

LIQ03

Notice of progress report in voluntary winding up



Companies House

MONDAY



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23/09/2019

#44

COMPANIES HOUSE

1 Company details

Company number 0 2 5 6 8 6 4 8
Company name in full Colin Francis Builders Limited

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

2 Liquidator's name

Full forename(s) David
Surname Butler

3 Liquidator's address

Building name/number Fieldstead Insolvency Limited
Street PO Box 1081
Post town Aylesbury
County/Region Buckinghamshire
Postcode H P 2 0 9 L L
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.

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Period of progress report

From date	d	1	d	5	m	1	m	1	y	2	y	0	y	1	y	7
To date	d	1	d	4	m	1	m	1	y	2	y	0	y	1	y	8

7

Progress report

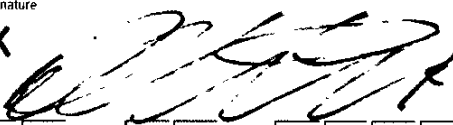
☒ The progress report is attached

8

Sign and date

Liquidator's signature

Signature

X  X

Signature date

d	1	d	6	m	0	m	9	y	2	y	0	y	1	y	9
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Notice of progress report in voluntary winding up



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	David Butler
Company name	Fieldstead Insolvency Limited
Address	Fieldstead Insolvency Limited PO Box 1081
Post town	Aylesbury
County/Region	Buckinghamshire
Postcode	H P 2 0 9 L L
Country	
DX	
Telephone	01296 433303



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Annual Progress Report

COLIN FRANCIS BUILDERS LIMITED (IN CREDITORS VOLUNTARY LIQUIDATION)

This report has been prepared for the sole purpose of updating the creditors for information purposes. 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 for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

David Andrew Butler was appointed Liquidator of Colin Francis Builders Limited on 15 November 2016. The affairs, business and property of the Company is managed by the Liquidator. The Liquidator contracts without personal liability.

Annual Progress Report of Colin Francis Builders Limited (in Creditors Voluntary Liquidation)

Content

- Executive Summary
- Administration and Planning
- Enquires and Investigations
- Realisation of Assets
- Creditors
- Fees and Expenses
- Creditors' Rights
- EC Regulations
- General Data Protection Regulations

Appendices

- Appendix I - Statutory Information
- Appendix II - Receipts and Payments account for the period 15 November 2017 to 14 November 2018 ('the Review Period') and the period 15 November 2016 to 14 November 2018 ('the Liquidation')
- Appendix III - Detailed list of work undertaken in the Review Period
- Appendix IV - Time costs summary for the Review Period, cumulative & comparison with estimate
- Appendix V - Expenses summary for the Review Period, cumulative & comparison with estimate
- Appendix VI - Privacy Notice

EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

Assets

Asset	Estimated to realise per Statement of Affairs	Realisations to date £	Anticipated future realisations £	Total anticipated realisations
Plant and Machinery	1000	1300	Nil	1300
Motor Vehicles	6000	7500	Nil	7500
Book Debts	3154	2528	Nil	2528
Cash at Bank	17977	17965	Nil	17965
Total	28131	29293	Nil	29,293

Expenses

Expense	Amount per fees and expenses estimates	Expenses incurred to date £	Anticipated further expense to closure £	Total anticipated expense £
Liquidator's fees	17,453	17,508	3,000	3,000
Liquidator's disbursements	734	520	110	630
Agent/Valuer's fees	2,280	1,880	Nil	1,880
Book Debt Collection fee	315	Nil	90	90
Total	20,791	19,908	3,200	5,600

Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	N/A	N/A
Preferential creditors	N/A	N/A
Unsecured creditors	N/A	?

Summary of key issues outstanding

- Distribution to unsecured creditors
- Circulation of reports to members and creditors and completion of administrative tasks to bring this matter to a conclusion.

Closure

It is intended that this matter will be concluded in the upcoming months, pending completion of the administrative tasks listed above.

