

# 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	0	2	8	4	7	7	7	3
Company name in full	Classic Design & Build (UK) Limited							

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s)	Gareth
Surname	Wilcox

### 3 Liquidator's address

Building name/number	1 Radian Court
Street	Knowlhill
Post town	Milton Keynes
County/Region	Buckinghamshire
Postcode	M K 5 8 P J
Country	

### 4 Liquidator's name

Full forename(s)	Timothy
Surname	Dolder

#### Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address

Building name/number	1 Radian Court
Street	Knowlhill
Post town	Milton Keynes
County/Region	Buckinghamshire
Postcode	M K 5 8 P J
Country	

#### 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	1	5	1	0	2	0	2	0
To date	1	4	1	0	2	0	2	1

### 7 Progress report

☒ The progress report is attached

### 8 Sign and date

Liquidator's signature

Signature

X 

X

Signature date

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

# LIQ03

## 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.

Gareth David Wilcox

Opus Restructuring LLP

1 Radian Court

Knowlhill

Milton Keynes

Buckinghamshire

Postcode

M

K

5

8

P

J

DX

0121 222 4140



### 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)

# Continuation page

Name and address of insolvency practitioner



## What this form is for

Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. Attach this to the relevant form.  
Use extra copies to tell us of additional insolvency practitioners.



## What this form is NOT for

You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

## → Filling in this form

Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by \*

1

## Appointment type

Tick to show the nature of the appointment:

- ☐ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☐ Liquidator
- ☐ Provisional liquidator

**1** You can use this continuation page with the following forms:

- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ02, LIQ03, LIQ05, LIQ13, LIQ14,
- WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

2

## Insolvency practitioner's name

Full forename(s)

Surname

3

## Insolvency practitioner's address

Building name/number

Street

Post town

County/Region

Postcode

Country

**ANNUAL PROGRESS REPORT**

**CLASSIC DESIGN & BUILD (UK) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

# ANNUAL PROGRESS REPORT OF CLASSIC DESIGN & BUILD (UK) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## **Content**

- Executive Summary
- Administration and Planning
- Enquiries and Investigations
- Realisation of Assets
- Creditors
- Ethics
- Fees and Expenses
- Creditors' Rights
- Conclusion

## **Appendices**

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the period 15 October 2020 to 14 October 2021
- Appendix III - Detailed list of work undertaken in the period
- Appendix IV - Time cost information for period 15 October 2020 to 14 October 2021
- Appendix V - Time costs summary for period, cumulative & comparison with estimate
- Appendix VI - Expenses summary for period, cumulative & comparison with estimate
- Appendix VII - Information relating to Opus Restructuring LLP's Fees and Expenses
- Appendix VIII – Privacy Notice

## EXECUTIVE SUMMARY

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

### Assets

<b>Asset</b>	<b>Estimated to realise per Statement of Affairs (£)</b>	<b>Realisations to date (£)</b>	<b>Anticipated future realisations (£)</b>	<b>Total anticipated realisations (£)</b>
Goodwill	1,000	1,000	Nil	1,000
Intellectual Property	1,000	1,000	Nil	1,000
Bank Interest	N/A	15p	Nil	Nil
Plant & Machinery	5,500	5,500	Nil	5,500
Office Furniture & Equipment	500	500	Nil	500
Motor Vehicles	5,500	5,500	Nil	5,500
Stock	500	500	Nil	500
Book Debts	Uncertain	Nil	Uncertain	Nil
Cash at Bank	9,000	21,431	Nil	21,431
New Company Debtor Payment	N/A	175	Nil	175
Sundry Refund	N/A	770	Nil	770
<b>Total</b>	<b>23,000</b>	<b>36,376</b>	<b>Uncertain</b>	<b>36,376</b>

### Expenses

<b>Expense</b>	<b>Amount per fees and expenses estimates (£)</b>	<b>Expense incurred to date (£)</b>	<b>Anticipated further expense to closure (£)</b>	<b>Total anticipated expense (£)</b>
Joint Liquidators' fees	19,000	10,000	Nil	10,000
Statement of Affairs Fee	N/A	5,000	Nil	5,000
Joint Liquidators' Expenses	N/A	43	40	80
Agents Fees	1,200	1,200	Nil	1,200
Legal Fees	N/A	1,238	Nil	1,238
Storage Costs	100	35	40	75
Statutory Advertising	210	283	119	402
Accountancy Fees	N/A	1,000	Nil	1,000
Licence Fees	185	185	Nil	185
<b>Total</b>	<b>20,695</b>	<b>18,984</b>	<b>199</b>	<b>19,180</b>

