.
- 3.10 An analysis of the Company's bank statements has been completed and a list of potential creditors has been compiled. A circular has been issued to these parties and, to date a small amount of responses have been received. This matter remains ongoing.
- 3.11 Apollo have taken steps to collect the debts which are subject to their invoice finance agreement. It is presently understood that no monies will be made available to the administration estate and that Apollo will suffer a shortfall once the collection has been completed.

- 3.12 Bermans Solicitors ["Bermans"] were instructed to assist with the appointment of the Joint Administrators. They have also written to the director which has led to the meeting that is scheduled for 13th January, 2020. If the director does not attend the meeting then consideration will be given to having her examined before the Court and, if this is done, Bermans will be instructed to assist.

Connected Party Transactions

- 3.13 Statement of Insolvency Practice 13 provides that the Administrators should provide details concerning the sale of the business and assets as a going concern to connected parties. It is not expected that any sale will take place to a connected party.

4. STATEMENT OF AFFAIRS

- 4.1 The director has not submitted a statement of affairs.
- 4.2 In the absence of director's statement of affairs, the Joint Administrators have at Appendix II, provided an estimated financial position with their comments detailed at Appendix III. There is additional commentary on assets and claims contained throughout this document.

5. EC REGULATIONS

- 5.1 The European Communities Regulation will apply. The proceedings are main proceedings. The Company's main centre of interest has been within the United Kingdom.

6. UNPAID PRE-ADMINISTRATION COSTS

- 6.1 Appendix IV contains details of the Administrator's pre appointment costs. These all relate to legal fees incurred in putting the Company into administration.
- 6.2 The payment of unpaid pre-administration costs as an expense of the administration is subject to approval under Rule 3.52(3)(b) of the Insolvency (England and Wales) Rules 2016 ["IR16"], separately to the approval of the Joint Administrators' proposals under Paragraph 53(2) of Schedule B1 IA86. Please refer to Appendix IV for further details on the pre-administration costs.
- 6.3 The Joint Administrators are not seeking any payment for their own pre-appointment costs.

7. JOINT ADMINISTRATORS' REMUNERATION

Basis of Remuneration

- 7.1 The Joint Administrators will be seeking the secured creditor's consent to be remunerated on a combined basis of a fixed fee and milestone events and that their remuneration may be drawn on account. Further information in this regard is set out in Appendix V.

Time Costs to Date:

- 7.2 A detailed summary of Joint Administrators' time costs to date is set out at Appendix V.
- 7.3 The Joint Administrators have incurred time costs to date of £24,708.50 representing 104.20 hours at an average rate of £237.13 per hour. To date, none of these costs have been paid.

Statutory Fee Estimates:

- 7.4 When seeking to agree the basis of their remuneration the Joint Administrators are obliged to provide an estimate of their fees which, if approved, will act as a cap on the amount of remuneration that they can draw out of the assets of the Company without further authority from creditors. As detailed in paragraph 7.1, the Joint Administrators will be seeking the consent of the secured creditor. However, for information purposes only, a copy of their proposed fee estimate is set out at Appendix V. Please note that this may be subject to change prior to seeking the permission of the secured creditor.
- 7.5 The fee estimate sets out a summary of the work that the Joint Administrators expect to undertake. Please note that the total fee estimate includes the time already spent since the date of appointment.
- 7.6 You will note from the summary that the services to be provided by the Joint Administrators include many required by law and/or professional regulations to deal with the procedure, as well as the more obvious work to be done in realising, and if feasible, distributing the Company's assets, which is work done in the direct financial interests of creditors.
- 7.7 In order to prepare the fee estimate at this stage in the administration, it has been necessary to make a number of assumptions about the extent of the work that will be required. The most important of these assumptions are:
- i. That the duration of the administration may exceed 12 months;
 - ii. That a Creditors' Committee will not be appointed;
 - iii. That it does not become necessary to bring or defend any legal or other proceedings other than the possible application to Court for the public examination of the director
- 7.8 If any events occur that lead to costs that have not previously been estimated, the Joint Administrators are permitted to treat them as "milestones" in the conduct of the case. They are then able to provide the secured creditor with a revised fee estimate to accommodate the extra work required. In that event, the secured creditor may agree to an increase in the cap on the remuneration.
- 7.9 The Joint Administrators are also more generally permitted to revert to creditors for further fee approval should known matters develop in a manner that has not currently been foreseen, or should additional matters emerge.
- 7.10 It is important that creditors have enough information about the services that the Joint Administrators are going to provide as to be able to assess the reasonableness of their estimate of the costs of providing them. That is something that, ultimately, only the creditors can determine. If you require a more detailed description of the specific tasks that will be carried out, please contact this office.
- 7.11 If the Company proceeds into Creditors' Voluntary Liquidation, then any unpaid Joint Administrators' remuneration will be paid as a first charge from the assets available to meet such costs in the Liquidation.
- 7.12 Category 1 and 2 disbursements incurred by the Joint Administrators, and Joint Liquidators if appointed, are charged on a direct cost basis and no general charges are made.
- 7.12.1 Category 1 expenses (approval not required) – specific expenditure related to an individual insolvency case where the cost is shown on a third party suppliers' invoice or published detail of charges.
 - 7.12.2 Category 2 expenses (approval required) – all other items of expenses which cannot be directly related to a particular case because there is an element of

