

# Liquidator's Progress Report

# S.192

Pursuant to Sections 92A and 104A and 192  
of the Insolvency Act 1986

To the Registrar of Companies

Company Number

00851572

Name of Company

Arlington Electrical Limited

I / We

Julie Anne Palmer, Units 1-3 Hilltop Park, Devizes Road, Wiltshire, SP3 4UF

Francis Gavin Savage, 8a Carlton Crescent, Southampton, Hampshire, SO15 2EZ

the liquidator(s) of the company attach a copy of my/our Progress Report  
under section 192 of the Insolvency Act 1986.

The Progress Report covers the period from 01/03/2016 to 28/02/2017

Signed



Date

9.5.17

Begbies Traynor (Central) LLP  
Units 1-3 Hilltop Business Park  
Devizes Road  
Salisbury  
Wiltshire  
SP3 4UF

Ref: AR230MVL/JAP/FGS/NRA/JXR

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COMPANIES HOUSE

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## **Arlington Electrical Limited (In Members' Voluntary Liquidation)**

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Progress report

Period: 1 March 2016 to 28 February 2017

### **Important Notice**

This report has been produced solely to comply with our statutory duty to report to members of the Company pursuant to Section 92A of the Insolvency Act 1986. This report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by 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"	Arlington Electrical Limited (In Members' Voluntary Liquidation)
"the liquidators", "we", "our" and "us"	Julie Anne Palmer of Begbies Traynor (Central) LLP, Units 1-3 Hilltop Business Park, Devizes Road, Salisbury, Wiltshire, SP3 4UF and Francis Gavin Savage of Begbies Traynor (Central) LLP, 8a Carlton Crescent, Southampton, Hampshire, SO15 2EZ
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016 (as amended)
"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 creditors	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):	N/A
Company registered number:	00851572
Company registered office:	65 St Edmunds Church Street, Salisbury, Wiltshire, SP1 1EF
Former trading address:	Unit 2 Guards Avenue, The Village, Caterham, CR3 5XL

## 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	1 March 2016
Date of liquidators' appointment:	1 March 2016
Changes in liquidator (if any):	None

## 4. PROGRESS DURING THE PERIOD

### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 1 March 2016 to 28 February 2017.

We trust the content of Appendix 1 is self-explanatory.

The liquidators' outstanding fee of £1,000 is to be paid and the balance of funds will then be distributed to shareholders.

**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?**

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

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached.

#### General case administration and planning

Dealing with day-to-day case administration, reviewing and responding to case correspondence, maintaining case files, filing emails and letters, and progressing case matters generally.

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

Recording receipts and payments, reconciling the client account, carrying out periodic case reviews, updating the case checklist and diary, preparing and filing statutory reports and returns.

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

Time recorded to this heading relates to calculating and issuing distributions to shareholders.

#### Other matters which includes meetings, tax, litigation, pensions and travel

Time recorded to this heading relates to completing/filing tax returns and liaising with HMRC.

## 5. CREDITORS

As in any liquidation, in a members' voluntary liquidation creditors are required to prove their claims and the liquidators must examine the proofs and the particulars of the claims and admit them, in whole or in part, or reject them. The liquidators must then settle the priorities of the creditors (as between secured, preferential and unsecured creditors) before paying them in full with statutory interest.

The statement of assets and liabilities embodied within the declaration of solvency sworn by the director indicated that there were no outstanding creditors.

## 6. DISTRIBUTIONS TO MEMBERS

- 8 March 2016 David Ginn £520,000
- 18 April 2016 David Ginn £3,500

## 7. REMUNERATION & DISBURSEMENTS

Our remuneration has been fixed by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP, in attending to matters arising in the liquidation subject to us having agreed that our remuneration shall not exceed the sum of £2,500 in circumstances where the value of time given by us and our staff in attending to matters arising in the winding up exceeds this sum.