ANNUAL PROGRESS REPORT OF CLASSIC DESIGN & BUILD (UK) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

**Dividend prospects**

<b>Creditor class</b>	<b>Distribution / dividend paid to date (£)</b>	<b>Anticipated distribution / dividend, based upon the above (£)</b>
Secured creditor	2,000	Uncertain
Preferential creditors	Nil	Uncertain
Secondary Preferential creditors	N/A	N/A
Unsecured creditors	Nil	Uncertain

**Summary of key issues outstanding**

- Finalising of taxation matters, to include recovery of a claim for VAT Bad Debt relief.
- Recovery of an outstanding debtor amount.
- Finalisation of property audit.
- Winding up the Pension Scheme and submitting relevant forms for unpaid contributions.
- Reviewing taxation position on HMRC post Liquidation furlough payments paid to the Company.
- Considering and where appropriate, paying distribution to creditors.

**Closure**

Due to the issues outstanding as listed above, it is difficult to estimate the timing or quantum of any dividend to preferential and potentially unsecured creditors and the closure of the liquidation.



## **ADMINISTRATION AND PLANNING**

### **Statutory information**

Statutory information may be found at Appendix I.

The Joint Liquidators are 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 ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix III.

### **Reporting**

The Joint Liquidators have met their 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.

During the Review Period, the following key documents have been issued:

- The report on the creditors' S100 decision.
- This progress reports.

### **Other administration tasks**

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

- Case reviews.
- Completing post appointment tax returns.
- Liaising with Barclays Bank Plc regarding post appointment credits in the Company bank account.

## **ENQUIRIES AND INVESTIGATIONS**

During the Review Period, the Joint Liquidators 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; 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 gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

## ANNUAL PROGRESS REPORT OF CLASSIC DESIGN & BUILD (UK) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

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 Joint Liquidators considered merited further investigation, which is in progress at this time. I am unable to disclose further details in relation to my investigation at this stage, as to do so may prejudice the outcome of the same. Further information will be provided in the next report to creditors.

### **REALISATION OF ASSETS**

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix III. The Joint Liquidators formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

#### **Transactions with connected parties**

As previously disclosed to creditors, following the appointment of the Joint Liquidators' a sale to a connected party has occurred.

The Joint Liquidators instructed MGR Appraisals who are professional independent agents with adequate professional indemnity insurance, to undertake a valuation of the Company's assets and to provide professional advice with regard to their disposal.

WK Exhibitions Limited expressed an interest in purchasing the Company's assets which consisted of Plant and Machinery, Office Furniture and Equipment, Stock, Intellectual Property and Goodwill.

WK Exhibitions Limited is connected Company, as the directors Mr Kevin Wilson and Mr John Kelly have control of both Companies.

Therefore, WK Exhibitions Limited, was invited to formally submit their offer for the purchase of the Company's assets to the Joint Liquidators'. On receipt of the formal offer for the Company's assets, this offer was disclosed with MGR Appraisals, for their formal recommendation. Consideration was given to the advantages of a quick sale, which would avoid ongoing costs of storage and marketing the assets, against the potential of attracting a better offer. It was concluded that the offer put forward by WK Exhibitions Limited, represented the best net realisation for the Company assets. Furthermore, MGR Appraisals, recommended to the Joint Liquidators' that the offer of £14,000 plus VAT for the Company assets comprising Plant and Machinery, Office Furniture and Equipment, Stock, Intellectual Property and Goodwill be accepted.

The sale of the Company assets to WK Exhibitions Limited, was completed on the 21 October 2020, for the total sum of £16,600 inclusive of VAT. MGR have received all of the sale proceeds, the balance after deductions of their costs will be received in due course.

#### **Cash at Bank**

For the purpose of the Statement of Affairs, it was estimated that the cash at bank was £9,000. The sum of £21,430.83 has been realised in this respect. This includes amounts received from HMRC in relation to a Furlough Scheme payment totalling £12,242.55, which had been reclaimed by the Company following payment of employee wages.

