

Rules 4.31

The Insolvency Act 1986
Notice of Final Meeting of
Creditors
Pursuant to Sections 171(6) and
172(8) of the Insolvency Act 1986
and Rule 4.31(4) of the
Insolvency (Scotland) Rules 1986

R4.31

For Official Use

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Company Number

SC141424

To the Accountant in Bankruptcy
 To the Registrar of Companies
 To the Court

Name of Company

Insert full name of
company

McKeown Cleaning Services Limited

Insert full name and
address

I, Eric Walls
 C12 Marquis Court
 Marquisway
 Team Vall
 Gateshead
 NE11 0RU

* Delete whichever does not
apply

the liquidator of the above company give notice that the Final General Meeting of creditors under section 146 of Insolvency Act of the Insolvency Act was held on 24 May 2017 in terms of Rule 4.31(5), and I attach a copy of the report which was laid before the meeting.

At the meeting the creditors did not pass any resolution against the liquidator being given his release as Liquidator

Signed



Date

31.5.17

Presenter's name,
address and reference
(if any)

K2445
 McKeown Cleaning Services Limited

 Eric Walls
 KSA Group Ltd
 C12 Marquis Court
 Marquisway, TVTE
 Gateshead
 Tyne & Wear, NE11 0RU

For Official Use

Liquidation Section

Post Room

THURSDAY



S67OKDVC

SCT

01/06/2017

#48

COMPANIES HOUSE



GROUP
10 April 2017

Gateshead
C12 Marquis Court
Marquisway, Team Valley
Gateshead
NE11 0RU
T 0191 482 3343
F 0191 491 3062

Our Ref: EW/K2445/U
Email: beverleyh@ksagroup.co.uk
Our Contact: Beverley Harrison

TO ALL KNOWN CREDITORS

Dear Sirs

McKeown Cleaning Services Limited - In Liquidation

As you are aware I was appointed as Interim Liquidator of McKeown Cleaning Services Limited on 5 June 2014 by an Interlocutor of Kilmarnock Sheriff Court, my appointment was confirmed at a meeting of creditors held on 9 July 2014. I am now in a position to conclude my administration of this liquidation.

Accordingly I enclose the following:

- Notice of a final meeting of creditors together with a form of proxy and statement of claim
- Final report to creditors
- Receipts and Payments Account to 10 April 2017
- Resolutions to be put to the meeting

Creditors wishing to vote at the meeting must lodge their proxy together with a full statement of account at the offices of KSA Group Ltd, C12 Marquis Court, Marquis Way, Team Valley, Gateshead, NE11 0RU either at the meeting or before the meeting.

No further information will be given at the meeting.

Yours faithfully


E Walls

Liquidator of McKeown Cleaning Services Limited

Enc

Barwick-upon-Tweed
7-8 The Chandlery
Quayside
Barwick-upon-Tweed
TD15 1HE
T 01289 309 431
F 01289 309 429

Manchester
Chancery Place
50 Brown Street
Manchester
M2 2JG
T 0161 956 8671
F 01289 309 429

London
99 Bishopsgate
London
EC2M 3XD
T 020 7887 2667
F 01289 309 429

Birmingham
2 Snow Hill
Queensway
Birmingham
B4 6GA
T 0121 378 0571
F 01289 309 429

Edinburgh
66 Albion Road
Edinburgh
EH7 5QZ
T 0131 242 0081
F 01289 309 429



Company
Rescue

Eric Walls and Wayne Harrison are licensed in the United Kingdom to act as Insolvency Practitioners by the Insolvency Practitioners Association
Company Registration Number 3316444

www.companyrescue.co.uk

KSA Group Ltd
www.ksagroup.co.uk

Notice to Creditors of Meeting of Creditors

McKeown Cleaning Services Limited – In Liquidation

A meeting of creditors of the above-named company has been summoned by the liquidator pursuant to Section 146 of the Insolvency Act 1986 for the purpose of:-

(a) Delete as
applicable

(b) Insert relevant
section

Receiving his report on his administration of the liquidation and to determine whether the Liquidator should have his release pursuant to section 174(4) of the Insolvency Act 1986.

The meeting will be held as follows:-

Date 24 May 2017

Time 10.30am

Place KSA Group, C12 Marquis Court, Marquis Way, Team Valley Trading Estate, Gateshead, NE11 0RU.

