

AM03

Notice of administrator's proposals



Companies House

For further information, please
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1	Company details	
Company number	0 6 4 5 9 7 9 4	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	Anglia Recovery Ltd	

2	Administrator's name	
Full forename(s)	Jo	
Surname	Watts	

3	Administrator's address	
Building name/number	Prospect House	
Street	Rouen Road	
Post town	Norwich	
County/Region		
Postcode	N R 1 1 R E	
Country		

4	Administrator's name ¹	
Full forename(s)	Andrew	¹ Other administrator Use this section to tell us about another administrator.
Surname	McTear	

5	Administrator's address ²	
Building name/number	Prospect House	² Other administrator Use this section to tell us about another administrator.
Street	Rouen Road	
Post town	Norwich	
County/Region		
Postcode	N R 1 1 R E	
Country		

AM03 Notice of Administrator's Proposals

6 Statement of proposals

☒ I attach a copy of the statement of proposals

7 Qualifying report and administrator's statement ^①

☐ I attach a copy of the qualifying report

☐ I attach a statement of disposal

① As required by regulation 9(5) of The Administration (Restrictions on Disposal etc. to Connected Persons) Regulations 2021)

8 Sign and date

Administrator's
Signature

Signature

X  X

Signature date

^d 1 ^d 3 ^m 0 ^m 5 ^y 2 ^y 0 ^y 2 ^y 2

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	Jenny Randell
Company name	McTear Williams & Wood Limited
Address	Prospect House
	Rouen Road
Post town	Norwich
County/Region	
Postcode	N R 1 1 R E
Country	
DX	
Telephone	01603 877540



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

Contact Jenny Randell
Direct dial 01603 877548
Email jennyrandell@mw-w.com

Your ref
My ref angl2608/514

Prospect House
Rouen Road
Norwich
NR1 1RE
Office 01603 877540
Fax 01603 877549



To all known creditors

13 May 2022

Dear Sirs

Anglia Recovery Ltd (in administration)
In the High Court of Justice No CR-2022-001041

I refer to the appointment of Andrew McTear and myself as joint administrators of the above company on 7 April 2022 under Paragraph 22 of Schedule B1 of the Insolvency Act 1986. In accordance with Rule 3.35 of the Insolvency (England and Wales) Rules 2016 I seek approval for the joint administrator's proposals in respect of the administration and enclose the following documents:

Part A Statement to creditors pursuant to Rule 3.35.

- Appendices
- (1) Administrator's proposals pursuant to Paragraph 49 of Schedule B1.
 - (2) Statement of affairs as at the date of the administration.
 - (3) A list of known creditors.
 - (4) Statutory information.
 - (5) Administrator's receipts and payments account.
 - (6) Pre-appointment time cost analysis
 - (7) Fee proposal and expenses estimate for administration
 - (8) Post-appointment time cost analysis
 - (9) Statement of accrued expenses

Part B Notice of invitation to form a creditors' committee
Notice of decision procedure by correspondence
Claim and voting form
Proof of debt form

Due to an anomaly in the insolvency legislation when pursuing objective C of paragraph 3(1) of Schedule B1 to the Insolvency Act 1986 I am required to deal with these proposals by deemed consent. However, if you wish to comment on any aspect of the proposals I would be interested in your views. Creditors whose debts amount to at least 10% of the total debts of the company can require me to hold a decision procedure. Such a request must be received

by me within eight business days from the date these proposals are delivered to creditors. Any request must be accompanied by a statement of the decision(s) you wish to be considered by the creditors together with a statement of your claim if not already provided and a deposit to cover the costs of seeking a decision from creditors of £3,000 otherwise these proposals will be deemed to have been approved.

However, I am seeking decisions by correspondence from unsecured creditors to approve the joint administrators' pre appointment costs, fix the basis of the joint administrators' remuneration and approve category 2 expenses. If you wish to vote on the decisions you must complete and return the enclosed voting form to me by no later than 23.59 on 8 June 2022, the decision date. If you have not already submitted proof of your debt please complete the enclosed form and return it to me together with relevant supporting documentation by then. A creditors' guide to administrator's fees can be found on our website at www.mww.com by clicking on information hub and then fees and costs or can be requested from this office.

You are also invited to determine whether to form a creditors' committee and notice of invitation to form a creditors' committee and further instructions are enclosed.

Finally I am required to inform you that I am bound by the Insolvency Code of Ethics and that no threats to the ethical fundamental principles have been identified in this case. Further information on this, complaints procedures, office holders fees, our data protection/privacy statement, provision of services regulations and other statutory and regulatory information can also be found on our website www.mw-w.com by clicking on information hub and then key information for creditors.

If you have any queries please do not hesitate to contact Jenny Randell at the above address.

Yours faithfully

A handwritten signature in black ink, consisting of a large loop followed by a wavy line extending to the right.

Jo Watts
Joint Administrator

The joint administrators contract without personal liability. Pursuant to paragraph 45 of Schedule B1 of the Insolvency Act 1986 the Joint Administrators Jo Watts and Andrew McTear are managing the affairs, business and property of the above company.

Enclosures

**Anglia Recovery Limited (in administration) ("the Company")
In the High Court of Justice No CR-2022-001041**

**Statement to creditors pursuant to rule 3.35 of the Insolvency (England and Wales)
Rules 2016 incorporating the joint administrators' proposals under Paragraph 49 of
Schedule B1 to the Insolvency Act 1986**

1 Introduction

A notice of appointment of an administrator was filed in the High Court of Justice on 7 April 2022 by the director of the Company under paragraph 22 of Schedule B1 of the Insolvency Act 1986 to appoint Jo Watts and Andrew McTear as joint administrators of the Company and our appointment became effective at 3:30pm that day.

2 Brief history

The business started in the 1990's and operated as a sole trade run by Andrew Wood from his home address. The nature of the business was vehicle recovery for both the general public and corporate clients such as The AA, Green Flag and the Norfolk Police. Following a period of successful trading Mr Wood personally took on a lease for a premises located in 8 George Edwards Road, Fakenham, NR21 8NL and it was this location that the Company began to trade from following its incorporation in December 2007. Andrew Wood was the sole shareholder and director of the Company at this time.

The Company continued to build its customer base and made the decision to take on an additional premises located at Unit 21, Bowthorpe Employment Area, Morgan Way, Norwich. This was used solely by Norfolk Police as a secure storage facility and Scenes of Crime ("SOCO") bays were built into the unit to enable officers to carry out examinations of vehicles which had either been seized as part of criminal investigations or removed from the sites of road traffic collisions. Shortly after two additional units at Morgan Way were taken on.

Over the years the Company gained many 'breakdown club' clients such as The AA, LV = Britannia Rescue and AXA Assistance with the largest client being Green Flag. Following a contract tender process in 2018 new rates were provisionally agreed with Green Flag and so the Company purchased 8 new vehicles on finance in order to meet the demands under the contract. Unfortunately, a dispute subsequently arose between the Company and Green Flag after the client failed to honour the revised rates leaving the Company without the means to cover the additional costs of the finance but still having to provide the services agreed.

Then at the beginning of 2020 nationwide lockdowns were implemented by the Government due to the Covid-19 pandemic which caused a significant reduction in the volume of work for the Company as people were no longer using their cars as much given the restrictions in place. Of the 15 members of staff employed at the time, 10 were furloughed and the remaining 5 employees continued to work full time to handle the jobs which were coming in. During this time the Company's staff were unable to transport passengers in the recovery vehicles meaning the 'breakdown clubs' were having to provide their members with alternative travel arrangements which in-turn led to an increase in their costs. In addition, as the Company was operating a reduced work force the response times for attendance at jobs was affected. As a result, towards

the end of 2020 Green Flag reduced the area across which the Company provided recovery services to approximately two thirds.

In early 2021 Andrew Wood decided to step back from the day to day management of the Company and one of the employees, Simon Price, was promoted to Operations Manager to oversee the management of the business. Subsequently, after further discussions between the two parties an agreement was reached for the sale of the shares of the Company to Simon Price. The sale agreement was signed by the parties in August 2021 and shortly following this Andrew Wood resigned as a director and Simon Price was appointed as the new sole director.

Following the change in ownership efforts were made to increase the Company's profitability by increasing the recovery rates charged to private customers, building up the Company's trade customer base and rebuilding the Company's relationship with Green Flag. Unfortunately at the same time the Company was experiencing increased pressure on its operations due to a number of factors, including salary increases, too few staff to meet the increase in jobs with no suitable candidates to fill the vacancies, increased fuel costs as well as overall fuel shortages and the identification of large rent arrears in respect of the trading premises at Bowthorpe. The director attempted to negotiate a payment plan with the landlord however the parties failed to reach an agreement. In addition control staff contracts were updated with changes to shift patterns which would have saved the Company over £32,000 a year however again the reduction in hours was rejected by these employees and no revised terms were reached. There were also a number of procedures and programmes which were never fully handed over from the ex-director to the new director which hampered the Company's ability to manage and clear jobs. The new director was also not added to the Company's bank mandate meaning he had no access or control over the Company's bank account.