ADMINISTRATION AND PLANNING

Statutory information

Statutory information may be found at Appendix I.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which

Annual Progress Report of Colin Francis Builders Limited (in Creditors Voluntary Liquidation)

ensures that work is carried out to high professional standards. A detailed list of these tasks may be found at Appendix III.

The Liquidator has met his statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

Other administration tasks

During the Review Period, the following material tasks in this category were carried out:

- Case reviews; and
- Planning

ENQUIRES AND INVESTIGATIONS

During the Review Period, the Liquidator has carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the directors by means of questionnaires and interviews, making enquiries of the Company's accountants, reviewing information received from creditors and collecting and examining the Company's bank statements, accounts and other records.

The directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information obtained from this process enabled the Liquidator to meet his statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment revealed matters that the Liquidator considered merited further investigations. However, sufficient documentary evidence was not available to progress a claim. Therefore, the investigations have been concluded.

REALISATION OF ASSETS

There have been no further asset realisations during the Review Period. For details of all assets realised during the Liquidation, please revert to my previous annual report.

PAYMENTS

Specific Bond

During the Review Period, the Liquidator has paid £288 relating to specific bond which the Liquidator is required to obtain by statute.

Statutory Advertising

The Liquidator has paid £314 in respect of statutory advertising costs during the Review Period.

CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidators have had to carry out key tasks which are detailed in the list at Appendix III. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Secured creditors

The Company did not grant any charges over its assets.

Preferential creditors

There are no preferential creditors in this matter.

Unsecured creditors

The unsecured creditors as per the Statement of Affairs totalled £115,467. Claims have been received from 33 creditors, at a sum of £156,829 and 1 creditor with a claim totalling £2,160 on the Statement of Affairs has yet to submit a claim.

It was estimated that £58 was owed to Mr Francis in respect of his loan account. A claim of £395.60 has been received.

HM revenue & Customs was shown to be owed £6,783.45. A claim of £22,520.35 has been received, related mainly to tax incurred in respect of the Construction Industry Scheme.

Dividend prospects

It is likely that a small dividend will be paid to unsecured creditors in due course.

As no charges had been granted, there was no outstanding liability to the charge holder and therefore no requirement to make a provision for the prescribed part in this Liquidation.

FEES AND EXPENSES

Pre-Appointment Costs

A fixed fee of £5,000 plus VAT and disbursements was agreed and paid by the Company prior to the passing of the winding up resolutions.

The Liquidator's fee

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and/or a partner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager and/or partner.

The basis of the Liquidator's fee was approved by creditors on 21 February 2017 in accordance with the following resolution:

"That the Liquidator's fees should be drawn pursuant to Rule 4.127(2)(b) of the Insolvency Rules 1986, by reference to the time properly spent by the Liquidator and his staff in attending to matters arising in the Liquidation and is authorised to draw fees and disbursements (including those as categorised in the Statement of Insolvency Practice 9, Category 2) generally on account at his discretion to be paid out of the assets as an expense of the Liquidation"

The time costs for the Review Period total £3,741.50, representing 15.10 hours at an average hourly rate of £247.78. The time costs for the Review Period are detailed at Appendix IV.

The time costs for the Liquidation total £18,511.50, representing 71.70 hours at an average hourly rate of £247.78. The time costs for the Liquidation are detailed at Appendix V.

It is my intention to write to creditors to seek further approval in relation to my fees.

Disbursements

The category 1 disbursements for the Review Period total £602 are detailed at Appendix VI and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment. Please note that this figure incorporates the professional cost detailed below.

The category 2 disbursements for the Review Period total Nil and these may include an element of overhead charges in accordance with the resolution passed by creditors at the meeting held on 21 February 2017. The basis of calculation of this category of disbursement was disclosed to creditors prior to the resolution being passed and is also detailed at Appendix VI.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at www.fieldstead.co.uk. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

CREDITORS' RIGHTS

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the Court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to Court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to Court within the same time limit.