We are also authorised to draw disbursements for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy, details of which were sent to the members of the Company when written resolutions, including the special resolution that the Company be wound up voluntarily, were circulated and which is attached at Appendix 2 of this report.

Our time costs for the period from 1 March 2016 to 28 February 2017 amount to £3,121.00 which represents 16.3 hours at an average rate of £191.47 per hour.

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

- ☐ Time Costs Analysis for the period 1 March 2016 to 28 February 2017
- ☐ Begbies Traynor (Central) LLP's charging policy

To date, we have drawn the total sum of £1,500.00 plus disbursements of £160.00 on account.

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. Please note that the analysis provides details of the work undertaken by us and our staff following our appointment only.

## 8. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3.

## 9. MEMBERS' RIGHTS

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a member or members of the Company with at least 5% of the voting total rights of all the members having the right to vote at general meetings of the Company (or any member or members with less than 5% of the total voting rights, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

Pursuant to Rule 18.34 of the Rules, within 8 weeks of receipt of this progress report any member or members of the Company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company (or any member, or members with less than 10% of the total voting rights, but with

the permission of the Court) may 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 our remuneration is inappropriate.

## 10. CONCLUSION

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

**Julie Palmer**  
Joint Liquidator

Dated: 19 April 2017

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 1 March 2016 to 28 February 2017

	£	£
<b>ASSET REALISATIONS</b>		
Tax Refund	500.96	
Cash at Bank	528,475.81	
Bank Interest Gross	<u>1.92</u>	
		528,978.69
<b>COST OF REALISATIONS</b>		
Pre-Liquidation Fee	931.50	
Liquidation Fee	568.50	
Liquidation Expenses	160.00	
Accountancy Fees	1,410.00	
Statutory Advertising	<u>169.20</u>	
		-3,239.20
<b>DISTRIBUTIONS</b>		
Ordinary Shareholders	<u>523,500.00</u>	
		-523,500.00
		<u><b>2,239.49</b></u>
<b>REPRESENTED BY</b>		
Bank 1 Current		1,591.65
Vat Control Account		647.84
		<u><b>2,239.49</b></u>

## TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy; and
- b. Time Costs Analysis for the period from 1 March 2016 to 28 February 2017

## **BEGBIES TRAYNOR CHARGING POLICY**

### **INTRODUCTION**

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of a solvent estate and seeks member approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to members regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance<sup>1</sup> requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where member approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. Best practice guidance<sup>2</sup> indicates that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

### **OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF SOLVENT ESTATES**

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

### **EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF SOLVENT ESTATES**

Best practice guidance classifies expenses into two broad categories:

- *Category 1 disbursements (approval not required)* - specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- *Category 2 disbursements (approval required)* - items of expenditure that are directly related to the case which include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party.

(A) The following items of expenditure are charged to the case (subject to approval):

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 (London £150) per meeting;
- Car mileage is charged at the rate of 45 pence per mile;
- Storage of books and records (when not chargeable as a *Category 1 disbursement*) is charged on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates.

(B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 disbursement*.

<sup>1</sup> Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales

<sup>2</sup> Ibid 1

- Telephone and facsimile
- Printing and photocopying
- Stationery

### **HOURLY CHARGE OUT RATES**

	<b>Standard 1 May 2011 – until further notice Regional</b>
Partner	395
Director	345
Senior Manager	310
Manager	265
Assistant Manager	205
Senior Administrator	175
Administrator	135
Trainee Administrator	110
Support	60 - 110

[illegible]

## STATEMENT OF LIQUIDATORS' EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Accountancy fees	S Nunn Limited	1,410.00	1,410.00	0.00
Statutory advertising	Courts Advertising	169.20	169.20	0.00
Expenses incurred with entities within the Begbies Traynor Group ( <i>for further details see Begbies Traynor Charging Policy</i> )				
Liquidators' expenses	Begbies Traynor Insurance Bond	160.00	160.00	0.00