As a result of the above pressures the new director experienced a severe breakdown in his mental health and felt unable to continue to run the Company. An offer was made to the ex-director, Andrew Wood, to take back complete control of the Company and its affairs in accordance with the terms of the share sale agreement however this was declined. So on 4 April 2022 Mr Price made the decision to cease trading immediately and shortly after this sought advice from the Company's accountants, M&A Partners, as to the options available. He was advised to contact McTear Williams & Wood Limited for some specialist insolvency advice and an initial meeting was arranged for 6 April 2022.

Prior to the commencement of the administration my firm acted as advisors to the Company. No advice was given to the individual directors regarding the impact of the insolvency of the Company on their personal financial affairs. Whilst not formally in office at that time my firm and I were required to act and acted in accordance with the Insolvency Code of Ethics.

Neither I or my firm has had any connection with the Company, its director or shareholder prior to initially being consulted on 6 April 2022 and instructed by the Board on 7 April 2022.

3 Events leading to appointment

McTear Williams & Wood Limited was initially contacted by the director of the Company on 5 April 2022 and an initial meeting was scheduled for the following day to discuss the Company's financial position and the various options available to it. It quickly

became apparent from the initial meeting that the Company's financial position was unravelling at a rapid rate therefore in order to preserve as much value in the assets as possible it was determined that administration would be the best option. A letter of engagement for administration was issued to the director on 6 April 2022 and this was signed and returned by the board the following day.

On 7 April 2022 the notice of appointment of administrators was filed at Court and the Company was placed into administration with Andrew McTear and I appointed as joint administrators to manage the affairs, business and property of the Company. The appointment permits Andrew McTear and I to take any actions required either jointly or alone.

4 Actions of the administrators following appointment

The director had made the decision to cease trading on 4 April 2022 this being prior to the initial advice meeting meaning there were no trading matters to consider on appointment. Notice was issued to all 17 of the Company's employees on 8 April 2022 advising of their redundancy with immediate effect.

Since my appointment I have secured and sold the Company's vehicles which were subject to finance along with the minimal plant and machinery and tyre stock which remained at the Bowthorpe premises. I am continuing to liaise with my chattel agent, George Hazell & Co ("GH&Co"), in respect of the unencumbered motor vehicles and the remaining plant and machinery located at the trading premises in Fakenham. In addition I have arranged for a total of 17 salvage cars and seized vehicles to be removed from both trading locations by Raw2K who will be paying scrap value for these. Multiple site visits were also undertaken to secure the Bowthorpe premises and collect the Company's books and records as well as obtaining access to the computer programmes which held various information relating to the completed jobs and their respective invoices which should enable me to collect the outstanding book debts.

I have written to the Company's pre-appointment bank provider, Barclays Bank Plc ("Barclays") to request that the account be frozen and that all receipts received into the account following my appointment be transferred to the administration. I have also completed my routine and statutory compliance worked as detailed at Section 10.2 below.

5 Statement of affairs and other statutory information

5.1 Summary

A statement of affairs as at the date of the administration has been prepared by the directors and submitted to me. I attach as Appendix 2 a copy of that document. I have no comments on this.

A list of known creditors is attached as Appendix 3 and a summary of statutory information is attached as Appendix 4.

5.2 Motor vehicles subject to finance

The Company owned eight motor vehicles consisting of various vans and flatbed trucks with a book value of £334,966 which were subject to a hire purchase ("HP") agreement with Close Brothers Finance Ltd ("Close Brothers"). The majority of the vehicles were located and secured at the Bowthorpe premises on appointment with one vehicle

remaining in the possession of one of the ex-employees. This was subsequently collected and relocated to the Bowthorpe premises.

Following my appointment I instructed valuation agents and auctioneers, GH&Co, to provide advice as to whether there was any residual equity in the vehicles based on the level of debt owed under the HP agreement. Close Brothers provided a settlement figure of £235,084 if the balance was settled no later than 28 April 2022. I was subsequently advised by GH&Co that they had received an offer of £267,500 plus VAT from an interested party for the entire HP vehicle fleet and it was their recommendation that this be accepted. As a result a sale of the HP vehicles was completed on 22 April 2022 and a deposit of £150,000 was paid to GH&Co that day. A further £100,000 has been received to date with the balance expected by close of business on 13 May 2022.

GH&Co have confirmed that they have repaid the balance of £235,084 to Close Brothers from the funds received to date meaning the finance has been settled in full. There will be some further sundry costs and GH&Co's fees to be met from the sale proceeds however it is anticipated that a surplus will still be achieved from this sale. I am currently awaiting transfer of the funds from GH&Co into the administration account which will be made once the remaining sale proceeds have been received from the purchaser.

5.3 Unencumbered motor vehicles.

The Company owned various unencumbered motor vehicles with a book value of £48,922, all of which are thought to be located at the Fakenham premises. The majority of these vehicles are not taxed or have been declared as SORN and some are in need of various repairs. As with the HP vehicles I have instructed GH&Co to provide valuation advice in respect of these and, where required, assist with the recovery and sale of the vehicles.

5.4 Plant and machinery

The Company owned plant and machinery with a total book value of £25,233 which is situated at both the Bowthorpe and Fakenham premises.

The plant and machinery located at the Bowthorpe premises was minimal and due to the age and condition was not expected to achieve significant realisations. However, the interested party who purchased the HP vehicles also expressed an interest in these items and so the sale agreed on 22 April 2022 included these items for a price of £4,000 plus VAT. The various plant and machinery has been removed from the Bowthorpe premises by the purchaser and we are awaiting a transfer of the sale proceeds from GH&Co.

I am currently arranging access to the premises in Fakenham to enable GH&Co to attend site to view and value the remaining assets including the unencumbered motor vehicles and plant and machinery.

5.5 Tyre stock

The Company had tyre stock of various sizes and brands with a book value of £3,790. As with the plant and machinery at Bowthorpe the entire stock holding was included as part of the sale completed on 22 April 2022 for a total price of £1,000 plus VAT. Again the tyres have been removed from the Bowthorpe premises by the purchaser and we are awaiting a transfer of the sale proceeds from GH&Co.

5.6 Vehicles sold for scrap

One of the Company's main contracts was with Norfolk Police whereby it would recover and store vehicles that had either been damaged in road traffic collisions or which were considered to be used in criminal activities. This was to ensure they weren't tampered with whilst the police were conducting any ongoing investigations. When the police no longer required access to these vehicles and, where they were in no acceptable condition to be returned to the owner, they were collected by Raw2K Limited and taken to be scrapped. The Company would subsequently receive a payment of £280 for each vehicle provided.

Shortly after my appointment I was advised by Norfolk Police that there were approximately 17 vehicles waiting to be scrapped, the majority of which were located at the Bowthorpe premises. I arranged for Norfolk Police to attend the Bowthorpe site to oversee the removal of 14 of these vehicles which have subsequently been delivered to Raw2K Limited. I am aware that there are still 3 vehicles to be collected from the Fakenham premises and that Norfolk Police are liaising directly with the lease holder to arrange for access to allow for the removal of these. It is anticipated that approximately £4,760 will be achieved from the scrap payments due.

5.7 Office equipment, fixtures and fittings

The Company had office equipment, fixtures and fittings with a book value of £3,821. These have minimal value and the costs of removing and selling these would outweigh any potential realisations. Therefore these will be abandoned.

5.8 Book debts

The Company's debtor ledger showed that there were book debts totaling approximately £152,682. Having completed a review of the Company's accounting system it would appear that the debtor position was reconciled up to 31 March 2022. I am aware that potential debtor payments of £18,376 were received into the Company's pre-appointment account between 1 April and 7 April 2022 however as the Company's account was overdrawn at the time these payments will be retained by Barclays. This therefore reduced the Company's outstanding book debts to £134,306 as at the date of my appointment. In addition, following a separate review of the outstanding invoices it was determined that £42,572 related to debts incurred prior to 7 April 2016 meaning these are time barred under the statute of limitations and are therefore too old to pursue. These have been written off accordingly. I have obtained copy invoices for the remaining debts and will now write to the various parties to request payment of these. After allowing for a provision of 50% for bad or doubtful debts, of the remaining £91,734 owed, I anticipate realisations of approximately £45,867.

I am aware that further potential debtor payments of £6,877 have been received following the date of my appointment and I have written to Barclays to request the transfer of these to the administration account as part of the Company's cash at bank amounts.

I have also been advised by one of the larger debtors that their older debts were settled with the former director of the Company for a full and final settlement of £2,000 but it does not appear that these debts have been deducted from the ledger. I am seeking clarification as to which invoices were paid.

