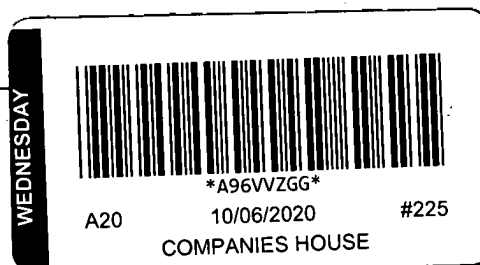


AM10

Notice of administrator's progress report



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.

AM10

Notice of administrator's progress report

6

Period of progress report

From date	d	2	d	0	m	1	m	1	y	2	y	0	y	1	y	9
To date	d	1	d	9	m	0	m	5	y	2	y	0	y	2	y	0

7

Progress report

☐ I attach a copy of the progress report

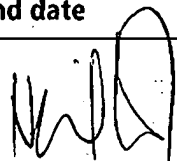
8

Sign and date

Administrator's
signature

Signature

X



X

Signature date

d	0	d	2	m	0	m	6	y	2	y	0	y	2	y	0
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AM10

Notice of administrator's progress report



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 WA14 1EZ

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 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

JOINT ADMINISTRATORS' PROGRESS REPORT

TO ALL KNOWN CREDITORS

Your Ref:

Date: 2 June 2020

Our Ref: S411/NH/MS/WT/6

Dear Sirs

**SHEPHERD SITE SERVICES LTD – IN ADMINISTRATION [“the Company”]
REGISTERED NUMBER: 11352095**

**Business and Property Courts in Manchester Insolvency & Companies
Reference: CR2019MAN001213**

INTRODUCTION

As the six-month anniversary of the commencement of this administration has recently passed, the Joint Administrators are required to report to creditors details of their progress in the administration pursuant to Rule 18.2 of Insolvency (England and Wales) Rules 2016 [“the Rules”].

This report details all progress made in the period from 20 November 2019 to 19 May 2020. A summary account of receipts and payments for the period is attached hereto. At all material times funds held have been banked in an interest bearing account.

The Joint Administrators are required to send this report to all known creditors of the Company and to file a copy of it at Companies House.

GENERAL INFORMATION

Joint Administrators' details:	Neil Henry and Michael Simister of Lines Henry Ltd [“Joint Administrators”]
Joint Administrators' Contact Details:	5 Tabley Court, Victoria Street, Altrincham, Cheshire, WA14 1EZ. Telephone 0161 929 1905.
Date of Appointment:	20 November 2019
Appointed by:	Apollo Business Finance Limited holder of a Qualifying Floating Charge
Changes in Office Holder:	None
EC Regulations:	The EC Regulations on Insolvency Proceedings apply and these proceedings are main proceedings as defined in the Regulations as the Company's Registered Office and centre of main interests are in England and this did not change in the three months prior

to commencement of the proceedings. This means that the administration has been conducted according to English insolvency legislation and is not governed by the law of any other European Member State.

Extensions to the Administration: None

PROGRESS OF THE ADMINISTRATION

Joint Administrators Statement of Proposals ("the Proposals")

The Proposals were delivered to creditors on 14 January 2020. As the Proposals contained a statement in accordance with Paragraph 52(1) namely that the Company had insufficient property to enable a distribution to be made to unsecured creditors other than by virtue of the prescribed part the Joint Administrators were not required to convene an initial decision procedure in order to seek creditors' approval of the Proposals. Therefore, the Proposals were deemed approved on 24 January 2020.

Purpose of Administration

As set out in Paragraph 3(1) of Schedule B1 of the Insolvency Act 1986, the statutory purpose of an administration consists of three objectives, as set out below:

1. Rescue the company as a going concern;
2. 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);
3. Realise property in order to make a distribution to one or more secured or preferential creditors.

As detailed in the Joint Administrators proposals, as the first and second objectives in this matter could not be achieved, the third objective was pursued as the only distribution to be made would have been to the secured creditor through the collection of the Company's book debts. There are no preferential creditors.

Their overall strategy for the administration was to undertake investigations into the affairs of the Company in order to establish whether any assets could be identified and recovered for the benefit of the Company's creditors generally.

The Joint Administrators have been assisted in the performance of their duties by a Case Manager, a Case Administrator and by Support Staff, who had the day to day conduct of it and who helped them to ensure that work done was carried out at the appropriate grade, having regard to its complexity. This core team has been supported by the practice Cashier.

During the administration the Joint Administrators instructed Bermans Solicitors ["Bermans"] to advise them on any legal issues arising and to assist with the potential application to court for the examination of the director following their non-compliance to the proceedings. Bermans were selected because of their general knowledge and experience and their geographic proximity to the Joint Administrators' office.

Trading carried on by Joint Administrators

No trading was undertaken by the Joint Administrators.