shared or allocated costs. In addition, where the cost is estimated but is based on third party charges.

- 7.13 *The Joint Administrators, and Joint Liquidators if appointed, are authorised to draw Category 1 disbursements as and when incurred. In addition, the Joint Administrators, and Joint Liquidators if appointed, will seek authority to recover Category 2 disbursements, details of which can be found in Appendix V, from the secured creditor.*
- 7.14 *These disbursement levels are reviewed and may increase during the course of the administration of this matter.*
- 7.15 *Should creditors require more information in relation to the approval of the Joint Administrators remuneration then this can be found in the information area of their website at www.lineshenry.co.uk.*

8. PRESCRIBED PART OF THE COMPANY'S ASSETS

- 8.1 *In accordance with Section 176A IA86, where a company has created a floating charge on or after 15 September 2003, an administrator shall make a prescribed part of a company's net property available for the satisfaction of unsecured debts and shall not distribute that part to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts. Net property represents the amount which would have been available to the floating charge holder from the realisation of floating charge assets, following the deduction of preferential creditors and the costs of realising floating charge assets, had it not been for this section of IA86.*
- 8.2 *An administrator is not required to set aside the prescribed part where the net property is less than £10,000 and an administrator thinks that the costs to distribute would be disproportionate to the benefit or an administrator applies to court for an order on the ground that the cost of making a distribution to unsecured creditors would be disproportionate to the benefits.*
- 8.3 *As detailed at paragraph 2.5, there is one qualifying floating charge registered against the Company in favour of Apollo which was created on 27 August 2019 and delivered on 29 August 2019.*
- 8.4 *Upon present information, it is not anticipated that there will be any funds realised and therefore the prescribed part will not apply.*
- 8.5 *If there are any realisations it is anticipated that the Company's net property will be less than the prescribed minimum of £10,000. The Joint Administrators believe the cost of making a distribution will be disproportionate to the benefits of doing so and therefore, there will not be a distribution to the unsecured creditors.*
- 8.6 *Creditors are advised that this position may change dependant upon the outcome of the Joint Administrators' investigations.*

9. CREDITORS

9.1 Preferential Creditors

- 9.1.1 *There are no known preferential creditors.*

9.2 Secured Creditors

- 9.2.1 *Apollo have the benefit of a fixed charge in relation to their factoring agreement. As previously advised, Apollo are collecting the outstanding debts and will retain the benefit of the same in respect of their indebtedness.*

9.3 Unsecured Creditors

9.3.1 The position in relation to the unsecured creditors of the Company is presently unknown. Those creditors known to the Joint Administrators are listed in Appendix II. The creditors listed are those who have contacted the Joint Administrators since their appointment or have been established from information received post appointment.

9.3.2 The total amount of claims received to date is £89,072 which have been lodged by 10 creditors.

10. **DIVIDEND PROSPECTS**

10.1 Upon present information there is currently no prospect of a dividend being paid to any class of creditor other than the secured creditor.

11. **INVESTIGATIONS**

11.1 The Joint Administrators have a duty to investigate the extent of the Company's assets (including potential claims against third Parties, including the Directors) and what recoveries can be made, and to report their findings to creditors, subject to considerations of privilege and confidentiality and whether those investigations and/or any potential litigation might be compromised. These investigations are ongoing and as such, the Joint Administrators will report to creditors their findings in their future reports.