EC REGULATIONS

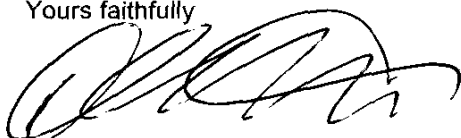
The Company's centre of main interest was at c/o Units 7-8, Manor Courtyard, Aston Sandford, Buckinghamshire HP17 8JB and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

GENERAL DATA PROTECTION REGULATIONS ('GDPR')

GDPR requires that individuals whose data is being held be contacted and provided with information about their rights. A privacy notice is attached.

Should you have any queries please contact my colleague, Navjeet Mann, at this office.

Yours faithfully



David Andrew Butler
Liquidator

Enc

David Andrew Butler is licensed to act as an Insolvency Practitioner in the UK by the Insolvency Practitioners Association and is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

Appendix I

Annual Progress Report of Colin Francis Builders Limited (in Creditors Voluntary Liquidation)

Statutory Information

Company Name	Colin Francis Builders Limited
Former Trading Name	N/A
Company Number	02568648
Registered Office	c/o 1 Radian Court, Knowhill, Milton Keynes MK5 8PJ
Former Registered Office	Units 7-8, Manor Courtyard, Aston Sandford, Buckinghamshire HP17 8JB
Officeholders	David Andrew Butler
Officeholders address	c/o Fieldstead Insolvency LLP, Barclays House, Gatehouse Way, Aylesbury HP19 8DB
Date of appointment	15 November 2016
Changes to Officeholder	N/A

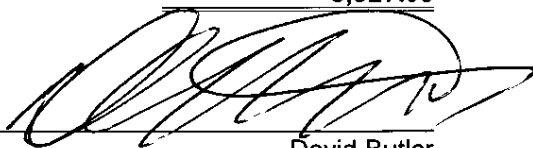
Annual Progress Report of Colin Francis Builders Limited (in Creditors Voluntary Liquidation)

Appendix II

**Colin Francis Builders Limited
(In Liquidation)**

LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

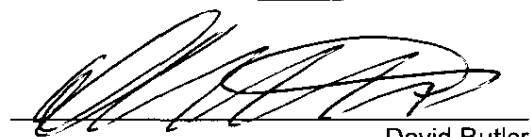
	From 15/11/2017 To 14/11/2018 £	From 15/11/2016 To 14/11/2018 £
RECEIPTS		
Plant & Equipment	0.00	1,300.00
Motor Vehicles	0.00	7,500.00
Book Debts	0.00	2,527.76
Cash at Bank	0.00	17,964.83
Vat Receivable	567.50	2,510.41
Vat Payable	0.00	1,760.00
	567.50	33,563.00
PAYMENTS		
Specific Bond	0.00	288.00
Office Holders Fees	2,812.50	17,507.50
Agents/Valuers Fees (1)	0.00	1,880.00
Storage Costs	53.70	53.70
Statutory Advertising	82.55	314.09
Trade & Expense Creditors	0.00	0.00
Director's Loan Account	0.00	0.00
HM Revenue & Customs - VAT	0.00	0.00
HM Revenue & Customs - PAYE & CIS	0.00	0.00
Ordinary Shareholders	0.00	0.00
Vat Receivable	589.75	4,008.66
Vat Payable	0.00	584.00
	3,538.50	24,635.95
BALANCE - 14 November 2018		8,927.05