### **Bank Interest**

The sum of 15p has been realised in respect of bank interest.

### **New Company Debtor Payment**

A sum of £1,015.03, has been received in the old Company bank account in error, which related to works carried out by a connected company. This amount will be paid to the connected company, shortly.

### **Sundry Refund**

The sum of £770.27 has been paid into the old Company bank account and transferred to the estate, in respect of a utilities refund.

### **Debtors**

For the purposes of the Statement of Affairs, the book value of debtors was £42,249, the estimated realisation figure was uncertain, since the majority of the debts were understood to relate to invoices raised for events which had been cancelled as a result of the Covid-19 pandemic. Since appointment the Joint Liquidators have reviewed the debtor schedule and determined that the majority of debts are indeed irrecoverable, with the only book debt likely to be recoverable being one for £1,916, this matter is ongoing.

Owing to the irrecoverability of the majority book debts, it is anticipated that a claim for VAT Bad Debt relief will be possible. This matter is currently being reviewed and it is anticipated that a claim will be formulated, shortly.

### **Property Rates Audit**

Following their appointment, the Joint Liquidators engaged property specialists from CAPA to review the Company's business rates and other property costs in order to ascertain whether a recovery for the benefit of the estate would be possible. This is currently ongoing, with no realisation yet having been received. CAPA are instructed on a contingent fee basis of 25% plus VAT, so no charges will fall due in connection with this instruction unless a recovery is achieved.

### **Payments**

#### **Barclays Bank Plc**

The sum of £2,000 was distributed to Barclays Bank Plc under the terms of its fixed charge, following a realisation of the Company's Goodwill.

### **CREDITORS**

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint 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**

## ANNUAL PROGRESS REPORT OF CLASSIC DESIGN & BUILD (UK) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

The Company had granted the following security: -

Type of charge	Date created	Beneficiary
Fixed and Floating charge	21 December 2009	Barclays Bank Plc

The debt due to the Bank at the date of appointment was made up of various loans and overdrafts, the total quantum of which was approximately £207,685.94 excluding charges and accruing interest. It is anticipated that asset realisations will not be sufficient to repay the Bank in full. The Bank has received £2,000 as shown on the Receipts and Payments account.

During the Review Period, the Joint Liquidators' legal advisors, HCB Solicitors, confirmed the validity of the charge and a first distribution has been made under its fixed charge.

### Preferential creditors

#### Employee claims

Fifteen employees were made redundant on 6 October 2020. The relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

For the purposes of the Statement of Affairs, it was estimated that employees were owed £37,813, preferentially. A claim of £4,249.14 has subsequently been received from the Redundancy Payments Office.

### Unsecured creditors

HM Revenue and Customs was shown to be owed £58,244. A claim in this respect has not yet been received.

For the purposes of the Statement of Affairs, it was estimated that the unsecured employee claims totalled £323,215. An unsecured claim has subsequently been received from Redundancy Payments Office totalling £207,097.91

The trade and expense creditors as per the statement of affairs totalled £20,000. A claim has been received from one creditor of £10,974.92.

A claim has been received of £30,000 from the directors in respect of unpaid rent for the Company premises.

### Dividend prospects

The quantum and timing of potential distributions to creditors is currently unknown.

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

The Company granted a fixed and floating charge to Barclays Bank Plc on 21 December 2009 and based on present information the amount of the prescribed part is currently uncertain.

## **ETHICS**

Please also be advised that Joint Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

### **General ethical considerations**

Prior to the Joint Liquidators' appointment, a review of ethical issues was undertaken, and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

### **Specialist Advice and Services**

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidator is obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

## **FEES AND EXPENSES**

### **Pre-Appointment Costs**

#### **Paid by Company prior to appointment**

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

#### **The Joint Liquidators' fees**

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 partner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or partner.

The basis of the Joint Liquidators' fees was approved by creditors on 15 October 2020 in accordance with the following decision:

"That the basis of the Joint Liquidators' fees be fixed by reference to the time properly given by the Joint Liquidators and their staff in attending to matters as set out in the fees estimate, such time to be charged at the prevailing standard hourly charge out rates used by the firm at the time when the work is performed."

The time costs for the period 15 October 2020 to 14 October 2021 total £24,662.50, representing 117.70 hours at an average hourly rate of £209.54. The sum of £10,000 has been drawn on account of time costs incurred. The time costs for the period are detailed at Appendix IV.