5.9 *Prepayments*

The Company's records show prepayments with a book value of £11,591. Given the nature of these transactions no funds are actually repayable to the Company meaning it will not be possible to realise anything from this source. This balance will therefore be written off and no further action taken.

5.10 *Cash at bank*

The Company held a bank account with Barclays Bank Plc ("Barclays") with an overdraft facility of £30,000. At close of business on the day prior to my appointment the account had an overdrawn balance of £7,284. Following my appointment I wrote to Barclays and requested that the account be frozen for all debit transactions. Since my appointment I am aware that funds of £13,594 have been received (up to 22 April 2022) and I have written to Barclays to request that these funds be transferred to the administration. To date funds of £11,878 have been received from Barclays and further transfers are anticipated. As detailed in section 5.8 a portion of this balance relates to various debtor payments received and these will be allocated accordingly on my system.

I will take steps to arrange for the account to be closed in due course once the majority of the debt collection work has been completed.

5.11 *Preferential creditors*

The only known preferential creditors are former employees of the Company for unpaid wages, holiday pay and pay in lieu of notice. Their claims are subject to a maximum limit set by the insolvency legislation.

HM Revenue & Customs is a secondary preferential creditor for taxes deducted on behalf of third parties such as VAT, PAYE, employee national insurance contributions, student loan deductions and construction industry scheme deductions. Secondary preferential debts are payable after all ordinary preferential debts have been paid in full and before non-preferential unsecured debts.

5.12 *Prescribed part*

There are provisions of 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. This is known as the "prescribed part of the net property" ("prescribed part"). If the charge is dated on or after 15 September 2003 the prescribed part is calculated as 50% of the first £10,000 of the net property and 20% of the remaining net property up to a maximum of £600,000 unless dated on or after 6 April 2020 in which case it is subject to a maximum of £800,000.

The Company entered into a tenancy agreement with Breckland District Council on 22 May 2009 which purports to contain a charge in relation to 'the tenant's obligations' under the tenancy agreement. I have not had sight of a copy of the tenancy agreement however given the nature of it this is not considered to be a fixed or floating charge which would trigger the prescribed part provisions and as such I believe they will not apply.

6 Administrator's receipts and payments and expense accruals

I attach a summary of my receipts, payments and expense accruals covering the period from when the Company entered administration on 7 April 2022 to the date of these proposals at Appendix 5.

7 Proposed future action

In order to achieve the objective of the administration of the Company I propose to arrange for the sale or disposal of the Company's remaining chattel assets based on the formal valuation advice yet to be provided by GH&Co. I will also write to the Company's debtors in order to collect the outstanding monies owed, realise any further cash at bank balances from Barclays and use the funds achieved from these sources to make a small distribution to the preferential creditors.

8 Statutory objectives

As administrators of the company Andrew McTear and I are officers of the Court and must perform our duties in the interests of the creditors as a whole in order to achieve the purpose of the administration. I am therefore required to assess under the first objective in Paragraph 3(1)(a) of schedule B1 of the Insolvency Act 1986 whether it is reasonably practical to rescue the Company as a going concern. I have concluded that this is highly unlikely given the level of unsecured creditors' claims and the future trading prospects of the Company.

I then have to consider whether the second objective in Paragraph 3(1)(b) could be achieved, namely achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without the first being put into administration). Based on current estimates it is unlikely there will be a sufficient funds to enable a dividend to be paid to unsecured creditors and so this objective cannot be achieved.

The third objective in Paragraph 3(1)(c) is to realise property in order to make a distribution to one or more secured creditors or preferential creditors. This objective is likely to be achieved.

The insolvency legislation sets a 12 month maximum duration for administrations, unless the duration is extended by the Court or the creditors. I hope to be able to complete the administration within this time frame but if I am unable to then I will either apply to the Court or seek a decision from creditors to extend its duration.

9 Other matters

Pursuant to Paragraph 100(2) of Schedule B1 the joint administrators are entitled to carry out all of the functions of the administrators jointly and or severally and any act required or authorised to be done by them as joint administrators of Anglia Recovery Limited may be done by either one of them for the time being holding office.

I consider that these are "COMI proceedings" since the Company's registered office and its trading addresses are in the United Kingdom, such that its centre of main interest is in the United Kingdom.

10 Remuneration and expenses

10.1 Pre appointment

On 7 April 2022 the board of directors of the Company instructed me to advise on the Company's financial position and the options available. They agreed that I should be paid my pre-appointment remuneration and expenses for this work as set out below:

Figure 1: Summary of pre appointment remuneration and expenses

Description	Paid pre-appointment £	To be paid £
Pre appointment remuneration	nil	15,487
Legal fees	nil	2,264
Total	nil	17,751

Source: Joint administrator's records

I attach at Appendix 6 details showing my pre-appointment time costs incurred by category and staff grade at my firm and would comment on this as follows:

- Attending various meetings with the director to discuss the Company's financial position and the options available to it including details of the administration process.
- Assessing the Company's cash flow and forecasts and providing advice.
- Reviewing the draft notice of appointment and related documents, discussing with solicitors, arranging for amendments and signature by the director and arranging for documents to be filed in Court and served on necessary parties.
- Discussing the position with the Company's assets with GH&Co and instructing them to provide valuation advice following my appointment.

I also assisted the board of directors to take the appropriate steps to place the Company into administration. This task, together with some of the other tasks mentioned above 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.

In addition to my own time costs the expenses shown above were incurred:

- Ellisons Solicitors were instructed to prepare the appointment documents to place the Company into administration. They were instructed on a time costs basis and incurred £2,264 plus VAT for the pre-appointment work completed.

For the reasons given above I am satisfied that all of this work has helped towards achieving the statutory objectives and has not unnecessarily harmed the interests of creditors as a whole. Overall this work enabled me to determine that it was reasonably likely that the purpose of administration would be achieved and enabled me to consent to act as joint administrator.

Whilst an element of our pre appointment work and all or most of the legal expenses relate to the making of the appointment and do not require creditor approval it can be difficult to distinguish between that and other pre appointment work that does and so we have adopted a cautious approach and seek approval for all pre appointment remuneration and expenses. However, this does not form part of our formal proposals so is dealt with by seeking approval to a separate resolution.

If a creditors' committee is appointed it will be for the committee to approve payment of the pre-appointment fees and expenses that have not yet been paid. If a committee is not appointed then the pre administration costs that have not yet been paid will need to be approved by a separate decision from creditors.

10.2 Post appointment

Since I was appointed joint administrator I have carried out the work detailed in sections 4 and 5 above and undertaken routine statutory and compliance work such as filing documents relating to my appointment at Companies House, carrying out statutory advertising and sending initial notifications to HM Revenue & Customs, the Company's accountants and insurers etc. These are tasks that are required either by statute or regulatory guidance or are necessary for the orderly conduct of the proceedings and whilst they do not provide any direct benefit for creditors they still have to be carried out.

Our post appointment time costs and expenses are summarised below:

Figure 2: Summary of time costs, remuneration charged and category 2 expenses

Period 7 April 2022 to 12 May 2022	Hours	Time costs and expenses recorded £	Accrued	Amount charged £
Remuneration	300	83,961	n/a	83,961
Category 2 expenses				
- photocopying	n/a	nil	27	27
- mileage	n/a	nil	9	9
	<u>300</u>	<u>83,961</u>	<u>36</u>	<u>83,997</u>
Average rate per hour	£280			
<i>Source: Joint administrators' records</i>				

I propose that my remuneration be approved on a time costs basis for different categories of work as set out in the fee proposal attached as Appendix 7.

The estimate has been provided to creditors at an early stage in the administration of the case and before I have full knowledge of the case. Whilst all reasonable steps have been taken to make this estimate as accurate as possible it is based on my current knowledge of the case and my knowledge of acting as office holder in respect of cases of similar size and apparent complexity. As a result the estimate does not

take into account any unknown complexities or difficulties that may arise during the administration of the case.

If time costs incurred on the case exceed the estimate or are likely to exceed the estimate I will provide an explanation as to why that is the case and where appropriate seek a further resolution to an increase in the fee estimate. This may be necessary if our work leads to further areas of investigation, potential further asset recoveries and any associated legal action.

A detailed analysis of time costs and expenses for the period 7 April 2022 to 12 May 2022 is attached as Appendix 8. Our time costs include the following areas of work:

- Statutory matters including corresponding with creditors and preparing the joint administrators' proposals.
- Liaising with the Company's pre-appointment bank provider to request that the account be frozen and for any post appointment receipts received to be transferred to the administration account.
- Attending site to collect the Company's books and records, reviewing and listing these accordingly and obtaining access to its electronic accounting system and downloading all required information/reports.
- Corresponding with employees regarding their redundancies and assisting with the submission of their claims to the Redundancy Payments Service.
- Reviewing the relevant computer systems used by the Company to obtain copy invoices in respect of the outstanding debts owed and reviewing the position as to which debts are considered to be realisable etc.
- Liaising with GH&Co in respect of the Company's HP and unencumbered motor vehicles, plant and machinery and stock with regards to valuations and the subsequent sale and disposal of these.