11.2 The Joint Administrators in their initial letter to creditors invited creditors to notify them in writing of any matters of concern to them. That invitation is repeated in this report.

11.3 It is also the Joint Administrators intention to continue to make enquiries of the Director and continually review all available information to identify any areas for further enquiry.

11.4 Even if the investigations uncover matters that need to be pursued further, the outcome will be uncertain.

12. **PROPOSALS FOR THE ACHIEVEMENT OF THE PURPOSE OF THE ADMINISTRATION**

12.1 The statutory purpose of an administration consists of three objectives, and we now address the progress that has been made in this respect.

12.2 The first objective is the rescuing of the Company as a going concern. This means rescuing the Company with all or most of its business intact. Rescuing the Company as a going concern was not possible as the director was not willing to cooperate. Therefore, it was not possible to undertake a review of the business in order to determine whether the Company was viable or in a position to be rescued.

12.3 The second objective (to be considered if the first objective is not reasonably practical or would clearly be better for the creditors as a whole) is to achieve a better result for the creditors than would be obtained through an immediate winding up of the Company. Creditors Voluntary Liquidation was not appropriate without the consent of the director and the shareholder. Issuing a Winding Up Petition was not an option for the secured creditor as this would not have afforded the protection the Company needed to preserve the outstanding debtors or have provided any alternative result for the creditors as a whole.

12.4 The final purpose is realising property in order to make a distribution to one or more secured or preferential creditors. Upon present information, the only distribution to be made will be to the secured creditor through the collection of the Company's book debts. As detailed in paragraph 9.1, there are no preferential creditors.

12.5 The objective that can be achieved is set out in paragraph 12.4. To achieve this, the Joint Administrators make the following Proposals:

- i. That the Joint Administrators continue the administration to deal with whatever outstanding matters in relation to the Company as the Joint Administrators consider necessary until such time the administration ceases to have effect;
- ii. The Joint Administrators will realise any of the Company's assets that become known to them;
- iii. The expenses of £1,230 plus VAT payable to Bermans under Rule 3.36(d) IR16 will be subject to the agreement of the secured creditor in accordance with Rule 3.52(3)(b) IR16, separately to the approval of the Joint Administrators proposals.
- iv. The Joint Administrators remuneration is subject to the approval of the secured creditor. If the Company proceeds into Creditors' Voluntary Liquidation, then any unpaid Joint Administrators' remuneration will be paid as a first charge from the assets available to the meet such costs in the Liquidation.
- v. The Joint Administrators will seek authorisation to draw Category 2 disbursements from the secured creditor;
- vi. The Joint Administrators will remain in office for a maximum of 12 months. If before that time it becomes clear that there will be sufficient funds available to make a distribution to unsecured creditors, then the Company will be placed into Creditors' Voluntary Liquidation;
- vii. The Joint Administrators' release from liability under Paragraph 98(3) of Schedule B1 to the Insolvency Act 1986 will be subject to the agreement of the secured creditor.

13. **DECISION PROCESS TO BE CONVENED FOR THE CONSIDERED OF THE JOINT ADMINISTRATORS' PROPOSALS**

13.1 As a statement has been made that there will be no distribution to unsecured creditors, a decision-making process has not been instigated by the Joint Administrators. However, creditors can require the Joint Administrators to hold a meeting so long as creditors of the Company whose debts amount to at least 10% of the total debts of the Company ask them to do so. Such a request must be delivered within 8 business days of the date on which the Statement of Proposals is delivered.

13.2 If creditors do not requisition a decision-making process within that time, then the proposals will be deemed to have been approved.

13.3 The responsibility for approving the basis of the Joint Administrators remuneration and expenses for both the pre and post-appointment work will lie with the secured creditor.

14. **EXIT FROM ADMINISTRATION**

14.1 The Joint Administrators will remain in office for a maximum of 12 months to 20 November 2020. Should there be any reason why the administration cannot be concluded within this period, then the Joint Administrators have the ability to extend this period by a maximum of one year with the consent of the secured creditor.

14.2 If it transpires that a dividend will be payable to unsecured creditors, other than pursuant to the Prescribed Part, as the Joint Administrators do not have the general power to make a distribution to unsecured creditors and, is only able to do so if the court grants permission, it will be necessary to place the Company into Creditors' Voluntary Liquidation.

permission, it will be necessary to place the Company into Creditors' Voluntary Liquidation.

