

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 1 0 6 4 8 4 4 1

Company name in full Hartham Group Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Paul Robert

Surname Appleton

### 3 Liquidator's address

Building name/number 29th Floor

Street 40 Bank Street

Post town London

County/Region

Postcode E 1 4 5 N R

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up

### 6 Period of progress report

From date	<sup>d</sup> 0	<sup>d</sup> 6	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2
To date	<sup>d</sup> 0	<sup>d</sup> 5	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3

### 7 Progress report

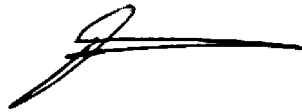
☒ The progress report is attached

### 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 0	<sup>d</sup> 6	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3
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**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

Company name **Begbies Traynor (London) LLP**

Address

**29th Floor****40 Bank Street**

Post town

**London**

County/Region

Postcode

**E 1 4 5 N R**

Country

DX

Telephone

**020 7400 7900****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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

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## **Hartham Group Limited (In Creditors' Voluntary Liquidation)**

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Progress report

Period: 6 January 2022 to 5 January 2023

### **Important Notice**

This progress report has been produced solely to comply with my statutory duty to report to creditors and members of the Company on the progress of the liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced, or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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# 1. INTERPRETATION

<b><u>Expression</u></b>	<b><u>Meaning</u></b>
"the Company"	Hartham Group Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidator on 6 January 2020.
"the liquidator", "I", "My" and "Me"	Paul Robert Appleton of Begbies Traynor (London) LLP, 29th Floor, 40 Bank Street, London, E14 5NR
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

# 2. COMPANY INFORMATION

Trading name(s):	None
Company registered number:	10648441
Company registered office:	c/o Begbies Traynor (London) LLP, 29th Floor, 40 Bank Street, London, E14 5NR
Former trading address:	Hartham Park, Hartham Lane, Corsham, SN13 0RP

# 3. DETAILS OF APPOINTMENT OF LIQUIDATOR

Date winding up commenced:	6 January 2020
Date of liquidators' appointment:	6 January 2020
Changes in liquidator (if any):	None

## 4. PROGRESS DURING THE PERIOD

### Receipts and Payments

Attached, at Appendix 1, is my abstract of receipts and payments for the period from 6 January 2022 to 5 January 2023, which is further explained below:

#### Receipts

##### **VAT Bad Debt Relief**

The sum of £49,645.02 has been recovered from HM Revenue and Customs ("HMRC") in respect of the VAT Bad Debt Relief claim previously submitted.

##### **Gross Bank Interest**

Interest earned on the funds in hand during the year under review amounts to £2.49.

#### Payments

##### **Office Holders Fees**

During this period, £42,000 has been drawn in respect of Office Holder's Remuneration.

##### **Agents/ Valuers Fees**

The sum of £700 plus VAT has been paid to Courts Trustees Limited for its assistance with the application to the Redundancy Payments Office ("RPO") in respect of employees' unpaid pension contributions.

### **What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to creditors?**

As you will recall from my previous progress report, the liquidation remained open whilst I awaited payment of a VAT Bad Debt Relief claim submitted to HMRC, and whilst I continued to liaise with agents regarding the application to be made to the RPO in respect of employees' unpaid pension contributions. As referred to above, I am pleased to confirm that payment in respect of the VAT Bad Debt Relief claim has now been received from HMRC. I am, however, continuing to liaise with the agents instructed to assist with the application to the RPO, on behalf of employees, in respect of unpaid pension contributions. I am advised that the application has now been successfully submitted to the RPO and I, therefore, now await confirmation that the claim has been processed and settled by the RPO.

In addition to the above, it has been necessary to complete all statutory and general case administration and progression work. This includes, but is not limited to, bank reconciliations, case reviews, preparation and filing of annual progress reports, general correspondence with interested parties as and when necessary, etc.