If a creditors' committee is appointed it will be for the committee to approve our remuneration as joint administrators and category 2 expenses detailed in section 12 below. If a committee is not appointed then our remuneration and category 2 expenses will need to be approved by a separate decision from creditors.

10.3 Administration expenses

Attached at Appendix 9 is a statement of the expenses incurred in the administration during the period covered by this report. The major areas of expenditure and the reasons why these were incurred were:

- GH&Co are instructed on a percentage fee basis to provide valuation advice in relation to the Company's chattel assets and to assist with the subsequent sale and disposal of these. They will receive 15% of any realisations achieved from the sale of the Company's assets plus VAT and any sundry expenses. To date total surplus realisations of £36,366 have been achieved from the various sales detail in section 5 above meaning GH&Co's fees are currently £5,455 plus VAT with additional sundry expenses of £1,050 plus VAT.

- Ellisons Solicitors continue to be instructed to provide advice and assistance in respect of various matters including ensuring the filing of the appointment documents at the High Court and notification of the appointment to necessary parties. They continue to be instructed on a time costs basis and have outstanding costs of £795 plus VAT and disbursements of £50 to date.

Our choice of advisors was based on our perception of their experience and ability to perform the necessary work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

I propose that category 2 expenses, as detailed in the firm's charging and expenses recovery policy may be paid from asset realisations.

10.4 Further information

The relevant creditors' guide to administrators' fees in an administration which came into force in April 2021 and this firm's charging and expenses recovery policy can be found on our website www.mw-w.com by clicking on information hub and then fees and costs or a copy can be requested from this office. Our current charge out rates are director £490, associate director/licensed insolvency practitioner £470, associate £440, senior manager/manager £340-£380, assistant manager/senior professional £260-£320, administrator £210, assistant £170, assistant administrator £155 and trainee £85. Our charge out rates are reviewed annually and since 1 January 2003 have increased as detailed in our policy document.

I am required to inform you that I am bound by the Insolvency Code of Ethics and further information on this, complaints procedures, our data protection/privacy statement, provision of services information and other statutory regulatory information can also be found on our website by clicking on information hub and then key information for creditors.

11 Proposed exit route from administration

If, as anticipated, there are insufficient realisations to pay a dividend to unsecured creditors, or the funds available to unsecured creditors are only available from the prescribed part, 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.

12 Approval of proposals

I am not seeking a decision from creditors on whether or not to approve these proposals as the purpose of the administration of the Company is to realise property in order to make a distribution to one or more secured or preferential creditors of the Company. As a result whilst I am prohibited by the insolvency legislation from seeking a decision from creditors as to whether or not they approve these proposals because of an anomaly in the Insolvency Rules I will be seeking a decision from creditors to approve my remuneration and category 2 expenses.

However, a creditor, or creditors, whose debts amount to at least 10% of the total debts of the Company can require me to hold a decision procedure to enable creditors to consider whether or not to approve these proposals and/or to consider such other decision as they see fit. Such a request must be received by me within eight business days from the date these proposals are delivered to creditors. If creditors do not require

me to hold a decision procedure within that time period then these proposals will be deemed to have been approved.

There are no secured creditors of the Company and so once the realisations have been distributed to the preferential creditors the joint administrators propose to file the necessary form for the Company to be dissolved.

13 Investigation

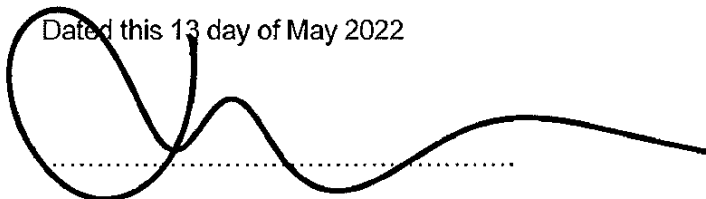
The joint administrators have a duty to investigate the Company's affairs and report on the conduct of the directors or any shadow directors and consider any areas of investigation for asset recoveries. I would be pleased to receive any information which may assist in this investigation.

14 Further information

In accordance with Rule 3.35(1)(e) of the Insolvency (England and Wales) Rules 2016 I can advise that these proposals are deemed delivered to creditors on 13 May 2022

Should you require any further information relating to these proposals or the administration of the company please do not hesitate to contact Jenny Randell on the telephone number shown in the covering letter enclosing these proposals.

Dated this 13 day of May 2022

A large, stylized handwritten signature in black ink, starting with a large loop and ending with a long horizontal stroke.

Jo Watts
Joint Administrator

McTear Williams & Wood Limited, Prospect House, Rouen Road, Norwich, NR1 1RE

Telephone: 01603 877540

Anglia Recovery Ltd

Joint administrators' proposals

The joint administrators propose that they:

- 1 Do all such things and generally exercise all their powers in order to achieve the purpose of the administration, preserve and where possible enhance the value of the assets in order to maximise realisations for the benefit of creditors generally.
- 2 Continue to realise all remaining assets for the benefit of creditors.
- 3 In the event that there are insufficient realisations to pay a dividend to unsecured creditors then it is proposed that the company be dissolved pursuant to paragraph 84 of Schedule B1 of the Insolvency Act 1986.
- 4 If no creditors' committee is appointed the joint administrator's remuneration be agreed on a time costs basis for different categories of work as set out in the fee proposal and expenses estimate attached as Appendix 7.
- 5 That category 2 expenses, which are payments to associates or which have an element of shared costs, may be paid from asset realisations in the administration in accordance with the firms charging and expenses recovery policy.

Dated this 13 day of May 2022

Jo Watts
Joint Administrator

Rule 3.30

Statement of affairs

Name of Company Anglia Recovery Ltd	Company number 06459794
In the High Court of Justice Business and Property Courts of England & Wales Insolvency and Companies List <small>(full name of court)</small>	Court case number CR-2022-001041

(a) Insert name and address
of registered office of the
company

Statement as to the affairs of (a) Anglia Recovery Ltd, Prospect House, Rouen Road, Norwich,
NR1 1RE

(b) Insert date

on the (b) 7 April 2022, the date that the company entered administration.

Statement of Truth

I believe that the facts stated in this statement of affairs are a full, true and complete statement of the affairs of the above named company as at (b) 7 April 2022 the date that the company entered administration. I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

Full name

Simon Paul Priest

Signed

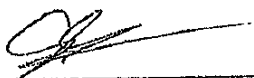
[Signature]

Dated

29/09/2022

A – Summary of Assets

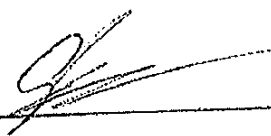
Assets	Book Value £	Estimated to Realise £
Assets subject to fixed charge:		
Motor vehicles subject to hire purchase	334,966	267,500
Amounts owed to Close Brothers Asset Finance	235,084	235,084
Surplus realisations carried down	99,882	32,416
Assets subject to floating charge:		
None		
Uncharged assets:		
Motor vehicles	48,922	20,000
Plant & machinery at Bowthorpe premises	12,591	4,000
Plant & machinery at Fakenham premises	12,642	Unknown
Office equipment, fixtures & fittings	3,821	Nil
Tyre stock	3,790	1,000
Book debts	134,305	45,867
Prepayments	11,591	Nil
Petty cash	1,700	Unknown
Estimated total assets available for preferential creditors	329,244	103,283

Signature  Date 29/04/2022

A1 – Summary of Liabilities

		Estimated to realise £
Estimated total assets available for preferential creditors (carried from page A)	£	103,283
Liabilities		
Ordinary Preferential creditors:-	(20,466)	
Employees (no.17)		
Estimated deficiency/surplus as regards ordinary preferential creditors	£	82,817
Secondary Preferential creditors:-		
HMRC	(61,700)	
Estimated deficiency/surplus as regards secondary preferential creditors	£	21,117
Estimated prescribed part of net property where applicable (to carry forward)	£ Nil	
Estimated total assets available for floating charge holders	£	21,117
Debts secured by floating charges	£ Nil	
Estimated deficiency/surplus of assets after floating charges	£	21,117
Estimated prescribed part of net property where applicable (brought down)	£ Nil	
Total assets available to unsecured creditors	£	21,117
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)	£	
Employees (no.17)	(221,482)	
Shortfall to floating charge holders (brought down)	(88,649)	
Estimated deficiency/surplus as regards creditors	Nil	
Issued and called up capital	£	(289,014)
Estimated total deficiency/surplus as regards members	£(100)	
	£	(289,114)