## ANNUAL PROGRESS REPORT OF CLASSIC DESIGN & BUILD (UK) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the original fees estimate has been exceeded; and
- the original expenses estimate has been exceeded.

The main reasons why the fees estimate has been exceeded due to the nature of the outstanding matters to closure. There has also been a higher volume of creditor correspondence than anticipated. The correspondence in respect of asset realisations has been more than anticipated due to the outstanding debtor of the Company and further correspondence in respect of the VAT bad debt relief claim. Furthermore, there was significant correspondence regarding furlough payments received post Liquidation which was not anticipated. However, given the limited realisations anticipated in this case, the Joint Liquidators do not propose to draw fees in excess of the fees estimate.

### **Expenses**

An amended Statement of Insolvency Practice (SIP), SIP 9, was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

The expenses, which include disbursements that have been incurred and not yet paid during the period are detailed on Appendix VI. Also included in Appendix VII is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

The category 1 expenses paid for in the period 15 October 2020 to 14 October 2021 total £3,985.04 are detailed at Appendix II and represent payments to parties not associated with the firm, who have provided services or goods for the administration of the assignment.

There have been no category 2 expenses paid for in the Review Period. Please note that some category 2 expenses that have previously been approved and their estimated costs or basis of their cost provided as part of the expenses estimate may not be discharged from the estate from 1 April 2021 and these are 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 expenses policy may be found at [www.opusllp.com](http://www.opusllp.com). A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

### **Other professional costs**

#### **Solicitors**

HCB Solicitors were instructed as legal advisors in relation to Furlough Scheme advice and validation of charge due to their knowledge and experience. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The solicitors' fees for the period 15 October 20 to 14 October 21 amount to £1,485 of which have been paid in full.

### **Agents and valuers**

MGR Appraisals were instructed as agents and valuers in relation to the sale of Company tangible assets, goodwill and IPR. Their costs have been agreed on a fixed fee of £1,200, plus disbursements and VAT. MGR Appraisals withheld £1,200 plus VAT for their fees and transferred the remaining funds to the estate account. MGR Appraisals have been paid in full.

### **Accountancy Fees**

Phoenix Business Associates Limited were instructed to assist with the preparation of the Statement of Affairs. Their costs were agreed on a fixed fee of £1,000 plus VAT, this was paid in the Review Period and there is nothing outstanding.

### **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 Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

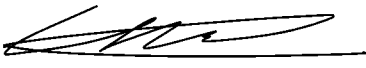
An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred,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

### **CONCLUSION**

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Finalising of taxation matters, to include recovery of a claim for VAT Bad Debt relief.
- Recovery of an outstanding debtor amount.
- Finalisation of property audit.
- Winding up the Pension Scheme and submitting relevant forms for unpaid contributions.
- Reviewing taxation position on HMRC post Liquidation furlough payments paid to the Company.
- Considering and where appropriate, paying distribution to creditors.

If you require any further information, please contact this office.

Signed   
Gareth Wilcox  
Joint Liquidator

Date: 13 December 2021

ANNUAL PROGRESS REPORT OF CLASSIC DESIGN & BUILD (UK) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

**Appendix I**

**Statutory Information**

Company Name	Classic Design & Build (UK) Limited
Former Trading Name	None
Company Number	02847773
Registered Office	c/o Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ
Former Registered Office	Unit 1 Cranmore Industrial Estate, Radway Road Shirley, Solihull, Suffolk, B90 4NR
Office holders	Gareth David Wilcox and Timothy John Edward Dolder
Office holders' address	Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, Buckinghamshire, MK5 8PJ
Date of appointment	15 October 2020
Change in office holder:	None