Details of the types of work that generally fall into the headings mentioned below are available on my firm's website - <http://www.begbies-traynorgroup.com/work-details>. Under the following headings I have explained the specific work that has been undertaken on this case in this period. Not every piece of work has been described, but I have sought to give a proportionate overview, which provides sufficient detail to allow creditors to understand what has been done, why it was necessary, and what financial benefit (if any) the work has provided to creditors.

The costs incurred in relation to each heading are set out in the Time Costs Analysis, which is attached at Appendix 2. There is an analysis for the period of the report and also an analysis of time spent on the case since the date of my appointment.

The details below relate to the work undertaken in the period of this report only. My previous reports contain details of the work undertaken in previous periods since my appointment.

#### General case administration and planning

I am required to maintain records to demonstrate how the case is administered, and to document any decisions that materially affect the case. Regular reviews have been undertaken in order to ensure case progression and that the files are kept up to date.

Whilst this does not benefit creditors financially, it is necessary to ensure the efficient and compliant progression of the liquidation, which ensures that work is carried out to high professional standards.

#### Compliance with the Insolvency Act, Rules and best practice

As an Insolvency Practitioner, I am governed by the Insolvency Act and Rules, together with following best practice guidelines known as Statements of Insolvency Practice. I have certain statutory obligations and duties to fulfil whilst in office, which include preparing and circularising annual progress reports to relevant parties, and regularly reviewing and maintaining adequate bond cover.

This work does not benefit creditors financially but is necessary in accordance with the Insolvency Act, Rules and best practice.

#### Dealing with all creditors' claims (including employees), correspondence and distributions

Time has been spent dealing with creditor queries as and when required. This time will generally include queries received via telephone, email and post.

The work carried out in this respect will only lead to a financial benefit to creditors where there are sufficient funds for a distribution.

#### Other matters which include seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedures), tax, litigation, pensions, and travel

This work generally includes the submission of periodic VAT and Corporation Tax returns in order to reclaim monies for the estate and/or pay any amounts due to HMRC.

As referred to above, I have also continued to liaise with HMRC on a regular basis in respect of the claim for VAT Bad Debt Relief. As stated above, a total of £49,646.20 has now been successfully recovered in this respect.

In addition, I have continued to liaise with the agents instructed to assist with an application to be made to the Redundancy Payments Office, on behalf of employees, in respect of unpaid pension contributions.

## 5. ESTIMATED OUTCOME FOR CREDITORS

Details of the estimated sums owed to each class of the Company's creditors were provided in the Director's statement of affairs.

On the basis on realisations to date, it is unlikely that a dividend will be paid to any class of creditor.

#### **Secured creditors**

The Company has no secured creditors.



### **Preferential creditors**

Preferential claims of employees for arrears of wages and holiday pay were estimated as uncertain per the Director's statement of affairs. I subsequently assisted various former employees with their claims against the RPO. I am yet to receive a claim from the RPO. However, once received, I anticipate that a proportion of the RPO claim will rank preferentially, as will a proportion of any employees' balancing claims.

### **Unsecured creditors**

Claims of 9 unsecured creditors totalling £2,893,842 have been received compared to that of 17 creditors totalling £2,842,203 that were disclosed on the Director's estimated statement of affairs.

### **Prescribed Part for unsecured creditors pursuant to Section 176A of the Act**

Section 176A of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the liquidator must make a prescribed part of the Company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts.

To the best of my knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and, consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property is available for distribution to the unsecured creditors.

## **6. REMUNERATION**

My remuneration was fixed, by a decision of the creditors obtained at a virtual meeting held on 6 January 2020, by reference to the time properly given by me (as liquidator) and the various grades of my staff, calculated at the prevailing hourly charge out rates of Begbies Traynor (London) LLP, in attending to matters arising in the winding up, as set out in the fees estimate dated 23 December 2019, in the sum of £96,562.00.

I am also authorised to draw expenses, including category 2 expenses.

My time costs for the period from 6 January 2022 to 5 January 2023 amount to £12,806.50 which represents 37.7 hours at an average rate of £339.69 per hour.