Asset Realisations

Book Debts

As advised within the Proposals, the Company's book debts were subject to an invoice finance agreement with Apollo Business Finance ["Apollo"] which was supported by a personal guarantee given by the

director, Kathleen Shepherd. At the date of appointment, the outstanding debtor ledger amounted to £36,490 with the sum of £61,034 being outstanding to Apollo.

Apollo undertook the collection of the debtor ledger and the Joint Administrators have provided assistance where necessary. However, insufficient funds have been recovered from the collection to enable the indebtedness of Apollo to be paid in full. Therefore, a demand for the amount outstanding including all contractual fees together with the Joint Administrators' fee has been served upon the guarantor. This matter remains ongoing.

Cash at Bank

At the outset of the administration it was not anticipated that there would be any monies received from the Company's bank account with Metro Bank plc. However, following the closure of the account a credit balance in the sum of £651.34 was received. No further monies are expected.

Chattel Assets

The Company held no chattel assets and therefore none have been recovered. Enquiries have not lead the Joint Administrators to believe the position will change.

Bank Interest

During the period of this report, interest in the sum of £0.09 has been received.

Investigations

The Joint Administrators have submitted a confidential report to the Insolvency Service on the conduct of the directors in accordance with the Insolvent Companies (Reports on Conduct of Directors) Rules 1996 and the Company Directors Disqualification Act 1986, as amended.

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 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.

As part of their initial assessment the Joint Administrators reviewed the Company's accounts and available financial information and took steps to interview the director and to secure the Company's books and records. Initially, the director's co-operation was not forthcoming and it was necessary to seek the assistance of solicitors to take steps to prepare documentation in order to make an application to the court for the director's examination although this was ultimately not necessary. However, although it has still not been possible to interview the director, a quantity of company records have been received and been reviewed thoroughly by the Joint Administrators.

The Joint Administrators invited creditors to notify them in writing of any matters of concern to them. A number of concerns were raised by creditors and enquiries have been made accordingly. By their nature these matters were uncertain of outcome. It is not possible for the Joint Administrators to comment further in this regard as to do so may prejudice their enquiries. Further information may be made available by the Joint Administrators should the position change.

Non-Statutory Reports

No non-statutory reports have been issued in the period since the date of appointment.

DETAILS OF WHAT REMAINS TO BE DONE

As detailed above the only outstanding matter is the finalisation of the Joint Administrators' enquiries into the affairs of the Company.

CREDITOR CLAIMS

Secured Creditors

Apollo held a fixed charge in relation to their invoice finance agreement. As previously advised, their indebtedness has not been discharged and they have now taken steps to recover the outstanding sums from the guarantor.

Preferential creditors

It was not expected that there would be any preferential creditors and no claims have been received.

Prescribed Part of the Company's Assets

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. As the floating charge was registered post 15 September 2003, the provisions of Section 176A of the Insolvency Act 1986 regarding prescribed part for unsecured creditors would apply.

However, the Company's net property is less than the prescribed minimum of £10,000. 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 and therefore no application of the prescribed part.

Non-Preferential Creditors

Non preferential claims have been received in the sum of £63,633.70 and have been lodged by 20 creditors. There will be no distribution to non-preferential creditors as there have been insufficient funds realised and the funds realised will be used to defray the costs of the administration.

JOINT ADMINISTRATORS' REMUNERATION AND EXPENSES

Pre-Administration Costs

Approval of the payment of any pre appointment costs has been sought from Apollo in their capacity as secured creditor in accordance with Rule 3.52(3)(b)(i) of the Rules. The Proposals stated that the Joint Administrators would not be seeking any payment of their own fees.

However, they would be seeking payment of the expenses incurred on their behalf by Bermans this being the total sum of £1,230 which represents payment of their costs for dealing with the administration application of £1,170 together with £50 in respect of the court fee and £10 for the costs of a winding up petition search.

These costs remain unpaid and are being recovered by Apollo through the personal guarantee provided by the director as detailed earlier.

Remuneration

The services provided by the Joint Administrators included those required by law and/or professional regulations to deal with the administration.

Briefly, the majority of work has been undertaken in performing investigations was a statutory requirement but would have been in the direct financial interests of creditors if it had led to additional asset realisations. All other work was required by statute or professional regulations.

Creditors may access their Standard Charging and Disbursement Policy together with a copy of 'A Guide to Administrators Fees', which includes details of creditors' rights in this regard, in the Information Area of their website at www.linesshenry.co.uk. Should you require a hard copy, please contact this office and one shall be provided free of charge.

When seeking to agree the basis of their remuneration the Joint Administrators were obliged to provide a statutory estimate of their fees which, if approved, would act as a cap on the amount of remuneration that the Joint Administrators could draw out of the assets of the Company without further authority from creditors. The Joint Administrators were simultaneously obliged to provide creditors with an estimate of the administration expenses.