- 14.3 If the Company proceeds into Creditors' Voluntary Liquidation, Neil Henry and Michael Simister of Lines Henry Limited, 5 Tabley Court, Victoria Street, Altrincham, Cheshire, WA14 1EZ will be appointed as Joint Liquidators. Creditors may nominate a different person as Liquidator, provided that the nomination is made after the receipt of the proposals and before the proposals are approved.
- 14.4 It should be noted that pursuant to Rule 18.16(5) IR16 that the enclosed fee estimate does not include the amounts to be paid to the Joint Liquidators.
- 14.5 Should there be insufficient funds or there are no funds available to warrant a distribution to the unsecured creditors and the Joint Administrators investigations have been concluded then the Joint Administrators propose to move from administration to Dissolution.
- 14.6 Should you wish to contact the Joint Administrators or a member of their staff in relation to matters pertaining to the administration, please telephone 0161 929 1905 or email wendy@lineshenry.co.uk.



Signed

Neil Henry
Joint Administrator

Dated 10 January 2020

SHEPHERD SITE SERVICES LTD**STATUTORY INFORMATION**

<u>TRADING NAME</u>	N/a
<u>REGISTERED NUMBER</u>	11352095
<u>DATE OF INCORPORATION</u>	09 May 2018
<u>NATURE OF BUSINESS</u>	Waste Management Services
<u>REGISTERED OFFICE</u>	5 Tabley Court Victoria Street Altrincham Cheshire WA14 1EZ <u>Formerly</u> 89 Leigh Road Eastleigh Hampshire SO50 9DQ
<u>TRADING ADDRESS</u>	54 Chase Farm Close Waltham Chase Southampton SO32 2UD
<u>DIRECTORS</u>	Kathleen Shepherd
<u>COMPANY SECRETARY</u>	N/a
<u>ORDINARY SHAREHOLDING</u>	1 Ordinary £1 share
<u>DEBENTURES</u>	Apollo Business Finance Ltd Created: 27 August 2019 Delivered: 29 August 2019

Insolvency Act 1986

Shepherd Site Services Ltd

Estimated Financial Position as at 20 November 2019

	Book Value £	Estimated to Realise £	£
ASSETS			
Book Debts	145,960.00	36,490.00	
Apollo Business Finance		(61,034.00)	
Deficiency c/d		<u>(24,544.00)</u>	
			<u>NIL</u>
LIABILITIES			
PREFERENTIAL CREDITORS:-			<u>NIL</u>
			<u>NIL</u>
DEBTS SECURED BY FLOATING CHARGES PRE 15 SEPTEMBER 2003			
OTHER PRE 15 SEPTEMBER 2003 FLOATING CHARGE CREDITORS			<u>NIL</u>
			<u>NIL</u>
Estimated prescribed part of net property where applicable (to carry forward)			<u>NIL</u>
			<u>NIL</u>
DEBTS SECURED BY FLOATING CHARGES POST 14 SEPTEMBER 2003			
Deficiency b/d		24,544.00	
		<u>24,544.00</u>	
		<u>(24,544.00)</u>	
			<u>NIL</u>
Estimated prescribed part of net property where applicable (brought down)			<u>NIL</u>
			<u>NIL</u>
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)			
Trade & Expense Creditors		89,070.00	
H M Revenue & Customs		<u>2.00</u>	
			<u>89,072.00</u>
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall in respect of F.C's post 14 September 2003)			(89,072.00)
Shortfall in respect of F.C's post 14 September 2003 (brought down)			<u>24,544.00</u>
			<u>(113,616.00)</u>
Issued and called up capital			
Ordinary Shareholders		1.00	
			<u>1.00</u>
TOTAL SURPLUS/(DEFICIENCY)			<u><u>(113,617.00)</u></u>