My cumulative time costs for the period from 6 January 2020 to 5 January 2023 amount to £50,722.50 which represents 165.50 hours at an average rate of £306.48 per hour.

The following further information in relation to my time costs is set out at Appendix 2:

- ☐ Time Costs Analysis for the period 6 January 2022 to 5 January 2023; and
- ☐ Cumulative Time Costs Analysis for the period from 6 January 2020 to 5 January 2023.

To 5 January 2023, I have drawn the total sum of £42,000 on account of my remuneration, against total time costs of £50,722.50.

The current hourly charge-out rates applicable to this appointment, which are charged in units of 6 minutes exclusive of VAT, are as follows:

	£
Senior / Managing Partners	550
Partners/Office holders	495
Managers / Senior Managers	350 - 395
Senior Administrators	220 - 295
Administrators	160 - 200
Cashiers and Assistants	150 - 295
Support Staff	120 – 150

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2021' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at [www.begbies-traynor.com/creditorsguides](http://www.begbies-traynor.com/creditorsguides). Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

### **Time Costs Analysis**

The Time Costs Analysis for the period of this report, attached at Appendix 2, shows the time spent by each grade of staff on the different types of work involved in the case and gives the total costs and average hourly rate charged for each work type. An additional analysis is also attached, which details the time costs for the entire period for which I have administered the liquidation.

Please note that each analysis provides details of the work undertaken by me and my staff following my appointment only.

As can be concluded from the information above, the level of my approved remuneration has been sufficient to cover the costs of the liquidation and I am pleased to report that I do not anticipate seeking any increase or amendment to my approved remuneration basis if matters progress to conclusion as envisaged.

### **Work undertaken prior to appointment**

In addition to the post appointment remuneration, the costs relating to work undertaken prior to my appointment in assisting with the preparation of the Director's estimated statement of affairs and seeking the decisions of creditors on the nomination of liquidators were approved by the creditors during the virtual meeting held on 6 January 2020 and were drawn in the first year of the liquidation.

## **7. LIQUIDATOR'S EXPENSES**

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. A cumulative statement showing the total expenses incurred since the date of my appointment also appears at Appendix 3.

### **Expenses actually incurred compared to those that were anticipated**

Creditors will recall that I estimated that the expenses of the liquidation would total £377.60.

As detailed in my previous progress report, this estimate had been exceeded due to increased statutory advertising and bonding costs, and unforeseen agent's costs in relation to the sale of the Company's assets.

As you will note from the statements of expenses, further agent's costs have been discharged during this period. This relates to agent's assistance with the application to the RPO in respect of employees' unpaid pension contributions, which was not included in the initial estimate of expenses, but subsequently became necessary to incur.

## 8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

**What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?**

The case currently remains open while I await confirmation that the claim submitted to the RPO in respect of employees' unpaid pension contributions has been processed and settled.

**How much will this further work cost?**

The costs of completing this remaining work are expected to be minimal and, in any event, are not expected to exceed the fee estimate previously approved by creditors.

### **Expenses**

Any further expenses incurred in connection with the work remaining to be done are expected to be nominal.

**What is the anticipated payment for administering the case in full?**

I estimated that the cost of administering the case would be in the region of £96,562.00, and subsequently you have provided approval for me to draw my remuneration up to that level. However, as you are aware, due to the fact that there are limited assets, the remuneration that I can draw is limited to the amount that is realised for the assets, less any costs incurred in realising those assets. At this stage in the liquidation, I can estimate that total remuneration drawn will be in the region of £51,300.

However, please note that should there be additional or unexpected asset realisations, I will look to draw my remuneration from those too, capped at the level approved by creditors.

## 9. OTHER RELEVANT INFORMATION

### **Connected party transactions**

There have not been any sales of the Company's assets to connected parties during the period of this report.

### **Use of personal information**

Please note that in the course of discharging my statutory duties as liquidator, I may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, I am required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to my use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact me.