ANNUAL PROGRESS REPORT OF CLASSIC DESIGN & BUILD (UK) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix II

Receipts and Payments account for the period 15/10/2020 to 14/10/2021

S. of A.		15/10/20 To 14/10/21	From 15/10/20 To 14/10/21
	<b>FIXED CHARGE REALISATIONS</b>		
1,000.00	Goodwill	1,000.00	1,000.00
1,000.00	Intellectual Property	1,000.00	1,000.00
	Bank Interest	0.15	0.15
		2,000.15	2,000.15
	<b>FIXED CHARGE CREDITORS</b>		
(180,000.00)	Barclay's Bank PLC	(2,000.00)	(2,000.00)
		(2,000.00)	(2,000.00)
	<b>ASSET REALISATIONS</b>		
5,500.00	Plant & Machinery	5,500.00	5,500.00
500.00	Office Furniture & Equipment	500.00	500.00
5,500.00	Motor Vehicles	5,500.00	5,500.00
500.00	Stock	500.00	500.00
31,686.75	Book Debts	NIL	NIL
	Cash at Bank	21,430.83	21,430.83
	New Company Debtor Payment	175.03	175.03
	Sundry Refund	770.27	770.27
		34,376.13	34,376.13
	<b>COST OF REALISATIONS</b>		
	Statement of Affairs Fee	(5,000.00)	(5,000.00)
	Office Holders Fees	(10,000.00)	(10,000.00)
	Office Holders Expenses	(43.38)	(43.38)
	Agents/Valuers Fees (1)	(1,200.00)	(1,200.00)
	Legal Fees	(1,238.00)	(1,238.00)
	Storage Costs	(35.16)	(35.16)
	Statutory Advertising	(283.50)	(283.50)
	Accountancy Fees	(1,000.00)	(1,000.00)
	Licence Fees	(185.00)	(185.00)
		(18,985.04)	(18,985.04)
	<b>PREFERENTIAL CREDITORS</b>		
(1,101.66)	Employee	NIL	NIL
		NIL	NIL
	<b>FLOATING CHARGE CREDITORS</b>		
(179,000.00)	Barclay's Bank PLC	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(215,637.54)	Employee	NIL	NIL
(58,243.58)	HM Revenue & Customs	NIL	NIL
	Property Rental	NIL	NIL
(20,000.00)	Trade Creditor	NIL	NIL
		NIL	NIL
		<b>15,391.24</b>	<b>15,391.24</b>

ANNUAL PROGRESS REPORT OF CLASSIC DESIGN & BUILD (UK) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

**REPRESENTED BY**

Fixed Ch Vat Payable	(200.00)
Vat Payable	(2,400.00)
Vat Receivable	3,759.41
FXD - GD Wilcox & TJE Dolder Jnt Liq's of Classic Design & Build (UK) Limited	0.15
GD Wilcox & TJE Dolder Jnt Liq's of Classic Design & Build (UK) Limited	14,231.68
	<hr/>
	<b>15,391.24</b>
	<hr/>

# ANNUAL PROGRESS REPORT OF CLASSIC DESIGN & BUILD (UK) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## Appendix III

### Detailed list of work undertaken in the Review Period

Below is detailed information about the tasks undertaken by the Joint Liquidators.

General Description	Includes
<b>Statutory and General Administration</b>	
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 Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued
Books and records / storage	Dealing with records in storage
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation and general reports to creditors Disclosure of sales to connected parties
Creditors' decisions	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions For virtual: preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting
<b>Investigations</b>	
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions
Statutory reporting on conduct of directors'	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary information if required
<b>Realisation of Assets</b>	
Plant and Equipment	Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords
Freehold/Leasehold Property	Disclaiming interest in the lease.
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Reviewing VAT bad debt relief claims
Leasing	Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases if appropriate
Tangible assets, Goodwill and IPR Sale	Liaising with agents to agree disposal strategy Reviewing offer submitted by interested party. Dealing with sale proceeds in estate account

# ANNUAL PROGRESS REPORT OF CLASSIC DESIGN & BUILD (UK) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

General Description	Includes
<b>Creditors and Distributions</b>	
Creditor Communication	Receive and follow up creditor enquiries via telephone Providing regular update to Barclays Bank Plc Review and prepare correspondence to creditors and their representatives via, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Request further information from claimants regarding POD

## 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 (£)
Insolvency Practitioner/Partners	250 – 425
Senior Manager / Directors	275 - 350
Assistant Manager / Manager	250 - 275
Junior Administrator / Administrator / Senior Administrator	100 - 225
Cashier	150
Support Staff	100