Lines Henry Limited
Shepherd Site Services Ltd
Company Creditors

Key	Name	Address	£
CA00	Ashville Concrete Limited	C/o Husband Collection Services Limited, 38 Basepoint, Premier Way, Romsey, Hampshire, SO51 9AQ	2,246.00
CA01	Ashville Aggregates Limited	C/o Husband Collection Services Limited, 38 Basepoint, Premier Way, Romsey, Hampshire, SO51 9AQ	25,953.00
CA02	A & J Waste Services Ltd	Unit 1, Quarry Way Business Park, Shepton Mallet, Somerset, BA4 4RN	12,000.00
CA03	Alnut Transport Limited	30 Pigeon Farm Road, Stokenchurch, Buckinghamshire, HP14 3TE	3,184.00
CA04	Apollo Business Finance Ltd	Wilmslow Road, Manchester, M20 2YY	61,034.00
		Security Given: Debenture; Date Given: 27/08/2019; Amount: 0	
CG00	GRS Roadstone Ltd	C/o Blaser Mills Law, 40 Oxford Road, High Wycombe, Buckinghamshire, HP11 2EE	2,759.00
CH00	H M Revenue & Customs Enforcement	& Insolvency Service, Durrington Bridge House, Barrington Road, Worthing, West Sussex, BN12 4SE	0.00
CH01	H M Revenue & Customs, Taxes	Insolvency & Securities, 3rd Floor, Euston Tower, 286 Euston Road, London, NW1 3UQ	0.00
CH02	H M Revenue & Customs	Debt Resolution Team, Ty Glas, Llanishen, Cardiff, CF14 5ZP	2.00
CK00	Kollet Hire	1 Warwick Close, Hampshire, SO53 4PH	3,332.00
CL00	L J Fisher Grab Hire Ltd	25 Fulmar Road, Rochester, Kent, ME2 2SD	516.00
CL01	Lanz Farm Limited	C/o Howes Percival, 3 The Osiers Business Centre, Leicester, Leicestershire, LE19 1DX	8,502.00
CM00	Metro Bank	1 Southampton Row, London, WC1B 5HA	0.00
CM01	Mead Construction (Cambridge) Ltd	Liberty Barns, Heath Road, Swaffham Prior, Cambridge, CB25 0LA	5,682.00
CN00	NIF	Insolvency Service, Finance Redundancy Payments Team, Cannon House, 18 Priory Queensway, Birmingham, B4 6BS	0.00
CW00	West London Grab Services Ltd	Unit 9, Littleton Lane, Littleton Estate, Shepperton, Middlesex, TW17 0NF	24,896.00
16 Entries Totalling			150,106.00

Signature _____

Shepherd Site Services Ltd

Administrator's Comments on the Estimated Financial Position

1. The book debts have been subject to a general provision of 75% in relation to bad and doubtful debts.
2. Creditor claims include Value Added Tax where appropriate.
3. No account has been taken of possible claims in respect of arrears of wages, holiday pay, pay in lieu of notice and redundancy pay.
4. These figures are subject to the costs of realising the assets and the costs of the administration.

Shepherd Site Services Ltd ("the Company") (In Administration)**Statement of the Administrator's Pre-Appointment and Pre-Administration costs**

This Statement summarises the position as regards all costs incurred by Lines Henry Limited in the period leading up to the administration of the Company. It includes the Administrator's statutory statement in accordance with Rule 3.56 of the Insolvency Rules 2016 as amended ("the Rules") in relation to his pre-Administration costs.

Pre-administration costs

Lines Henry will not be requesting any payment for any work done pre-appointment. Lines Henry have not received any payment from any third party for any work done prior to the appointment of joint administrators.

Pre-administration expenses and disbursements

The following pre-administration expenses and disbursements were incurred:-

Item	Provider	Pricing	Type	£
Legal advice	Bermans	Time costs	Expense	1,170.00
Court Fee	Bermans	Cost	Expense	50.00
Winding Up Petition Search Fee	Bermans	Cost	Expense	10.00
Total estimated expenses and disbursements				£1,230.00

Notes

1. The current disbursement policy of Lines Henry Ltd can be found at <https://www.lineshenry.co.uk/useful-information/information-area/>.
2. All third party providers scheduled above are independent entities with whom Lines Henry has an established but fully arms-length trading relationship
3. VAT is recoverable

Expenses

Bermans dealt with the formalities of obtaining the administration appointment.

Disbursements

There have been no disbursements incurred pre appointment.

Other persons entitled to claim

I am unaware of any additional costs incurred by any other professionals qualified to act as an insolvency practitioner in respect of the Company. Should any such claims subsequently come to light, they will be dealt with in the manner provided for by the Insolvency Rules.