Their statutory estimates of fees and expenses were circulated to creditors on 10 January 2020, together with the proposals.

As advised in the Proposals, approval of the Joint Administrators fees was required to be received from the secured creditor and be on a fixed fee basis of £10,000.

The Joint Administrators have also sought authority from the secured creditor to draw Category 2 disbursements necessarily incurred out of the assets of the Company as an expense of the administration.

These costs remain unpaid and are being recovered by Apollo through the personal guarantee provided by the director as detailed earlier in this report.

Disbursements – Category 1

Specific Bond

The sum of £40 has been paid to Marsh Ltd in relation to the Joint Administrators' statutory bond.

Public Notices

The total sum of £165.80 has been paid to EPE Reynell in respect of the statutory advertisement of the Joint Administrators' appointment in the London Gazette and the Hampshire Chronicle.

Identity Searches

The sum of £15.50 has been paid to Veriphy Limited in respect of money laundering identity searches of the Company and its director.

Land Registry

The sum of £3 has been paid to HM Land Registry in respect of land registry searches.

Accommodation

The sum of £68.33 has been incurred in respect of third-party accommodation charges by the Joint Administrators when initially attending the Company's premises. These costs have been met by Lines Henry Ltd and shall be recharged accordingly when funds allow.

Legal Fees

As previously advised, Bermans were instructed to assist with the Joint Administrator's investigations. Their costs to date amount of £2,067, all of which remain unpaid.

VAT

As the Company is registered for VAT, all VAT paid on administration fees and expenses during the administration has been recovered from HM Revenue and Customs.

Fee Estimate

The fee estimate anticipated Category 1 disbursements to amount to £6,950. To date, these total £2,359.63.

Disbursements – Category 2

The Joint Administrators are required to advise creditors of “Category 2 disbursements” which are defined as amounts paid to the office holder’s firm or to any party in which the office holder or his firm or any associate has an interest.

Travelling

The sum of £234.37 has been incurred in relation to travel costs and has yet to be recharged by Lines Henry Ltd.

Fee Estimate

The fee estimate anticipated Category 2 disbursements to amount to £454.37. To date, these total £234.37.

Exit from Administration

The Joint Administrators will remain in office for a maximum of twelve months to 19 November 2020. The Proposals detailed that if sufficient funds were realised to allow a distribution to creditors then the Company would be moved to Creditors Voluntary Liquidation. Alternatively, the Company would proceed to dissolution. As it is highly unlikely that any further enquiries will lead to recoveries significant enough to pay a dividend to creditors, the Company will proceed to dissolution prior to the anniversary date. Creditors will be advised accordingly in the next progress report or final progress report whichever is sooner.

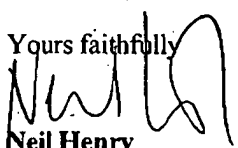
Creditors request for further information and right to challenge the Joint Administrators remuneration and expenses

As a creditor, you:-

- Have the right to request information from the Joint Administrators under Rule 18.9 of the Rules. A copy of the Rule can be found in the Information Area of their website at www.lineshenry.co.uk
- Have the right to challenge the Joint Administrators remuneration and expenses under Rule 18.34 Rules. A copy of the Rule can be found in the Information Area of their website at www.lineshenry.co.uk

If you require any further information, please do not hesitate to contact Wendy Tatton of this office or email wendy@lineshenry.co.uk.

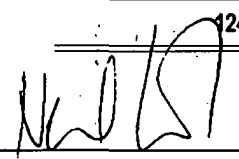
Yours faithfully


Neil Henry
Joint Administrator

Enc:

Shepherd Site Services Ltd
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 20/11/2019 To 19/05/2020 £	From 20/11/2019 To 19/05/2020 £
	SECURED ASSETS		
36,490.00	Book Debts	NIL	NIL
(61,034.00)	Apollo Business Finance	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Cash at Bank	651.34	651.34
	Bank Interest Gross	0.09	0.09
		651.43	651.43
	COST OF ADMINISTRATION		
	Specific Bond	40.00	40.00
	Public Notices	165.80	165.80
	Search/MoneyLaundering/Identity Check	15.50	15.50
	Land Registry	3.00	3.00
	Insurance Levy	NIL	NIL
	Accommodation	68.33	68.33
	Travelling	234.37	234.37
		(527.00)	(527.00)
	UNSECURED CREDITORS		
(89,070.00)	Trade & Expense Creditors	NIL	NIL
(2.00)	H M Revenue & Customs	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(113,617.00)		124.43	124.43
	REPRESENTED BY		
	VAT Receivable		44.10
	Bank 1 - Current		383.83
	Office		(303.50)
			124.43


 Neil Henry
 Joint Administrator