Signature



Date

29/04/2022

McTear Williams & Wood Limited
Anglia Recovery Ltd
Company Registered Number: 06459794
B - Company Creditors

Key	Name	Address	£
		397 Dereham Road, Costessey, Norwich, NR5 0SE	35.00
CA00	Autohouse		7,509.00
CA02	Automobile Association	Fanum House, Basing View, Basingstoke, RG21 4EA	234.00
CA03	AWG Windscreens Ltd	5 Shepherds Business Park, Norwich Road, Lenwade, NR9 5SG	5,680.00
CA07	Accruals		830.43
CB00	B C & R Car and Van Centre Ltd	3 Garrod Drive, Fakenham, NR21 8NN	277.76
CB01	Biffa Waste Services Ltd	Coronation Road, Cressex, High Wycombe, HP12 3TZ	16,319.88
CB02	Bollington Insurance Brokers Limited	Greystone House, Moss Lane, Altrincham, WA15 8HW	958.44
CB03	Bond International	1 General Street, Pocklington Industrial Estate, Pocklington, YO42 1NR	5,037.33
CB07	Barclays Bank Plc	Business Insolvency, 4 Picadilly Place, Whitworth Street, Manchester, M1 3BN	423.17
CC01	Charles Johnson Ltd	Unit 3, Beech Drive, Norwich, NR6 6RN	235,083.73
CC02	Close Brothers Asset Finance	Wimbledon Bridge House, 1 Hartfield Road, London, SW19 3RU	
		Security Given: Assets subject to Hire Purchase; Date Given: 30/10/2020; Amount: 235083.73	2,097.35
CD00	Drury's Vehicle Services Ltd	4 Cornish Way Business Park, Lynngate Industrial Estate, North Walsham, NR26 0FE	1,516.42
CE03	Euro Car Parts	Units 2&3, 53 Whiffier Road, Norwich, NR3 2AW	12,355.26
CE04	Employees		77.08
CF00	Fakenham Auto Centre	Unit 6B, Garrod Drive, Fakenham, NR21 8NN	171.60
CM00	M+A Partners	7 The Close, Norwich, NR1 4DJ	311.60
CO00	Opus Energy Ltd	Opus Energy House, 8-10 The Lakes, Northampton, NN4 7YD	1,490.01
CP02	NEST	Nene Hall, Lynch Wood Business Park, Peterborough, PE2 6FY	114.00
CP03	Peninsula Group Limited	Victoria Place, Manchester, M4 4FB	153,917.62
CS02	Stenprop Industrials 6 Limited	Kingsway House, Haviland Street, St Peter Port, Guernsey, GU1 2QE	135.88
CT00	Thurlow Nunn Ltd	11 Campbells Meadow, Hardwick Road, Kings Lynn, PE30 4YN	18,400.00
CW00	Mr C Wood	6 Norway Close, Heacham, Kings Lynn, PE31 7AJ	5,886.82
CW01	Wensum Valley Investments	67 Rudham Stile Lane, Fakenham, NR21 8JW	58.76
CW03	Wrightpart Ltd	26 Morgan Way, Norwich, NR5 9JJ	96,759.51
CZ00	*Redundancy Payments Service	Redundancy Claims, PO Box 16685, Birmingham, B2 2LX	61,699.76
CZ01	HM Revenue & Customs	Debt Management, Insolvency Claims Handling Unit, BX9 1SR	

Signature




IPS SQL Ver. 2015.09

29 April 2022 10:07

McTear Williams & Wood Limited
Anglia Recovery Ltd
Company Registered Number: 06459794
B - Company Creditors

Key	Name	Address	£
26 Entries Totalling			627,380.41

Signature 
Page 2 of 4

Anglia Recovery Ltd (in administration)**Company information**

- 1 Company number** 06459794
- 2 Date of incorporation** 27 December 2007
- 3 Trading name(s)** None

4 Directors

Name	Appointed	Resigned	Shares held
Simon Price	28 August 2021	Still in office	100 ordinary £1
Andrew Wood	27 December 2007	28 August 2021	None

5 Company secretary(s)

Name	Appointed	Resigned	Shares held
Colin Wood	27 December 2007	28 March 2020	None

6 Shareholders

	Shares held
Simon Price	100 ordinary £1

7 Capital**Authorised:** 100 ordinary £1 shares**Issued and fully paid:** 100 ordinary £1 shares**8 Business
Addresses****Trading addresses:**

Units 21 and 36-37,
Morgan Way,
Bowthorpe Employment
Area, Norwich,
NR5 9JJ

AND

8 George Edwards Road,
Fakenham, NR21 8NL

Registered office:

Prospect House, Rouen
Road, Norwich, NR1 1RE
(changed on 12 April 2022
From 36-37 Morgan Way,
Bowthorpe Employment
Area, Norwich, NR5 9JJ)

9 Accounts

Period ended	Turnover	Gross profit/ (loss)	Directors' remuneration	Net profit (loss) after tax	Dividends	Balance on profit and loss a/c
	£000	£000	£000	£000	£000	£000
31/03/2020	1,017	354	13	23	37	92
31/03/2019	1,249	449	11	58	36	106
31/03/2018	1,108	395	9	73	nil	84
31/03/2017	1,087	350	21	42	nil	40

10 Reasons for failure

- Impact of Covid-19 on ability to trade resulting in heavy reduction of work volumes leading to impact on cashflow.
- Dispute with largest break down client Green Flag over revised rates and subsequent reduction by the client of the area covered by the Company for recoveries.
- Increasing overheads including staff costs, large rent arrears and increase in fuel costs.

Anglia Recovery Ltd
(In Administration)
Joint Administrators' Summary of Receipts & Payments
To 13/05/2022

S of A £	£	£
ASSET REALISATIONS		
Book Debts	5,068.33	
Cash at Bank	6,809.98	
		11,878.31
		11,878.31
REPRESENTED BY		
Estate bank a/c - non interest bearing		11,878.31
		11,878.31

Time Entry - Detailed SIP9 Time & Cost Summary

ANGL2608 - Anglia Recovery Ltd
 From: 01/01/2022 To: 07/04/2022
 Project Code: PRE

Classification of Work Function	Directors	Associates & Managers	Assistant Mgrs & Snr professionals	Case Administrators	Assistants & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
109 : Standard pre appointment work	0.00	18.70	13.40	3.70	0.00	35.80	13,419.00	374.83
Admin & Planning	0.00	18.70	13.40	3.70	0.00	35.80	13,419.00	374.83
600 : Case specific	0.00	2.00	0.00	0.00	0.00	2.00	880.00	440.00
Case Specific Matters	0.00	2.00	0.00	0.00	0.00	2.00	880.00	440.00
307 : Chattel	0.00	2.70	0.00	0.00	0.00	2.70	1,188.00	440.00
Realisation of Assets	0.00	2.70	0.00	0.00	0.00	2.70	1,188.00	440.00
Total Hours	0.00	23.40	13.40	3.70	0.00	40.50	15,487.00	382.40
Total Fees Claimed							0.00	

Fee proposal and expenses estimate for the administration

1 Introduction

Insolvency legislation allows us to draw our remuneration as a fixed fee, a percentage of realisations or based on time costs. In this case we propose that our remuneration be fixed by reference to time costs as set out at section 2.

2 Time cost basis fee

I am required to provide a fee estimate for my remuneration to be based on time costs for the whole appointment from beginning to end which I have done at Figure 1 below. However, no two jobs are identical and issues are often encountered that cannot reasonably be foreseen so this may need to be updated as the case progresses.

Figure 1: Fee estimate

Insolvency practitioner fee estimate	Hours	Average rate £	Cost £
Admin and planning			
Post appointment bank account	13	280	3,644
Appointment formalities	50	315	15,774
Checklists & IPS diary	15	265	3,975
Case strategy & reviews	25	308	7,693
Case progression meetings	18	330	5,937
Fees & billing	5	318	1,590
Closing formalities	13	298	3,880
Bonding & pre appointment insurance	3	390	1,170
	<u>142</u>	<u>307</u>	<u>43,663</u>
Creditors			
Shareholders	-	-	-
Secured	-	-	-
Preferential – adjudicate, declare & pay	9	308	2,770
Unsecured – general correspondence	17	262	4,455
Committee	-	-	-
Employees & RPS	47	234	10,979
Landlords	-	-	-
Unsecured – adjudicate, declare & pay	-	-	-
Pension	10	233	2,330
Reporting to creditors	50	277	13,873
VAT/Tax	-	-	-
	<u>133</u>	<u>259</u>	<u>34,407</u>
Investigations			
SIP 2/CDDA	29	233	6,760
Books & records	40	234	9,366
Investigating potential claims	12	352	4,220

	81	251	20,346
Realisation of assets			
Debtors	47	274	12,878
Business sale	-	-	-
Insurance	14	325	4,556
Chattel	50	393	19,632
Property	13	382	4,968
ROT claims	-	-	-
Pre appointment bank account	8	346	2,769
Directors' loan account	-	-	-
PPI & similar claims	-	-	-
Pension/life policies	-	-	-
VAT/Tax	7	303	2,120
Civil recovery action & litigation	-	-	-
	139	338	46,923
Total insolvency practitioner fee	495	294	145,339
<p>Note: Our actual time costs may be more or less than shown in the individual categories shown above and are provided for illustrative purposes only. It is the total costs that we seek approval for.</p>			

Our fee estimate is based on past experience of time costs incurred in similar cases. It may be higher than the estimated asset realisations shown on the directors' statement of affairs but the total acts as a cap on the fees that can be taken on a time costs basis without further approval we have tried to be realistic and to avoid having to seek further approval later on.