(c) Insert date and
time by which proxy
is to be lodged which
should be not more
than 4 days before
the date fixed for the
meeting

A proxy form is enclosed which must be lodged with me not later than

12 noon on the preceding business day

to entitle you to vote by proxy at the meeting

Dated

10.4.17



Signed

Liquidator
ERIC WALLS
KSA Group Ltd
C12 Marquis Court
Marquisway, TVTE
Gateshead
Tyne & Wear, NE11 0RU

NOTE: Insert any further details which by the nature of the meeting need to be stated.

The Insolvency Act 1986

PROXY

Pursuant to Rules 7.14 and 7.15 of the Insolvency (Scotland)
Rules 1986

McKeown Cleaning Services Limited
(In Liquidation)

Name of Creditor/Member

Address

(hereinafter called 'the principal')

Insert the
name and
address of
the proxy
holder and of
any
alternatives. A
proxy holder
must be an
individual
aged
over 18.

Name of Proxy-Holder 1.

Address

Whom failing 2.

Whom failing 3.

I appoint the above person to be the principal's proxy-holder at:-

Delete as
appropriate

the meeting of creditors/members of the above Company to be held on

24 May 2017

or at any adjournment of that meeting.

Voting Instructions

The proxy-holder is authorised to vote or abstain from voting in the name, and on behalf, of the principal in respect of any matter(s), including resolution(s), arising for determination at said meeting(s) and any adjournment(s) thereof and to propose any resolution(s) in the name of the principal, either

- (i) in accordance with Instructions given below, or
- (ii) If no instructions are given, in accordance with his/her own discretion.

Complete only
if you wish to
instruct the
proxy-holder to
vote for a
specific
person as
liquidator

Voting Instructions for resolutions

1. The account of the liquidator's acts and dealings and conduct of the liquidation to be laid before the meeting. **FOR/AGAINST**
2. That any books and records held by the liquidator be destroyed four months after the liquidation has been brought to a close. **FOR/AGAINST**
3. That the liquidator be granted his release once the final receipts and payments account is filed with the court. **FOR/AGAINST**

Delete if the
proxy-holder is
only to vote as
directed in (1)

Set forth any
voting
instructions for
the proxy-
holder. If more
room is
required,
attach a
separate sheet

Signed _____ Date _____

Name in BLOCK LETTERS _____

Position of signatory in relation to the creditor/member or other authority for signing

Notes for the Principal and Proxy-holder

1. The chairman of the meeting who may be nominated as proxy-holder, will be the insolvency practitioner who is presently liquidator.
2. All proxies must be in this form or a form substantially to the same effect with such variations as circumstances may require (Rules 7.15(3) and 7.30).
3. To be valid the proxy must be lodged at or before the meeting at which it is to be used (Rule 7.16(2)).
4. Where the chairman is nominated as proxy-holder he cannot decline the nomination (Rule 7.14(4)).
5. The proxy-holder may vote for or against a resolution for the appointment of a named person to be liquidator jointly with another person, unless the proxy states otherwise (Rule 7.16(4)).
6. The proxy-holder may propose any resolution in favour of which he would vote by virtue of this proxy (Rule 7.16(5)).
7. The proxy-holder may vote at his discretion on any resolutions not dealt with in the proxy, unless the proxy states otherwise (Rule 7.16(6)).
8. The proxy-holder may not vote in favour of any resolution which places him, or any associates of his in a position to receive remuneration out of the insolvent estate unless the proxy specifically directs him so to vote (Rule 7.19(1)).
9. Unless the proxy contains a statement to the contrary, the proxy-holder has a mandate to act as representative of the principal on the creditors' or liquidation committee (Rule 4.48).

Statement of Claim by Creditor

Pursuant to Rule 4.15(2)(a) of the Insolvency (Scotland) Rules 1986

WARNING

It is a criminal offence

• for a creditor to produce a statement of claim, account, voucher or other evidence which is false, unless he shows that he neither knew nor had reason to believe that it was false; or

• for a director or other officer of the company who knows or becomes aware that is false to fail to report it to the liquidator within one month of acquiring such knowledge.

On conviction either the creditor or such director or other officer of the company may be liable to a fine and/or imprisonment.

Notes

(a) Insert name of company

(a) McKeown Cleaning Services Ltd

(b) Insert name and address of creditor

(b)

(c) Insert name and address, if applicable, of authorised person acting on behalf of the creditor

(c)

(d) Insert total amount as at the due date (see note (e) below) claimed in respect of all the debts, the particulars of which are set out overleaf.