Approval

The Joint Administrators will be seeking the approval from the secured creditor to pay Bermans for their work prior to the appointment of administrators.

It is important that creditors have enough information about the services that we have provided to be able to assess the reasonableness of our costs of providing them. That is something that, ultimately, only creditors can determine. If you require a more detailed description of the specific pre-administration tasks that we have carried out, please let us know and we shall be pleased to provide it.

Not part of the Administrators' Proposals

Please note that my request for payment of pre-Administration costs is separate to and does not form part of my Proposals to creditors for the conduct of the administration.

Shepherd Site Services Limited in Administration
Joint Administrators' time costs report and statutory fees estimate

Appendix V

Estimated duration - 12 months

This estimate includes the estimated costs of the administration alone as it is not envisaged that it will be necessary to convert to a creditors voluntary liquidation.

The current time charge rates used by Lines Henry Ltd can be found at
<http://www.lineshenry.co.uk/wp-content/uploads/2017/04/Standard-Charging-Disbursement-Policy-2017.pdf>
 These rates may be changed at any time.

However, in this case it is proposed that the Administrators will be paid by way of a fixed fee except where the work to be done is as yet unknown. In this latter case, the secured creditor will be asked to agree further fees

	Note	Basis	Total £
Admin and planning	1	Fixed	2,500
Investigations	2	Fixed	4,000
Realising assets	3	Milestone	Unknown
Trading	4	Fixed	0
Creditors	5	Fixed	3,500
Public Examination	6	Fixed	Unknown
			<u>10,000</u>

1 Administration and case planning

Setting case strategy, performing file reviews, delegating tasks and managing workflows
 Secure and prepare inventory of books and records; create paper and electronic files; data input
 Keeping the case data up to date throughout as the case progresses; recording decisions
 Notification, filing and advertising of the appointment; arrange and monitor insolvency bond
 Opening and operating estate bank accounts under Statement of Insolvency Practice 11
 Accounting for VAT and Corporation tax; obtaining tax clearance prior to closure

2 Investigations

Review of books and records; preliminary investigation under Statement of Insolvency Practice 2
 Enquiry into Director Conduct under Statement of Insolvency Practice 4 and Insolvency Service guidance notes
 Completion and submission of report on Directors' conduct; liaison with Insolvency Service

3 Realising assets

There are no known assets other than book debts which are subject to an invoice finance agreement with Apollo. Should assets be discovered then a fee will be agreed with Apollo for work done to realise them.

4 Trading

No trading conducted in this case

5 Creditors

Dealing with employee claims where appropriate
 Dealing with the claims of secured creditors - liaison, agreement, validation, payment
 Dealing with the enquiries and claims of unsecured creditors - liaison, correspondence
 Dealing with Retention of Title claims and assets subject to finance
 Issuing the Administrator's Proposals
 Issuing Progress Reports at statutory intervals; filing at Companies House
 Issuing a final report; filing at Companies House

6 Public Examination

It may be necessary to go to Court to have the director examined if she continues to refuse to cooperate. In this case, the costs will be agreed with the secured creditor

7 Potential areas of further work not anticipated in the fee estimate (milestone events)

If it becomes necessary to extend the administration beyond 12 months
 If a Creditors' Committee is appointed
 Full investigation of antecedent transactions and recovery action, where in creditors' interests
 If it becomes necessary to bring or defend other legal proceedings, or any Employee Tribunal issues
 Making a distribution to the preferential creditors
 Agreeing unsecured claims and making a distribution under the Prescribed Part

Shepherd Site Services Limited in Administration
Administrator's statutory estimate of expenses (including disbursements)

Appendix V

Estimated duration - 12 months

The basis of recharging disbursements and expenses can be found at:

<http://www.lineshenry.co.uk/wp-content/uploads/2017/04/Standard-Charging-Disbursement-Policy-2017.pdf>

Expense	Note	Provider	Incurred		To date	Future	Total
			Paid	Unpaid			
			£	£	£	£	£
Agent - sale	1	(Agent)	0	0	0	500	500
Solicitor - litigation	2	Bermans	0	380	380	5,000	5,760
Statutory bond	3	Marsh Ltd	40	0	40	45	85
Statutory adverts	4	Various	166	0	166	0	166
Postage	5	Royal Mail	102	0	102	150	252
Court fees	6	Ministry of Justice	100	0	100	0	100
HM Land Registry	7	HM Land Registry	3	0	3	0	3
Identity Verification	8	Veriphy	16	0	16	0	16
Accommodation	9	Holiday Inn	68	0	68	0	68
Total expenses and category 1 disbursements			495	380	875	5,695	6,950