## Appendix IV

Time cost information for period 15 October 2020 to 14 October 2021

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	2.70	11.00	31.50	11.20	56.40	10,910.00	193.44
Investigations	3.70	1.20	12.70	0.00	17.60	3,960.00	225.00
Realisation of Assets	3.10	1.50	12.50	0.00	17.10	3,747.50	219.15
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	5.00	2.80	16.80	0.00	24.60	5,615.00	228.25
Case Specific Matters	0.40	0.00	1.60	0.00	2.00	430.00	215.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Forensics	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	14.90	16.50	75.10	11.20	117.70		
Time costs	5,652.50	4,502.50	13,147.50	1,360.00		24,662.50	
Average hourly rate	379.36	272.88	175.07	121.43			209.54

Description	Total Incurred £	Total Recovered £
CAT 1 Bonding	40.00	0.00
CAT 1 Postage	25.86	23.88
CAT 1 Bank charges	0.13	0.00
Totals	65.99	23.88

## Appendix V

### Time costs summary for 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)	31.75	229.33	7,281.25	56.40	193.44	10,910.00	56.40	193.44	10,910.00
Realisation of assets	15.50	253.57	887.50	17.10	219.15	3,747.50	17.10	219.15	3,747.50
Creditors (claims and distribution)	16.25	238.85	3,881.25	24.60	228.25	5,615.00	24.60	228.25	5,615.00
Investigations	12.50	229.00	2,862.50	17.60	225.00	3,960.00	17.60	225.00	3,960.00
Case Specific Matters	3.50	253.57	887.50	2.00	215.00	430.00	2.00	215.00	430.00
<b>Total</b>	<b>79.50</b>	<b>238.99</b>	<b>19,000</b>	<b>117.70</b>	<b>209.54</b>	<b>24,662.50</b>	<b>117.70</b>	<b>209.54</b>	<b>24,662.50</b>

## Appendix VI

### Expenses summary for period, cumulative & comparison with estimate

Below are details of the Joint 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 (if the expenses are likely to, or have, exceeded the original estimate)
<b>Category 1 Expenses</b>				
Legal costs	N/A	1,238.00	1,238.00	Omitted from the original estimate.
Agents' and valuers' costs	1,200.00	1,200.00	1,200.00	
Storage Costs	N/A	35.16	35.16	Omitted from the original estimate.
Statutory Advertising	210.00	283.50	283.50	The cost of Statutory Advertising has increased in the period.
Accountancy fees	N/A	1,000.00	1,000.00	Omitted from the original estimate.
Licence Fees	185.00	185.00	185.00	
Potage	60.00	43.38	43.38	
Specific Bond	40.00	Nil	Nil	

## Appendix VII

### Opus Restructuring LLP

#### Information relating to Opus Restructuring LLP's Fees and Expenses

##### Explanation of Opus Restructuring LLP's charging and expense recovery policies

###### Time recording

Work undertaken on cases is recorded in 6-minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. The current hourly charge-out rates are:

	Rates from 04.05.2020 £'s
Partner	250 – 425
Senior Manager / Director	275 – 350
Assistant Manager / Manager	250 – 275
Junior Administrator / Administrator / Senior Administrator	100 – 225
Cashier	150
Support Staff	100

###### Expense recovery

Expenses are categorised as either Category 1 or 2 Category 2.

Category 1 expenses will generally comprise of external parties which will include the supplies of incidental services specifically identifiable to the case. Creditors' approval is not required. Where these have initially been paid by Opus Restructuring LLP and then recharged to the case, approval from creditors is required and are identified as Category 2 expenses. The amount recharged is the exact amount incurred.

Examples of Category 1 expenses include but are not limited to case advertising, , invoiced travel, agents' costs and expenses, solicitors' fees and expenses, external room hire, bank charges, Insolv case management charge. Also included will be services specific to the case where these cannot practically be provided internally such as printing, room hire and document storage.

Category 2 expenses include elements of shared or allocated costs incurred by Opus Restructuring LLP ("Opus") and are recharged to the estate; they are not attributed to the estate by a third-party invoice and they do not include a profit element. These disbursements are recoverable in full, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of Category 2 expenses are photocopying, all business mileage (for cases commencing on or after 1 November 2011). Payment of Category 2 expenses require the approval of creditors.

Included in Category 2 expenses are costs incurred with associated parties. These include Forensic work undertaken by Opus Pear Tree Limited.