 David Butler
 Liquidator

**Colin Francis Builders Limited
(In Liquidation)**

LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

	From 15/11/2016 To 14/11/2018 £	From 15/11/2016 To 14/11/2018 £
RECEIPTS		
Plant & Equipment	1,300.00	1,300.00
Motor Vehicles	7,500.00	7,500.00
Book Debts	2,527.76	2,527.76
Cash at Bank	17,964.83	17,964.83
Vat Receivable	2,510.41	2,510.41
Vat Payable	1,760.00	1,760.00
	<u>33,563.00</u>	<u>33,563.00</u>
PAYMENTS		
Specific Bond	288.00	288.00
Office Holders Fees	17,507.50	17,507.50
Agents/Valuers Fees (1)	1,880.00	1,880.00
Storage Costs	53.70	53.70
Statutory Advertising	314.09	314.09
Trade & Expense Creditors	0.00	0.00
Director's Loan Account	0.00	0.00
HM Revenue & Customs - VAT	0.00	0.00
HM Revenue & Customs - PAYE & CIS	0.00	0.00
Ordinary Shareholders	0.00	0.00
Vat Receivable	4,008.66	4,008.66
Vat Payable	584.00	584.00
	<u>24,635.95</u>	<u>24,635.95</u>
BALANCE - 14 November 2018		<u><u>8,927.05</u></u>


 David Butler
 Liquidator

Appendix III

Detailed list of work undertaken during the Review Period

Below is detailed information about the tasks undertaken by the Liquidator.

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Requesting bank statements Bank account reconciliations Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Books and records / storage	Dealing with records in storage Sending job files to storage
Reports	Preparing annual progress reports to members and creditors
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees with queries
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case.

Support staff include cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Director (IP)	385.00
Director (Non IP)	275.00
Administrator	165.00
Cashier	165.00

Annual Progress Report of Colin Francis Builders Limited (in Creditors Voluntary Liquidation)

Appendix IV

Time cost information for period 15 November 2017 to 14 November 2018 and cumulative

Appendix V

Time costs summary for the Review Period, cumulative & comparison with estimate

	Original fees estimate			Actual time costs incurred during the Review Period			Total time costs incurred to date		
Work category	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	33.20	231.84	7,697.00	6.90	299.20	2,064.50	31.60	271.67	8,585.00
Realisation of assets	5.80	283.79	1,646.00	0.00	0.00	0.00	8.80	261.82	2,304.00
Creditors (claims and distribution)	22.70	234.56	5,324.50	7.20	193.33	1,392.00	18.90	245.95	4,648.50
Investigations	13.00	214.23	2,785.00	0.50	185.00	92.50	11.20	233.21	2,612.00
Case Specific Matters	Nil	Nil	Nil	0.50	385.00	192.50	1.20	301.67	362.00

Annual Progress Report of Colin Francis Builders Limited (in Creditors Voluntary Liquidation)

Appendix VI

Expenses summary for the Review Period, cumulative & comparison with estimate for Colin Francis Builders Limited in Creditors' Voluntary Liquidation

Below are details of the Liquidators' expenses for the period under review and the total to date.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess
Category 1 Expenses				
Agents' and Valuers' fees and disbursements	2,280	-	1880	Not applicable
Bonding	288	288	288	Not applicable
Storage Costs	56	53.70	53.70	Not applicable
Statutory Advertising	380	314	314	Not applicable
Debt Collectors fees	315	Nil	Nil	Not applicable
Category 2 Expenses				
Mileage	40	3	3	Not applicable

Appendix VII

Privacy Notice

The following information is provided to comply with the requirements of the General Data Protection Regulation.