Category 2 disbursements			Incurred		To date	Future	Total
			Paid	Unpaid			
			£	£	£	£	£
Photocopying & Stationery	10	Lines Henry	0	70	70	150	220
Mileage	12	LH personnel	0	234.37	234.37	0	234.37
Total Category 2 disbursements			0	304.37	304.37	150	454.37

NOTES:

- 1 This represents a provision for potential agents costs in relation to a sale of assets, should assets be identified
- 2 The costs in relation to Bermans represents work in progress incurred to date and possible future costs of seeking the public examination of the director
The statutory bond represents the cost of the Joint Administrators' bond and is relative to the value of assets. To date, this has been calculated on asset value being no greater than £10,000. Should any assets be identified that result in a value over £10,000 this bond level will be increased accordingly.
- 3
- 4 This represents the costs of placing statutory advertisements within the London Gazette and Hampshire Chronicle.
- 5 Postage is charged at the rates set down by Royal Mail.
- 6 This represents a provision for court fees should proceedings be required.
- 7 This is a standard costs for conducting a Land Registry Search for potential property owned by the Company.
- 8 This represents the charge to undertake identity checks of the Company's directors/shareholder and the Company.
- 9 This charge relates to accommodation provided whilst attending on the Company upon appointment.
- 10 This is an estimation of the likely costs to be incurred by Lines Henry Ltd for the production and issue of statutory reports required during the administration.
- 11 Mileage is paid to the staff of Lines Henry Ltd at the rate of 45p per mile. This has been largely incurred in relation to attending the Company premise upon appointment.

Time Entry - SIP9 Time & Cost Summary

S411 - Shepherd Site Services Ltd
All Post Appointment Project Codes
To: 10/01/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	13.70	16.50	0.00	7.80	38.00	9,565.00	251.71
Case Specific	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	7.30	0.00	5.90	13.20	2,425.50	183.75
Investigations	4.40	48.60	0.00	0.00	53.00	12,718.00	239.96
Pre-Appointment Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Statutory Compliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	18.10	72.40	0.00	13.70	104.20	24,708.50	237.13
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

REPRESENTED BY
Office

IPS SQL Ver. 5.02

PROOF OF DEBT - GENERAL FORM**Shepherd Site Services Ltd**

This proof must be made out by, or under the direction of, the creditor and authorised by the creditor or a person with relevant authorisation as at the date of administration order.

Date of Administration Order 20 November 2019

1.	Name of Creditor (If a company please also give company name and registration number)	
2.	Address of Creditor for correspondence (principal place of business)	
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into administration	£
4.	If amount in 3 above includes outstanding uncapitalised interest please state amount	£
5.	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)	
6.	Particulars of any security held, the value of the security, and the date it was given	
7.	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates	
8.	Details of any documents by reference to which the debt can be substantiated. [Note there is no need to attach them now but the administrator may call for any document or evidence to substantiate the claim at his discretion as may the chair or convenor of any meeting]	
9.	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or in relation to creditor	
	Address of person signing (if different from 2 above)	
Admitted to vote for		Admitted for dividend for
£		£
Date		Date
Administrator		Administrator

NOTICE TO CREDITORS
R1.50

Shepherd Site Services Ltd – In Administration
Reg No: 11352095

Business and Property Courts in Manchester Insolvency & Companies Reference: CR-2019-MAN-001213

NOTICE OF INTENTION TO USE A WEBSITE FOR THE DELIVERY OF DOCUMENTS IN THESE PROCEEDINGS

This notice is being given to all known creditors in accordance with the requirements of Rule 1.50 of the Insolvency (England and Wales) Rules 2016.

In order to keep administrative costs in these proceedings to a minimum, except as stated below, future documents in these proceedings will be made available **WITHOUT NOTICE** for viewing and downloading on a website. A document will be deemed to be delivered when first made available there.

The officeholder will not be required to notify a person to whom this Notice has been delivered when a document to which this Notice applies has been made available on the website or to deliver a hard copy of such a document unless a request to do so is received.