Examples of the current levels of Category 2 expenses recovered by Opus Restructuring LLP are as follows:

	£
Postage	The current royal mail postage rates



Specific Bond	40.00
Business mileage per mile	45p
Smartsearch per search – UK based. This is the exact cost to Opus, which is paid in advance and used as a credit.	£2.53 - £7.49
Smartsearch per search – rest of world. This is the exact cost to Opus, which is paid in advance and used as a credit.	£49.50 – £187
Physical file set-up cost (per file) this is the actual cost of the stationery used for the setting up of the file*	6

\*The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally.

## Privacy Notice

The following information is provided to comply with the requirements of the UK 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.

<b>Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer</b>	<p>Where an insolvency practitioner of Opus Restructuring LLP is not appointed as office holder, the data controller is either the company/individual on whose instructions Opus Restructuring LLP is acting or it is Opus Restructuring LLP. The contact details of Opus Restructuring LLP are: 1 Radian Court, Knowlhill, Milton Keynes, Buckinghamshire, MK5 8PJ, 01908 087220, <a href="mailto:miltonkeynes@opusllp.com">miltonkeynes@opusllp.com</a>.</p> <p>Where an insolvency practitioner of 1 Radian Court, Knowlhill, Milton Keynes, Buckinghamshire, MK5 8PJ is appointed as office holder and the data processing is carried out as part of their statutory duties, the office holder(s) may be the data controller(s). The insolvency practitioner(s) can be contacted at: Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, Buckinghamshire, MK5 8PJ 01908 087220, <a href="mailto:miltonkeynes@opusllp.com">miltonkeynes@opusllp.com</a>.</p>
<b>How we use your personal information</b>	<p>The purpose for which personal information is processed may include any or all of the following:</p> <ul style="list-style-type: none"><li>• deliver services and meet legal responsibilities</li><li>• verify identity where this is required</li><li>• communication by post, email or telephone</li><li>• understand needs and how they may be met</li><li>• maintain records</li><li>• process financial transactions</li><li>• prevent and detect crime, fraud or corruption</li><li>• may also need to use data to defend or take legal actions related to the above</li></ul>
<b>Lawful basis for the processing</b>	<p>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 engage in the insolvency process. Where Opus Restructuring LLP 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.</p>

<b>What personal information we hold</b>	<p>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.</p>
<b>Who we share our data with</b>	<p>Our firm may have offices outside of the UK. 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 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 internationally are done lawfully. Where we transfer personal data internationally to a country not providing an adequate level of protection for personal data, the transfers will be under an agreement which covers the UK GDPR for the transfer of personal data internationally.</p> <p>Personal data held by us may be transferred to:</p> <p><b>Other member firms and/or Other offices</b>  Details of our member firm/other office locations are available here <a href="http://www.opusllp.com">www.opusllp.com</a>. 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><b>Third party organisations that provide applications/functionality, data processing or IT services to us</b>  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 provider, 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><b>Third party organisations that otherwise assist us in providing goods, services or information</b></p> <p><b>Auditors and other professional advisers</b></p> <p><b>Law enforcement or other government and regulatory agencies or to other third parties as required by, and in accordance with, applicable law or regulation</b>  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>

<b>How long we retain your personal information</b>	<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>
<b>Your rights</b>	<p>The UK GDPR provides the following rights for individuals:</p> <p><u>Right to inform</u> This privacy notice meets our requirement to inform you of our processing of your data.</p> <p><u>Access to personal data</u> 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><u>Amendment of personal data</u> To update personal data submitted to us, you may email us at <a href="mailto:miltonkeynes@opusllp.com">miltonkeynes@opusllp.com</a> 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><u>Rights that do not apply in these particular circumstances</u> Not all of the rights under the UK 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>
<b>Right to withdraw consent</b>	<p>The data received was not based upon obtaining consent and therefore the right to withdraw consent does not apply.</p>
<b>Changes to our privacy statement</b>	<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 Opus Restructuring LLP, 1 Radian Court, Knowlhill, Milton Keynes, Buckinghamshire, MK5 8PJ.</p> <p>This privacy statement was last updated on 21 September 2021.</p>
<b>Complaints</b>	<p>Should you want to complain about our use of personal data, please contact us [insert contact information].</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 <a href="#">ICO website</a>.</p>
<b>Who provided the personal data</b>	<p>Except where your personal data was provided by you or your representative, 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</p>

	insolvency practitioner has been appointed. We also access information from the Registrar of Companies and other similar public-access data providers.
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