I submit a claim of (d) £ in the liquidation of the above company and certify that the particulars of the debt or debts making up that claim, which are set out overleaf, are true, complete and accurate, to the best of my knowledge and belief.

(e) The due date in the case of a company

(i) which is subject to a voluntary arrangement is the date of a creditors' meeting in the voluntary arrangement;

(ii) which is in administration is the date on which the company entered administration;

(iii) which is in receivership is the date of appointment of the receiver; and

(iv) which is in liquidation is the commencement of the winding up.

Signed _____
Creditor/person acting on behalf of creditor

The date of commencement of the winding up is

(i) In a voluntary winding up the date of the resolution by the company for winding up (sect. 86 or 98); and

(ii) In a winding up by the court, the date of the presentation of the petition for winding up unless it is preceded by a resolution for voluntary winding up (section 129)

Date _____

PARTICULARS OF EACH DEBT**Notes**

A separate set of particulars should be made out in respect of each debt.

- | | |
|---|--|
| <p>1. Describe briefly the debt, giving details of its nature, the date when it was incurred and when payment became due</p> <p>Attach any documentary evidence of the debt, if available.</p> | <p>1. Particulars of debt</p> |
| <p>2. Insert total amount of the debt, showing separately the amount of principal and any interest which is due on the debt as at the due date (see note (e)). Interest may only be claimed if the creditor is entitled to it. Show separately the VAT on the debt and indicate whether the VAT is being claimed back from HM Customs and Excise.</p> | <p>2. Amount of debt</p> |
| <p>3. Insert the nature and amount of any preference under Schedule 6 to the Act claimed in respect of the debt.</p> | <p>3. Preference claimed for debt</p> |
| <p>4. Specify and give details of the nature of any security held in respect of the debt, including:-</p> <p>(a) the subjects covered and the date when it was given;</p> <p>(b) the value of the security</p> | <p>4. Security for debt</p> |

Security is defined in section 248(b) of the Insolvency Act 1986 as meaning '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)'. For claims in administration procedure security also includes a hire purchase agreement, agreement for the hire of goods for more than three months and a conditional sale agreement (see Rule 2.33).

In liquidation only the creditor should state whether he is surrendering or undertakes to surrender his security; the liquidator may at any time after 12 weeks from the date of commencement of the winding up (note (e)) require a creditor to discharge a security or to convey or assign it to him on payment of the value specified by the creditor.

- | | |
|--|---------------------------------------|
| <p>5. In calculating the total amount of his claim in a liquidation, a creditor shall deduct the value of any security as estimated by him unless he surrenders it (see note 4).</p> | <p>5. Total amount of debt</p> |
|--|---------------------------------------|

PARTICULARS OF EACH DEBT**Notes**

A separate set of particulars should be made out in respect of each debt.

- | | |
|--|-----------------------------|
| 6. In the case of a member state liquidator creditor, specify and give details of underlying claims in respect of which he is claiming as creditor | 6. Underlying claims |
|--|-----------------------------|

MCKEOWN CLEANING SERVICES LIMITED - IN LIQUIDATION

REPORT TO A FINAL MEETING OF CREDITORS TO BE HELD IN ACCORDANCE OF SECTION 146 OF THE INSOLVENCY ACT 1986 AND RULE 4.31 OF THE INSOLVENCY (SCOTLAND) RULES 1986 AT C12 MARQUIS COURT, MARQUIS WAY, TEAM VALLEY, GATESHEAD, NE11 0RU ON 24 MAY 2017

1. Introduction

- 1.1 You will recall that I, Eric Walls of KSA Group Limited, C12 Marquis Court, Marquisway, Team Valley, Gateshead, NE11 0RU was appointed interim Liquidator of McKeown Cleaning Services Limited ("the company") on 5 June 2014 by an Interlocutor of Kilmarnock Sheriff Court, my appointment was confirmed at a meeting of creditors held on 9 July 2014.
- 1.2 As creditors are aware, this appointment follows my appointment as Supervisor of a Company Voluntary Arrangement ("CVA") of the company which failed on 12 May 2014.
- 1.3 This report is a draft final report on the progress of the liquidation which is intended to be laid before the final meeting of creditors to be held on 24 May 2017. Formal notice of the meeting and a proxy form are attached to this report. Whilst this report is draft, it is not anticipated that any future amendments will be made. Creditors will be kept informed of any changes made to this report in the period before the final meetings are held.

2. Statutory Information

- 2.1 Detailed below is information extracted either from the statutory books of the company or from records held by the Registrar of Companies.