The routine work we have/will carry out are the entries ticked at Figure 3. This work is required either by statute, best practice or to practically administer the case in order to discharge our statutory obligations, maximise asset realisations and if there are sufficient funds pay a dividend to creditors.

3 Explanation of work to be undertaken and why it is necessary

Whilst I have provided a comprehensive list of the work that we may undertake I am also required to explain why it needs to be done, whether it is anticipated that the work will provide a financial benefit to creditors and if so what. If the work provides no financial benefit I am required to state that it is required by statute as follows.

Administration and planning: 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: I am required by legislation to report to the Department for Business, Energy & Industrial Strategy on the conduct of the directors and the work to enable me to comply with this statutory obligation is of no direct benefit to creditors, although it may identify potential recovery actions.

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.

Realisation of Assets: This is the work that needs to be undertaken to protect and then realise the known assets in the case. If this work is undertaken, the office holder anticipates that the assets will realise the estimated to realise amounts provided to creditors.

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 Service (RPS). That work will include dealing with queries received from both the ex-employees and the RPS 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 to 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 and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

We consider the estimated time costs we will incur in undertaking these tasks in this case will be £145,339 at a "blended" rate of £294 per hour which is a fair and reasonable reflection of the work necessarily undertaken when compared to charges made by other insolvency practitioner firms and the Official Receiver in similar cases.

4 Expenses

We are required to provide an estimate of the likely expenses that we will incur. Expenses are any payments from the estate that are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements which are payments first met by the office holder and then reimbursed to the office holder from the estate. Expenses are divided into those that do not need approval before they are charged to the estate (Category 1) and those that do (Category 2). Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder. These expenses are recoverable in full from the estate and can be paid without the prior approval of creditors

either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced. Category 2 expenses are payments to associates or which have an element of shared costs. These expenses are recoverable in full from the estate but require creditors approval.

Figure 2: Expenses estimate

Expenses estimate	Cost £
Category 1 and expenses charged to the case	
Statutory advertising	190
Bordereau	240
Post appointment insurance costs	500
Post appointment contractors paid	450
Post appointment rent costs	2,300
Searches and Court fees	55
Stationery and postage	75
Storage/archiving costs	95
Agents fees	9,500
Legal fees	10,000
	<hr/>
	23,405
Category 2	
Photocopying	60
Travel/mileage	50
	<hr/>
	110
	<hr/>

The estimated agents fees relate to the work being completed by GH&Co in respect of valuation advice and assistance in dealing with the sale of the Company's chattel assets.

The estimated legal fees are in relation to anticipated advice required in respect of various statutory investigation matters. These could identify potential claims to be pursued which may require further legal action and I have also included this as part of the estimate provided.

5 Fee resolution

We intend to put the following decision to creditors "that the joint administrators' remuneration be fixed by reference to time properly spent by the insolvency practitioners and their staff in attending to matters as set out in the fee estimate for the administration". Details of our charge out rates and further helpful information about the work we do can be found on our website at www.mw-w.com by clicking on information hub.

Figure 3: Routine work

Admin and planning

Statutory and compliance

- Collating initial information to enable us to carry out our statutory duties including creditor information, details of assets and other information.
- Providing initial statutory notifications of our appointment to the Registrar of Companies, clients, creditors, other stakeholders and advertising our appointment.
- Submitting initial notifications to HM Revenue & Customs.
- Ensuring compliance with statutory obligations arising from the Insolvency Act 1986 within the relevant timescales.
- Arranging for the redirection of the Company's mail.
- Completing closing formalities.

Post appointment bank account

- Setting up estate bank account.
- Preparing and processing vouchers for the payment of post appointment invoices.
- Creating remittances and sending payments to settle post appointment invoices.
- Reconciling post appointment bank accounts.

Checklists & IPS diary

- Use of multiple checklists and standard and modified diaries on our case management software.

Case progression meetings

- Formulating, monitoring and reviewing case strategy and meetings with Internal and external parties to agree the same.
- Briefing staff on the case strategy and matters in relation to various work streams.
- Regular reviews of progress and case management including team update meetings and calls.
- Reviews, routine correspondence and other work.
- Allocating and managing staff/case resourcing and reviews.
- Documenting strategy decisions.

Fees & Billing

- Preparation of our fee and expenses estimate.
- Seeking a decision from creditors to fix the basis of remuneration.
- Reviewing time costs data and producing analysis of time incurred which is compliant with Statement of Insolvency Practice 9.

Bonding

- Arranging bonding and, if necessary, reviewing the adequacy of the bond on a quarterly basis.

Note: Insolvency practitioners when appointed to act must have in place a bond which contains provisions whereby a surety or cautioner undertakes to be jointly or severally liable for losses in relation to the insolvent.

Creditors

Shareholders

- Providing notification of appointment and reports to shareholders.
- Responding to enquiries from shareholders.

Secured

- Issuing our initial letter to secured creditors to obtain information and copy charges.
- Considering background to charge and which assets are covered.
- Calculation of the prescribed part and estimated outcomes.
- Agreeing secured creditors claims including checking the validity of security
- Reporting on progress of administration.

Preferential – adjudicate, declare & pay

- Agreeing preferential creditors' claims
- Issuing notice of intended dividend, declaring dividend and making payment.
- Accounting to HM Revenue & Customs for tax.

Unsecured – general correspondence

- Seeking to pass resolutions by correspondence and convening and preparing for meetings of creditors if requested.
- Creating and updating the list of unsecured creditors.
- Responding to enquiries from creditors regarding submission of their claims.
- Reviewing completed forms submitted by creditors, recording claim amounts and maintaining claim records.

Committee

- Forming a creditors' committee, reporting and liaising as necessary.

Employees & RPS

- Dealing with queries from employees regarding various matters relating to their employment if applicable.
- Issuing claim information to employees and assisting employees to complete online applications.

- Correspondence with employees to establish pay during notice period.
- Dealing with statutory employment related matters including obtaining information from Company records, statutory notices to employees and making statutory submissions to the relevant government departments if applicable.
- Reviewing employment contracts.
- Liaising with Job Centre Plus, union representatives and payroll providers.
- Administering the Company's payroll including associated taxation and other deductions and preparing PAYE and NIC returns where applicable.
- Preparing payroll payments for retained staff, dealing with salary related queries and confirming payments with the employee's banks.
- Communicating and corresponding with HM Revenue & Customs.
- Dealing with issues arising from employee redundancies including statutory notifications and liaising with the Redundancy Payments Service if applicable.
- Agreeing employees claims to claims paid by Redundancy Payments Service.
- Managing claims from employees if applicable.
- Processing and agreeing Redundancy Payments Service claims.

Landlords

- Dealing with landlord's claims for arrears of rent, loss of future rent and dilapidations.

Unsecured – adjudicate & pay

- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.
- Agreeing client/unsecured claims.
- Corresponding with rejected claims.
- Dealing with disputed claims which would materially affect the dividend to other creditors.
- Issuing a notice of intended dividend and placing an appropriate gazette notice.
- Calculating, declaring and paying a dividend to creditors.

Pension

- Requesting information from pension company and establishing if any claims.
- Collating information and reviewing the Company's pension schemes where applicable.
- Ensuring compliance with our duties to issue statutory notices.
- Calculating employee pension contributions and review of pre-appointment unpaid contributions if applicable.
- Communicating with employees' representatives concerning the effect of the insolvency on pensions.

Reporting to creditors

- Preparing statutory receipts and payment accounts.
- Preparing progress reports to members and creditors and filing with Court/Registrar as appropriate.

Investigations

SIP 2/ CDDA

- Reviewing pre appointment transactions.
- Reporting on the director's conduct to the Insolvency Service.
- Reviewing the questionnaires submitted by the directors of the Company.

Books & records

- Locating relevant Company books and records, arranging for their collection, listing records and dealing with ongoing storage.
- Collating information from the Company's records regarding assets and /or investigations.