## 10. CREDITORS' RIGHTS

### **Right to request further information**

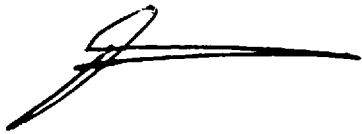
Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that I provide further information about my remuneration or expenses which have been incurred during the period of this progress report.

### **Right to make an application to court**

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, the basis fixed for my remuneration is inappropriate.

## 11. CONCLUSION

I will report again in approximately twelve months' time or at the conclusion of the liquidation, whichever is the sooner.

A handwritten signature in black ink, appearing to be 'Paul Appleton', with a long horizontal stroke extending to the right.

**Paul Appleton**  
Liquidator

Dated: 6 January 2023

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 6 January 2022 to 5 January 2023

	<u>Estimated</u> <u>to realise</u> £	<u>Realised</u> <u>to date</u> £	<u>Year End</u> <u>05-Jan-23</u>
Balance brought forward			2,374.54
<b><u>Receipts</u></b>			
Office Equipment	Nil	50.00	-
Computer Equipment	100.00	260.00	-
Investments	Uncertain	10.00	-
Cash at Bank	104.00	-	-
Book Debts	34,097.00	778.97	-
VAT Bad Debt Relief		49,645.02	49,645.02
VAT Refund	Uncertain	-	-
Rent Deposit	Nil	-	-
Contribution	-	10,052.40	-
Gross Bank Interest	-	3.06	2.49
		60,799.45	52,022.05
<b><u>Payments</u></b>			
Statement of Affairs Fee		7,500.00	-
Petitioner's Costs		902.40	-
Professional Fees		125.00	-
Agent's Fees		950.00	700.00
Office Holder's Remuneration		42,000.00	42,000.00
		51,477.40	42,700.00
<b>Receipts less Payments</b>		<u>9,322.05</u>	<u>9,322.05</u>
<b>Represented by:-</b>			
Balance at Bank			<u>9,322.05</u>
			<u>9,322.05</u>

## **COSTS AND EXPENSES**

- a. Time Costs Analysis for the period from 6 January 2022 to 5 January 2023; and
- b. Cumulative Time Costs Analysis for the period from 6 January 2020 to 5 January 2023

SIP9 Hartham Group Limited - Creditors Voluntary Liquidation - 23H1006.CVL : Time Costs Analysis From 06/01/2022 To 05/01/2023

Staff Grade		Consultant/Partner	Director	Snr Mngr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning		1.9								1.9	855.00	450.00
	Administration		1.6	0.8					10.3		12.7	2,581.00	203.23
	Total for General Case Administration and Planning:		3.5	0.8					10.3		14.6	3,436.00	235.34
Compliance with the Insolvency Act, Rules and best practice	Appointment												0.00
	Banking and Bonding		0.9	0.5					0.8	2.4	4.6	1,082.50	235.33
	Case Closure												0.00
	Statutory reporting and statement of affairs	3.0	3.6	0.9							7.5	3,625.50	483.40
	Total for Compliance with the Insolvency Act, Rules and best practice:	3.0	4.5	1.4					0.8	2.4	12.1	4,708.00	389.09
Investigations	CDDA and investigations												0.00
	Total for Investigations:												0.00
Realisation of assets	Debt collection												0.00
	Property, business and asset sales												0.00
	Retention of Title/Third party assets												0.00
	Total for Realisation of assets:												0.00
Trading	Trading												0.00
	Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured												0.00
	Others			0.3							0.3	118.50	395.00
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:			0.3							0.3	118.50	395.00
Other matters which includes meetings, tax, litigation, pensions and travel	Seeking decisions of creditors												0.00
	Meetings												0.00
	Other		4.0								4.0	1,800.00	450.00
	Tax	3.0	1.1	0.2	0.8				1.6		6.7	2,744.00	409.55
	Litigation												0.00
	Total for Other matters:	3.0	5.1	0.2	0.8				1.6		10.7	4,544.00	424.67
	Total hours by staff grade:	6.0	13.1	2.7	0.8				12.7	2.4	37.7		
	Total time cost by staff grade £:	3,300.00	5,895.00	1,066.50	280.00				1,905.00	360.00		12,806.50	
	Average hourly rate £:	550.00	450.00	395.00	350.00	0.00	0.00	0.00	150.00	150.00			339.69
	Total fees drawn to date £:											42,000.00	