This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer	Where an insolvency practitioner of Fieldstead Insolvency Limited is appointed as office holder and the data processing is carried out as part of their statutory duties, the office holder(s) is/are the data controllers. The insolvency practitioner(s) can be contacted at: The contact details of Fieldstead Insolvency Limited are: 01296 433303 or creditors@fieldstead.co.uk .
How we use your personal information	The purpose for which personal information is processed may include any or all of the following: <ul style="list-style-type: none"> • deliver services and meet legal responsibilities • verify identity where this is required • communication by post, email or telephone • understand needs and how they may be met • maintain records • process financial transactions • prevent and detect crime, fraud or corruption • may also need to use data to defend or take legal actions related to the above
Lawful basis for the processing	Most processing is carried out to comply with our legal obligations under statute and other regulatory obligations related to the insolvency process. We also believe our processing is for the legitimate interests of all stakeholders in the insolvency process, as they are entitled to be kept informed and may wish to engagement in the insolvency process. Where an insolvency practitioner from Fieldstead Insolvency Limited has engaged with a client to perform a service, we will be required to process data to provide the service in accordance with the contractual terms.
What personal information we hold	The categories are: contact details, financial information and location. In rare cases, we may hold some special category data, e.g. trade union membership or information about individuals' health, which will be necessary to administer the insolvency process in line with our legal obligations.
Who we share our data with	We may also use third parties located in other countries to help us run our business. As a result, personal data may be transferred outside the countries where we and our clients are located. This includes countries outside the EU and countries that do not have laws that provide specific protection for personal data. We have taken steps to ensure all personal data is provided with adequate protection and that all transfers of personal data outside the EU are done lawfully. Where we transfer personal data outside of the EU to a country not determined by the European Commission as providing an adequate level of protection for

	<p>personal data, the transfers will be under an agreement which covers the EU requirements for the transfer of personal data outside the EU.</p> <p>Personal data held by us may be transferred to:</p> <p>Fieldstead Insolvency Limited</p> <p>Details of our member firm/other office locations are available here www.fieldstead.co.uk. We may share personal data with other member firms/other offices where necessary for administrative purposes and to provide professional services to our clients.</p> <p>Third party organisations that provide applications/functionality, data processing or IT services to us</p> <p>We use third parties to support us in providing our services and to help provide, run and manage our internal IT systems. For example, providers of information technology, cloud based software as a service providers, identity management, website hosting and management, data analysis, data back-up, security and storage services. The servers powering and facilitating that cloud infrastructure are located in secure data centres around the world, and personal data may be stored in any one of them.</p> <p>Third party organisations that otherwise assist us in providing goods, services or information</p> <p>Auditors and other professional advisers</p> <p>Law enforcement or other government and regulatory agencies or to other third parties as required by, and in accordance with, applicable law or regulation</p> <p>Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.</p>
How long we retain your personal information	<p>We retain personal data for as long as is necessary to achieve the purpose listed above and for any other permissible related purpose. For example, we retain most records until the time limit for claims arising from the activities has expired or otherwise to comply with statutory or regulatory requirements regarding the retention of such records.</p>
Your rights	<p>The GDPR provides the following rights for individuals:</p> <p>Right to inform This privacy notice meets our requirement to inform you of our processing of your data.</p> <p>Access to personal data You have a right of access to personal data held by us as a data controller. This right may be exercised by contacting us [insert contact information]. We will aim to respond to any requests for information promptly, and in any event within one month.</p> <p>Amendment of personal data To update personal data submitted to us, you may email us at creditors@fieldstead.co.uk or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which you registered.</p>

	<p>Rights that do not apply in these particular circumstances</p> <p>Not all of the rights under the GDPR are available as one of the reasons we are holding your data is on the basis of it being a legal obligation and therefore the right to erasure, data portability and to object do not apply.</p>
Right to withdraw consent	<p>The data received was not based upon obtaining consent and therefore the right to withdraw consent does not apply.</p>
Changes to our privacy statement	<p>We keep this privacy statement under regular review and will place any updates on our website. Paper copies of the privacy statement may also be obtained by writing to us at creditors@fieldstead.co.uk.</p> <p>This privacy statement was last updated on 5.7.2019.</p>
Complaints	<p>Should you want to complain about our use of personal data, please contact us at creditors@fieldstead.co.uk.</p> <p>You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website.</p>
Who provided the personal data	<p>The personal data we have used to contact you was provided by the company/individual (or persons acting on their behalf) on whose instructions we are acting or in relation to which our insolvency practitioner has been appointed. We also access information from the Registrar of Companies and other similar public-access data providers.</p>