Investigating potential claims

- Identifying possible causes of action which could lead to a return to creditors.
- Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties such as banks, accountants, solicitors etc.
- Considering and discussing merits of potential claims with solicitors.
- Identifying heads of claims.
- Interrogating the books and records to provide evidence, meetings with the directors over a number of months to negotiate a settlement of the claims.
- Instructing solicitors to advise on the merits of the claim and if appropriate to commence action on the claim.
- Preparing documents of solicitors and editing draft witness statements and reviewing other documents.

Realisation of assets

Debtors

- Reviewing outstanding debtors and agreeing debt collection strategy.
- Liaising with Company credit control staff and communicating with debtors.
- Reconciling the sales ledger control account.
- Locating and copying invoices.
- Researching queries identified by debtors and agreeing to credit notes and/or disputing the queries.
- Seeking legal advice in relation to book debt collections if applicable.
- Considering merits of taking legal action and pursuing as appropriate, considering or providing further evidence as required.

- Reviewing the inter-company debtor position between the Company and other group companies if applicable.
- Identifying and realising debts that are not trade debts or director loan accounts, if shown on the statement of affairs.

Business sale

- Planning the strategy for the sale of the business and assets including instruction and liaison with professional advisers.
- Collating relevant information and drafting information memorandum in relation to the sale of the Company's business and assets and advertising the business for sale if applicable.
- Identifying interested parties by reference to information provided by the directors, our own contacts and research of interested buyers.
- Sending out memorandums to interested parties and collating return of confidentiality letters.
- Chasing up interest and sending additional information.
- Dealing with queries from interested parties and managing the information flow to potential purchasers if applicable.
- Managing site visits with interested parties, fielding due diligence queries and maintaining a record of interested parties if applicable.
- Consideration of offers.
- Carrying out sale negotiations with interested parties if applicable.
- Instructing solicitors to draft sale and purchase agreement.
- Issuing press releases and posting information on our website/IP-bid as appropriate.
- Addressing potential ROT claims arising and other contract specific matters in the sale and purchase agreement.
- Agreeing and signing documents, monitoring the terms of sale and collecting the consideration.

Insurance

- Arranging ongoing insurance for the Company's business and assets.
- Liaising with post appointment insurance brokers to provide information, assess risks and ensure appropriate cover in place.
- Reviewing whether any insurance premiums due.
- Assessing the level of insurance premiums.

Chattel

- Liaising with agents regarding the sale of assets.
- Dealing with any third party claims.

Property

- Reviewing the Company's leasehold properties including review of leases if applicable.
- Communicating with landlords regarding rent, property occupation and other issues if applicable.
- Performing land registry searches if applicable.
- Securing, insuring and making ready for sale.

- Instructing agents to market, reviewing marketing materials and considering the most appropriate method of sale.
- Instructing solicitors.
- Liaising with secured creditors.
- Dealing with tenants and utility companies.
- Considering offers and negotiating heads of terms for sale.
- Consider, review and amend sale contracts.
- Dealing with rating authorities, planning issues and environmental issues.
- Reviewing completion statement, paying fees and costs of solicitors and agents and secured creditors' claims.

ROT claims

- Receiving and responding to claims from creditors that claim to have retained title to goods supplied.
- Establishing terms of business and assets on site.

Pre appointment bank account

- Liaising with the bank regarding transfer of funds and the closure of pre appointment bank accounts.
- Dealing with the Company's pre appointment account.

Directors' loan account

- Quantifying, agreeing and collecting monies owed by directors, if shown on the statement of affairs.

Bank miss-selling claims & similar

- Reviewing potential claims and instructing agents as necessary.

Assets not on statement of affairs

- Dealing with assets identified following appointment which were not detailed on the statement of affairs.

VAT & tax

- Gathering initial information from the Company's records in relation to taxation.
- Corresponding with the Company's former accountants, HM Revenue & Customs and directors to understand and obtain copies of the previous tax returns and accounts.
- Calculating and claiming VAT bad debt relief.
- Calculating and claiming corporation tax terminal loss relief if applicable.
- Reviewing the Company's pre-appointment corporation tax and VAT position.
- Analysing and considering the tax effects of various sale options, tax planning for efficient use of tax assets and to maximise realisations.
- Analysing VAT related transactions.

- Dealing with post appointment tax returns and compliance.
- Prepare or instruct accountants to prepare tax returns to reclaim tax.

Trading

Strategy and management

- Monitoring and controlling the day to day trading of the business.
- Preparing cash flow statements to monitor the cash position.
- Securing petty cash on site and monitoring spend.
- Dealing with issues in relation to stock and other assets required for trading.
- Monitoring ongoing trading including attending site.
- Attending to supplier and customer queries and correspondence.
- Dealing with hauliers to ensure ongoing services.
- Ensuring ongoing provision of emergency and other essential services to site.
- Ongoing health and safety compliance.
- Dealing with landlord and property issues.
- General management and supervision of trading carried out by our staff based on site.
- Compliance with legal and licensing obligations and ongoing monitoring.
- To do all such other things as may be necessary or expedient for the management of the affairs, business and property of the company.

Employees

- 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.

Utilities/purchases

- Attending to supplier and customer queries and correspondence.
- Raising, approving and monitoring purchase orders and setting up control systems for trading.
- Negotiating and making direct contact with various suppliers as necessary to provide additional information and undertakings, including agreeing terms and conditions in order to ensure continued support.

Sales/contracts

- Communicating and negotiating with customers regarding ongoing supplies including agreeing terms and conditions.

Time Entry - Detailed SIP9 Time & Cost Summary

ANGL2608 - Anglia Recovery Ltd
From: 07/04/2022 To: 12/05/2022
Project Code: POST

Classification of Work Function	Directors	Associates & Managers	Assistant Mgrs & Snr professionals	Case Administrators	Assistants & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
103 : Post appointment bank account	0.00	2.00	0.40	0.30	0.50	3.20	1,144.50	357.66
113 : Appointment formalities	0.20	7.20	35.10	2.80	2.10	47.40	15,303.50	323.91
114 : Checklists & IPS diary	0.00	1.00	3.50	3.40	0.50	8.50	2,325.00	273.53
115 : Case strategy & reviews	0.00	7.90	6.50	3.80	0.00	18.20	6,223.00	341.92
117 : Case progression meetings	0.00	1.00	1.10	1.00	1.00	4.10	1,146.00	279.51
118 : Fees & billing	0.00	0.10	0.00	0.00	0.00	0.10	38.00	380.00
120 : Bonding and pre appt insurance	0.00	0.30	1.00	0.10	0.00	1.40	456.00	325.71
Admin & Planning	0.20	19.50	47.60	11.40	4.20	82.90	26,686.00	321.91
506 : Unsecured - general correspondence	0.00	1.20	0.40	1.70	0.90	4.20	1,162.00	276.67
508 : Employees & RPS	0.00	6.40	3.40	1.20	30.00	40.80	8,415.00	206.25
513 : Pension	0.00	0.40	1.40	0.60	4.20	6.60	1,377.00	208.64
514 : Reporting to creditors	0.00	1.60	22.90	12.40	1.60	38.50	10,719.00	278.42
Creditors	0.00	9.60	28.10	15.90	36.70	90.10	21,673.00	240.54
202 : SIP2 / CDDA	0.00	0.80	0.80	0.00	16.80	18.40	3,236.00	175.87
204 : Books and records	0.00	2.50	10.70	5.50	15.40	34.10	7,451.50	218.52
Investigations	0.00	3.30	11.50	5.50	32.20	52.50	10,687.50	203.57
301 : Debtors	0.00	1.00	12.60	12.90	0.00	26.50	7,202.00	271.77
306 : Insurance	0.00	0.60	10.10	0.20	0.00	10.90	3,556.00	326.24
307 : Chattel	0.00	18.30	10.90	1.40	0.20	30.80	12,264.00	398.18
308 : Property	0.00	0.00	1.80	0.10	0.00	1.70	533.00	313.53
311 : Pre appointment bank account	0.00	0.10	3.10	0.00	0.80	4.00	1,135.00	283.75
320 : VAT / Tax	0.00	0.00	0.70	0.00	0.00	0.70	224.00	320.00
Realisation of Assets	0.00	20.00	39.00	14.60	1.00	74.60	24,914.00	333.97
Total Hours	0.20	52.40	126.20	47.40	74.10	300.10	83,960.50	279.78
Total Fees Claimed							0.00	

Time Entry - SIP9 Time & Cost Summary
Category 2 Disbursments

ANGL2608 - Anglia Recovery Ltd
Project Code: POST
From: 07/04/2022 To: 12/05/2022

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
30/04/2022	Quarterly Mileage charges - 01.02.22 - 30.04.22	8.84
11/04/2022	Photocopying	27.45
	Total	36.09

Appendix 9

Anglia Recovery Ltd (in administration)