Previous Names:	Micella (Northern) Limited
Company Number:	SC141424
Date of Incorporation:	24 November 1992
Registered Office:	Previously Riversleigh, 9 Kilwinning Road, Irvine, Ayrshire, KA12 8RR but changed to 66 Albion Road, Edinburgh, EH7 5QZ
Shareholdings:	100 Ordinary Shares all of which have been issued and fully paid
Shareholders:	James Stanley McKeown £1 Ordinary Shares 1
Directors in the last 3 years:	James Stanley McKeown David Hugh Murphy
Nature of Business:	Other Service Activities
Trading Address:	The Carryduff Centre, Church Road, Carryduff, Northern Ireland, BT23 6XA

3. Asset Realisations

- 3.1 As previously reported, the company utilised the services of RBS Invoice Finance Limited prior to liquidation. Following my appointment the factoring company continued to collect the amounts due. A surplus of £12,977.43 has subsequently been transferred to me being the balance remaining on the ledger. No further recoveries will be made.

- 3.2 I have realised the sum of £1,000 for the sale of a small amount of stock that was held in storage.
- 3.3 I have also recovered the sum of £978.08 from the former insurers in relation to a refund of premiums.
- 3.4 No further recoveries will be made.

4. Floating Charge Creditor

- 4.1 Prior to the liquidation the company had granted a debenture to The Royal Bank of Scotland Plc dated 09 January 1997 creating a bond and floating charge over the assets of the company, together with a debenture to The Royal Bank of Scotland Commercial Services Limited dated 24 February 2003 creating a floating charge over the assets of the company.

5 Preferential Creditors

- 5.1 The only known preferential creditors in this liquidation are The Redundancy Payments Directorate ("RPD"), in respect of monies paid to employees for arrears of wages and holiday pay and certain further claims from the employees. No dividend will be paid to this class of creditor.

6. Unsecured Creditors

- 6.1 Claims have been received from 9 creditors totalling £486,563.93. No dividend will become payable to the unsecured creditors in this case.
- 6.2 Pursuant to section 176A of the Insolvency Act 1986, in certain circumstances the Liquidator is required to make a prescribed part of the company's net property available to the unsecured creditors. In this case, the prescribed part will not apply as the floating charges were created before 15 September 2003.

7. Receipts and Payments Account

- 7.1 Attached to this report is a receipts and payments account for the following periods:
- 5 June 2014 to 10 April 2017
 - 5 June 2016 to 10 April 2017

8. Investigations Into the Affairs of the Company and the Directors Conduct.

- 8.1 I am able to confirm that I have complied with my obligations under the Company Directors Disqualification Act 1986. The Department of Trade & Industry requests that the contents of my report submitted under the above Act remain confidential.

9. Liquidator's Remuneration

- 9.1 As no liquidation committee was formed at the meeting of creditors held on 9 July 2014 the Liquidator's remuneration and outlays are fixed by the Court in accordance with rule 4.32 of the Insolvency (Scotland) Rules 1986 (as amended).
- 9.2 My accounts of intromissions have been examined and audited verified by a Reporter and he has submitted the appropriate report to Court who have determined the level of the Liquidator's remuneration up to £11,241 plus VAT, being the net funds available.
- 9.3 The Liquidator's time costs, incurred from the date of appointment to date are in the sum of £30,812.76.

- 9.4 Liquidator's remuneration drawn since appointment totals £10,854.54. No further remuneration will be drawn.
- 9.5 A creditors' guide to Liquidators' fees showing the different bases for calculating the remuneration of the Liquidator can be viewed online at the following address: <http://www.ksagroup.co.uk/downloads/Scottish-liquidation-fees.pdf>. Alternatively a copy of the relevant guide is available upon request from the above address.
- 9.6 It is the policy of my firm that all members of staff dealing with the administration of this case charge the time they have spent directly to the case. Creditors should note that the charge out rates of this firm have recently changed. The charge out rates currently levied by my firm in respect of staff likely to deal with this matter can be summarised as follows:

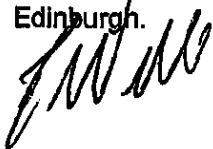
	Current Hourly charge out rate (£)
Partners	200-350
Managers/Senior Administrators	120-200
Administrators/Support Staff	50-120