SIP9 Hartham Group Limited - Creditors Voluntary Liquidation - 23H1006.CVL : Time Costs Analysis From 06/01/2020 To 05/01/2023

Staff Grade		Consultant/Partner	Director	Snr Mngr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning		1.9		1.5		5.4	11.9			20.7	4,952.50	239.25
	Administration	0.3	1.6	0.8	1.7			3.3	10.5		18.2	3,898.50	214.20
	Total for General Case Administration and Planning:	0.3	3.5	0.8	3.2		5.4	15.2	10.5		38.9	8,851.00	227.53
Compliance with the Insolvency Act, Rules and best practice	Appointment			0.1			0.3	13.4			13.8	2,348.00	170.14
	Banking and Bonding		0.9	0.9	0.5		1.1		0.8	6.2	10.4	2,443.00	234.90
	Case Closure												0.00
	Statutory reporting and statement of affairs	3.0	3.6	0.9			5.7	0.3			13.5	5,355.00	396.67
	Total for Compliance with the Insolvency Act, Rules and best practice:	3.0	4.5	1.9	0.5		7.1	13.7	0.8	6.2	37.7	10,146.00	268.12
Investigations	CDDA and investigations	1.0					16.8				17.8	5,506.00	309.33
	Total for Investigations:	1.0					16.8				17.8	5,506.00	309.33
Realisation of assets	Debt collection	7.0			0.1		2.3				9.4	4,563.50	485.48
	Property, business and asset sales						4.4				4.4	1,298.00	295.00
	Retention of Title/Third party assets												0.00
	Total for Realisation of assets:	7.0			0.1		6.7				13.8	5,861.50	424.75
Trading	Trading												0.00
	Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured												0.00
	Others			1.2	1.2		11.5	5.5			19.4	5,431.50	279.97
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:			1.2	1.2		11.5	5.5			19.4	5,431.50	279.97
Other matters which includes meetings, tax, litigation, pensions and travel	Seeking decisions of creditors												0.00
	Meetings						0.1	4.6			4.7	821.50	174.79
	Other		4.0		0.3						4.3	1,905.00	443.02
	Tax	12.0	1.1	3.9	5.2		5.1		1.6		28.9	12,200.00	422.15
	Litigation												0.00
	Total for Other matters:	12.0	5.1	3.9	5.5		5.2	4.6	1.6		37.9	14,926.50	393.84
	Total hours by staff grade:	23.3	13.1	7.8	10.5		52.7	39.0	12.9	6.2	165.5		
	Total time cost by staff grade £:	12,798.50	5,895.00	3,081.00	3,787.50		15,546.50	8,616.00	1,935.00	1,063.00		50,722.50	
	Average hourly rate £:	549.29	450.00	395.00	360.71	0.00	295.00	169.64	150.00	171.45			306.48
	Total fees drawn to date £:											42,000.00	



## STATEMENT OF EXPENSES

Period: 6 January 2022 to 5 January 2023

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Agent's Fees	Courts Trustees Ltd	700.00	700.00	nil

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# CUMULATIVE STATEMENT OF EXPENSES

Period: 6 January 2020 to 5 January 2023

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Agent's Fees	Courts Trustees Ltd	700.00	700.00	nil
Statutory Advertising	Courts Advertising Limited	276.00	nil	276.00
Bonding	AXA	118.00	nil	118.00
Agent's Fees	Peter Davies & Sons Limited	250.00	250.00	nil