Statement of accrued expenses for the period 7 April 2022 to 12 May 2022

Nature of expense	Details	Amount of accrued expense £
Professional fees		
George Hazell & Co	Agents/valuers fees	6,505
Ellisons Solicitors	Legal fees and disbursements	845
		<hr/>
		7,350
		<hr/>
Sundry expenses		
Statutory advertising		94
Storage/archiving costs		95
Searches and Court fees		3
Post-appointment contractors		450
		<hr/>
		642
		<hr/>
Category 2 expenses		
Photocopying		27
Mileage		9
		<hr/>
		36
		<hr/>
		8,028
		<hr/>

Notice of invitation to form a creditors' committee

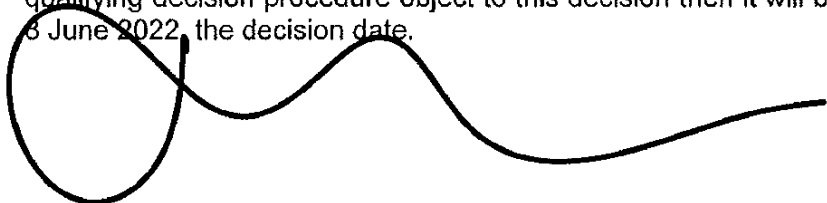
Anglia Recovery Ltd (in administration)
In the High Court of Justice No CR-2022-001041

Formerly known as: N/A
Trading as: N/A
Company number: 06459794

NOTICE IS GIVEN by Jo Watts and Andrew McTear to the creditors of the above named company that the following decision required by Rule 3.39 of The Insolvency (England and Wales) Rules 2016 is sought by way of a deemed consent procedure:

- 1 Creditors are invited to determine whether a creditors' committee should be established. In this case a decision by deemed consent is being proposed that a creditors' committee should not be established. It is open to creditors to object to that decision as set out in the explanatory notes below.

Please note that unless 10% in value of the creditors who would be entitled to vote at a qualifying decision procedure object to this decision then it will be automatically approved on 8 June 2022, the decision date.



13 May 2022

Jo Watts
IP number: 23310
Joint Administrator

Explanatory notes

- a If you object to the decision being sought and you do wish to form a committee or nominate any person to act as a member of the committee creditors, including small debts of £1,000 or less, must write to me either by email to objections@mw-w.com or by post to McTear Williams & Wood Limited, Prospect House, Rouen Road, Norwich, NR1 1RE so that it is received by no later than 23.59 hours on 8 June 2022, the decision date, together with proof of their debt, without which their objection will be invalid.
- b Any creditors who have previously opted out from receiving documents in respect of the insolvency proceedings are entitled to object to the decision provided they have lodged proof of their debt.
- c Creditors should note that it is my responsibility as the convener of the procedure to determine whether any objections received are requisite for the deemed consent procedure to end without the decision being made. If requisite objections are received then I will write to creditors to seek approval for this decision by a qualifying decision procedure.
- d Creditors have the right to appeal a decision of the convener made under Chapter 8 of Part 15 of the Insolvency (England and Wales) Rules 2016 about creditors' voting rights and majorities, by applying to Court under Rule 15.35 of the Insolvency (England and Wales) Rules 2016 within 21 days of 8 June 2022, the decision date.
- e Creditors may, within five business days of delivery of this notice to them, request a physical meeting of creditors be held to determine the outcome of the decision. Any request for a physical meeting must be accompanied by valid proof of their debt (if not already lodged). A meeting will be convened if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."
- f In view of the restrictions around Covid-19 only the convener will be able to physically attend the meeting and everyone else will only be able to attend remotely.

- g A committee may be formed if a minimum of three and a maximum of five creditors are willing to become members.
- h Nominations can only be accepted for a creditor to become a member of the committee if they are an unsecured creditor and have lodged a proof of their debt that has not been disallowed for voting or dividend purposes.
- i The specified date for receipts of nominations for creditors to act as a member of the committee under Rule 3.39 of the Insolvency (England and Wales) Rules 2016 is 8 June 2022, the decision date.
- j Further information on the rights, duties and functions of a committee is available in a booklet published by the Association of Business Recovery Professionals (R3). This booklet can be accessed at www.mw-w.com by clicking on information hub and then key information for creditors. If you require a hard copy please contact Jenny Randell on 01603 877548.

Creditors requiring further information regarding the above should contact Jenny Randell at McTear Williams & Wood Limited, Prospect House, Rouen Road, Norwich, NR1 1RE or by telephone on 01603 877548 or by email at jennyrandell@mw-w.com.

Notice to unsecured creditors of decisions by correspondence

Anglia Recovery Ltd (in administration)
In the High Court of Justice No CR-2022-001041

Formerly known as: N/A
Trading as: N/A
Company number: 06459794

NOTICE IS GIVEN by Jo Watts and Andrew McTear to the unsecured creditors of decisions required under Rules 3.52 and 18.18 of the Insolvency (England and Wales) Rules 2016 on the following matters:

- 1 That the joint administrators' pre appointment remuneration and costs, the details of which are set out in the joint administrators' proposals, be approved.
- 2 That the joint administrators' remuneration be fixed by reference to time properly spent by the insolvency practitioners and their staff in attending to matters as set out in the fee estimate for the administration in figure 1.
- 3 That the joint administrators be permitted to recover category 2 expenses.

The final date for votes is 8 June 2022, the decision date.



13 May 2022

Jo Watts
IP number: 23310
Joint Administrator

Explanatory notes

- a In order for their votes to be counted creditors, including small debts of £1,000 or less, must submit to me their completed voting form so that it is received at McTear Williams & Wood Limited, Prospect House, Rouen Road, Norwich, NR1 1RE by no later than 23.59 hours on 8 June 2022. It must be accompanied by proof of their debt, (if not already lodged). Failure to do so will lead to their vote being disregarded.
- b Creditors must lodge proof of their debt (if not already lodged) at the offices of McTear Williams & Wood Limited, Prospect House, Rouen Road, Norwich, NR1 1RE by no later than 23.59 on 8 June 2022, without which their vote will be invalid.
- c Any creditors who have previously opted out from receiving documents in respect of the insolvency proceedings are entitled to vote on the decision(s) provided they have lodged proof of their debt.
- d When considering decisions regarding the approval of my remuneration if I only receive votes from creditors who I consider may be associates of mine under the provision of Statement of Insolvency Practice 9 these will be relied upon.
- e Creditors may, within five business days of delivery of this notice to them, request a physical meeting of creditors be held to determine the outcome of the decision(s). Any request for a physical meeting must be accompanied by valid proof of their debt (if not already lodged). A meeting will be convened if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."
- f Creditors have the right to appeal a decision of the convener made under Chapter 8 of Part 15 of the Insolvency (England and Wales) Rules 2016 about creditors' voting rights and majorities, by applying to

Court under Rule 15.35 of the Insolvency (England and Wales) Rules 2016 within 21 days of 8 June 2022, the decision date.

Creditors requiring further information regarding the above should contact Jenny Randell at McTear Williams & Wood Limited, Prospect House, Rouen Road, Norwich, NR1 1RE or by telephone on 01603 877548 or by email at jennyrandell@mw-w.com.

Claim and voting form

Anglia Recovery Ltd (in administration)
In the High Court of Justice No CR-2022-001041

Decision date: 8 June 2022

Name of Creditor _____

Address _____

Amount of claim £ _____

Please vote on each decision

That the joint administrators' pre appointment remuneration and costs, the details of which are set out in the joint administrators' proposals, be approved.

FOR/AGAINST*

That the joint administrators' remuneration be fixed by reference to time properly spent by the insolvency practitioners and their staff in attending to matters as set out in the fee estimate for the administration in figure 1.

FOR/AGAINST*

That the joint administrators be permitted to recover category 2 expenses.

FOR/AGAINST*

* delete as applicable

Signature _____ Date _____

Name in CAPITAL LETTERS _____
Position with creditor or relationship to creditor or other authority for signature

Rule 14.4 PROOF OF DEBT - GENERAL FORM

**In the matter of Anglia Recovery Ltd (in administration)
and in the matter of The Insolvency Act 1986**

Date of administration order - 7 April 2022

1.	Name of creditor (if a company please also give company registration number)	
2.	Address of creditor for correspondence	
3.	Telephone number of creditor	
4.	Email address of creditor	
5.	Total amount of claim, including any Value Added Tax as at the date the company went into administration. Less: any payments made after that date in relation to the claim; any deductions for discounts (except a discount for immediate or early settlement) which would have been available but for the insolvency proceedings; and any adjustment as a result of set-off. Total claim, including VAT.	£ £ £
6.	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 their discretion as may the chair or convenor of any decision procedure].	
7.	If amount in 5 above includes outstanding uncapitalised interest please state amount.	£
8.	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form).	

9.	Particulars of any security held, the value of the security, and the date it was given.	£
10.	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
11.	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	
	Date	