- 9.7 In accordance with Statement of Insolvency Practice 9, as issued by the Association of Business Recovery Professionals an analysis of the time costs incurred to date in dealing with this liquidation is attached to this report. It is the policy of this firm that all members of staff dealing with the administration of this case charge time that have spent directly to the case.
- 9.8 Disbursements drawn, which were paid to independent third parties directly from case funds held, are detailed below:

	£
Liquidator's specific bond	60.00
Statutory advertising fees	491.61
Recovery of books and records	35.51
Pension advisors, 20:20 Trustees Ltd	850.00
Legal Fees, Ian Smith Solicitors	1,105.28
Court Reporters Fees	1,500.00

10. Conclusion

- 10.1 A final meeting of creditors has been convened and will be held on 24 May 2017 to determine whether the liquidator should be granted his release. Resolutions to be put to the meeting are attached.
- 10.2 In order to mitigate costs, I recommend that the meeting of creditors should be held at the offices of KSA Group, C12 Marquis Court, Marquisway, Team Valley, Gateshead, NE11 0RU on 24 May 2017 at 11.00 am. I have arranged for the meeting of creditors to be held in the office of the Liquidator in order to mitigate the costs of the liquidation. Any creditor objecting to this proposed course of action should contact me immediately.
- 10.3 Unless the Court directs otherwise the company will be automatically dissolved around three months after the notice of the final meeting was registered at Companies House Edinburgh.



E Walls
Liquidator

10 April 2017

MCKEOWN CLEANING SERVICES LIMITED**(IN LIQUIDATION)****TIME AND CHARGE OUT SUMMARY**

	Hours Spent	Charge Out Rate £	Total Time Costs £	Average Hourly Rate £
Administration, Planning and Statutory Matters				
Partners	1.60	200 - 350	520.00	325.00
Managers/Senior Administrators	73.53	120 - 200	14,270.18	194.07
Administrators/Support Staff	3.04	50 - 120	207.65	68.31
Investigations				
Partners		200 - 350		
Managers/Senior Administrators	12.60	120 - 200	2,268.00	180.00
Administrators/Support Staff	5.24	50 - 120	457.75	87.36
Realisation of Assets				
Partners		200 - 350		
Managers/Senior Administrators	10.59	120 - 200	1,905.00	179.89
Administrators/Support Staff		50 - 120		
Trading				
Partners		200 - 350		
Managers/Senior Administrators		120 - 200		
Administrators/Support Staff		50 - 120		
Creditors				
Partners	0.60	200 - 350	210.00	350.00
Managers/Senior Administrators	51.84	120 - 200	9,485.85	182.98
Administrators/Support Staff	5.13	50 - 120	346.07	67.46
Case Specific Matters				
Partners		200 - 350		
Managers/Senior Administrators	1.57	120 - 200	313.56	199.72
Administrators/Support Staff	11.84	50 - 120	828.70	69.99
TOTAL	177.58		30,812.76	173.51

McKeown Cleaning Services Limited

(In Liquidation)

Receipts and Payments Account

Statement of affairs		From 5 June 2016	From 5 June 2014
		to 10 April 2017	to 10 April 2017
		£	£
	RECEIPTS		
0.00	Furniture & Equipment		1,000.00
	Book Debts		12,977.43
	Insurance Refund		978.08
	Bank Interest Gross	3.05	12.34
<u>0.00</u>		<u>3.05</u>	<u>14,967.85</u>
	PAYMENTS		
	Specific Bond	36.00	60.00
	Liquidators Remuneration	10,845.54	10,845.54
	Pension Contributions	79.91	79.91
	Record Retrieval	35.51	35.51
	Legal Fees	2605.28	2605.28
	Pension Advisors	250.00	850.00
	Statutory Advertising	491.61	491.61
		<u>14,343.85</u>	<u>14,967.85</u>
	BALANCE		<u>0.00</u>
	MADE UP AS FOLLOWS		
	Cash at bank		-2,283.86
	Vat Receivable		2,283.86
			<u>0.00</u>

Note(s)

1. The above amounts are stated net of VAT, which has either been paid over to, or reclaimed from HM Revenue and Customs.

**RESOLUTIONS TO BE PUT TO A MEETING OF CREDITORS OF
MCKEOWN CLEANING SERVICES LIMITED ON 24 MAY 2017**

1. The account of Liquidator's acts and dealings and conduct of the liquidation be laid before the meeting.
2. That any books and records held by the Liquidator be destroyed four months after the liquidation has been brought to a close.
3. That the Liquidator be granted his release once the final receipts and payments account is filed with the Court.