Please note that this Notice does not apply to:-

- A document for which personal service is required
- A notice under Rule 14.29 of intention to declare a dividend
- A document that is not delivered generally. (A document is delivered generally if it is delivered to some or all of the following classes of persons – members, contributories, creditors or any class of any of them).

Documents made available on the website will continue to be available until two months after the end of insolvency proceedings or the release of the last person to hold office as the officeholder in those proceedings.

How to access the website

In order to access and download information delivered via the website for these proceedings please log on to the internet at:-

Address: <http://www.lineshenry.co.uk/case-reports/>

and enter the following information:-

Password: S411

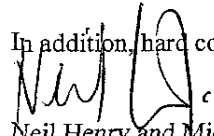
How to request hard copy documents

You may at any time deliver to me an authenticated request for a hard copy of all or any of the following:-

- All documents currently available for viewing on the website
- All future documents which may be made available there

Any request for information that is already available on the website will be delivered to you, free of charge, at the address that you have provided for that purpose within 5 business days of receipt of your request.

In addition, hard copies of future documentation will be delivered to you as required by the Rules.


Neil Henry and Michael Simister
Joint Administrators

Date 10 January 2020

HARD COPY DOCUMENTS – HOW TO REQUEST, TOGETHER WITH AN OPTIONAL REQUEST FORM FOR YOUR USE

The Insolvency (England and Wales) Rules, 2016 stipulate how a document is to be authenticated.

For your convenience a written form of request to receive hard copy documents is provided below. **You can authenticate your request by signing this form and returning it to me.** My full contact details are set out below.

If your request is being signed on behalf of a creditor who is body of persons (eg a partnership) or a body corporate (eg a company or LLP) the person signing **must** also state his position in relation to that body eg partner, director, credit controller etc – otherwise the request is not valid.

In addition, if a creditor is a body corporate and the signatory is the sole member of it, that fact must be stated.

You can return this request to me by post, fax or as an attachment to an e mail.

If you do not wish to use this form you can make your request at any time providing that this is done in writing, your signature is authenticated as described below and your request is delivered to me.

If you intend to deliver an election on behalf of a body of persons or a body corporate by e mail could you please ensure that you include a statement of identity of the proceedings to which the election relates and do so from an official and verifiable e mail address for the electing body.

REQUEST TO RECEIVE HARD COPIES OF DOCUMENTS IN THESE PROCEEDINGS

I/We request to receive hard copies of documents in the Administration of Shepherd Site Services Ltd – In Administration (and any applicable consecutive proceedings) to the address given below:-

Name of creditor: _____

Signed: _____

Position (if applicable) _____

Sole member of a body corporate (please circle as appropriate) YES/NO/NOT APPLICABLE

Dated: _____

Please send this request to:-

Neil Henry and Michael Simister
Joint Administrators
Lines Henry Ltd
5 Tabley Court
Victoria Street
Altrincham
Cheshire
WA14 1EY

Telephone: (Please ask for Wendy Tatton): 0161 929 1905
Fax: 0161 929 1977
E mail address: wendy@lineshenry.co.uk

Rule 1.38**Creditor's Election to Opt Out**

Insert court or
proceeding details

In the:

**Business and Property Courts in Manchester
Insolvency & Companies**

No:

CR2019-MAN001213

Insert full name of
company or
bankrupt

Re

Shepherd Site Services Ltd

Company only

Company registration number

11352095

a) Insert full name
and address of
creditor making the
request, whether an
individual, firm or
company

I, (a)

a creditor, elect to opt out of receiving documents

I acknowledge that I shall remain an opted-out creditor for the duration of these and any following proceedings unless I elect to revoke my opt out.

I acknowledge I shall continue to receive:-

- all documents the Insolvency Act 1986 or the court requires to be delivered to all creditors,
- notice of any change in the office-holder or their contact details, and
- notice of any distribution applicable to me.

(b) insert name and
address of the
office-holder to
whom you will
deliver this notice.

(b)

**Neil Henry and Michael Simister
Lines Henry Limited, 5 Tabley Court, Victoria Street, Altrincham, Cheshire, WA14 1EZ**

*This form can be authenticated for submission by email by entering your name and email address and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the official receiver. If completing on behalf of a company, please state your relationship to the company.

Signed / Authenticated***Date****Name in BLOCK LETTERS****Relationship to company**

(If applicable)