

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 1 6 6 3 6 8 7

Company name in full Telford Occupational Health Service Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Nicholas Laurie

Surname West

3 Liquidator's address

Building name/number e-Innovation Centre

Street Priorslee

Post town Telford

County/Region

Postcode T F 2 9 F T

Country

4 Liquidator's name ①

Full forename(s)

Surname

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

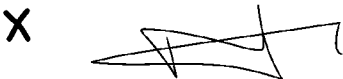
Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report															
From date	^d	2	^d	5	^m	0	^m	2	^y	2	^y	0	^y	2	^y	2
To date	^d	2	^d	4	^m	0	^m	2	^y	2	^y	0	^y	2	^y	3
7	Progress report															
<input checked="" type="checkbox"/> The progress report is attached																
8	Sign and date															
Liquidator's signature	<div>Signature</div> <div>  </div>															
Signature date	^d	0	^d	8	^m	0	^m	3	^y	2	^y	0	^y	2	^y	3

**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 **Nicholas Laurie West**

Company name **West Advisory**

Address **e-Innovation Centre**

Priorslee

Post town **Telford**

County/Region

Postcode **T F 2 9 F T**

Country

DX

Telephone **01952 350 530**

**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

Telford Occupational Health Service Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Declaration of Solvency £		From 25/02/2022 To 24/02/2023 £	From 25/02/2022 To 24/02/2023 £
	ASSET REALISATIONS		
250,000.00	Cash at Bank	237,197.02	237,197.02
	Insurance Refund	224.33	224.33
		<u>237,421.35</u>	<u>237,421.35</u>
	COST OF REALISATIONS		
	Accountancy Costs	1,240.00	1,240.00
	Consultancy Fees	6,963.10	6,963.10
	Data Protection Fee (ICO)	40.00	40.00
	Insurances	3,925.66	3,925.66
	Legal Fees	459.00	459.00
	Office Holders Expenses	30.00	30.00
	Office Holders Fees	6,500.00	6,500.00
	Specific Bond	200.00	200.00
	Statutory Advertising	249.00	249.00
		<u>(19,606.76)</u>	<u>(19,606.76)</u>
	UNSECURED CREDITORS		
(7,650.00)	Trade & Expense Creditors	21,431.16	21,431.16
		<u>(21,431.16)</u>	<u>(21,431.16)</u>
242,350.00		196,383.43	196,383.43
	REPRESENTED BY		
	Bank 1 Current		196,383.43
			<u>196,383.43</u>

Notes

1. Funds are held in a non interest bearing current account with Barclays Bank plc

Liquidator's Annual Progress Report to Members

Telford Occupational Health Service Limited
- In Members Voluntary Liquidation

Reporting period from 25 February 2022 to 24 February 2023

Dated 8 March 2023

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- 2 Progress of the Liquidation
- 3 Creditors
- 4 Charitable Donations
- 5 Liquidator's Remuneration and Expenses
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- 7 Next Report

APPENDICES

- A Receipts and Payments Account for the Period from 25 February 2022 to 24 February 2023
- B Additional Information in Relation to Liquidator's Fees

1 Introduction and Statutory Information

- 1.1 I, Nicholas Laurie West of West Advisory, e-Innovation Centre, Priorslee, Telford, TF2 9FT, was appointed as Liquidator of Telford Occupational Health Service Limited (the Company) on 25 February 2022. I am authorised to act as an insolvency practitioner in the UK by the ICAEW and am bound by the Insolvency Code of Ethics when carrying out all professional work in relation to an insolvency appointment. In the event of case related queries, the Liquidator can be contacted on telephone number 01952 350 530 or by email via info@westadvisory.co.uk.
- 1.2 This report provides an update on the progress in the liquidation for year ended 24 February 2023 (the Period) and should be read in conjunction with any previous progress reports which have been issued.
- 1.3 Information about the way that we will use, and store personal data on insolvency appointments can be found at www.westadvisory.co.uk/privacy.html. If you are unable to download this, please contact us and a hard copy will be provided to you.
- 1.4 The registered office of the Company was changed to C/o West Advisory E-Innovation Centre, Priorslee, Telford, TF2 9FT and its registered company number is 01663687. The former registered office and trading address was Suites 3.02 & 3.03 Grosvenor House, Central Park, Telford, TF2 9TW.
- 1.5 The Company is a private company limited by guarantee without share capital. The principal activity of the Company was that of a charitable organisation, registered with the Charity Commission (number 513220), for the prevention and cure of occupational diseases and injuries and to promote the general health of workers. The Company had reached the end of its useful life and it was resolved by the Trustees that the Company be placed into Members Voluntary Liquidation. Reference to Members

2 Progress of the Liquidation

- 2.1 I attach an account of my Receipts and Payments for the Period, with a comparison to the Declaration of Solvency values.
- 2.2 The following assets have been realised during the Liquidation:

Asset	Declaration of Solvency	Amount realised
Cash at Bank	£250,000.00	£237,197.02
Insurance Refund	-	£224.33

- 2.3 All funds realised are unrestricted funds and are available for use at the discretion of the Trustees in furtherance of the Company's charitable objectives.
- 2.4 No further realisations are expected in the Liquidation.

3 Creditors

Secured Creditors

- 3.2 The Company's mortgage register at the Registrar of Companies shows two mortgages with National Westminster Bank plc, which were satisfied following the sale of the Company's freehold property. These charges were settled prior to the Company entering Liquidation.

Preferential Creditors

- 3.3 We have not been made aware of any potential claims from preferential creditors.

Unsecured Creditors

- 3.4 The Declaration of Solvency estimated there were unsecured creditors whose debts totalled £7,650. Immediately following my appointment, I wrote to all known creditors and placed statutory notices in the London Gazette requesting creditors to prove their debts before the statutory deadline.
- 3.5 I have received claims totalling £21,431.16 from seven creditors. All unsecured creditors' claims have been adjudicated and settled.

4 Charitable Donations

- 4.1 The Company is also a Charity and therefore any surplus funds will be passed to another charity with similar objectives. A condition set out in the Charity's governing documents is that any beneficiary shall prohibit the distribution of its income and property among their own members.
- 4.2 A distribution is yet to be made in this matter.

5 Liquidator's Remuneration and Expenses

- 5.1 The Trustees approved that the basis of the Liquidators remuneration at a meeting held on 25 February 2022 on a fixed fee basis of £6,500 plus VAT and Expenses, which has been drawn in full. Since my appointment the following expenses have been incurred by my firm and reimbursed:
- Meeting Room Hire (University of Wolverhampton) £30.00
- 5.2 The payment of the below expenses is reflected in my Receipts and Payments Account enclosed with this report.

Category 1 Expense	Provider	Total paid £
Accountancy Costs (preparation of Accounts & tax returns)	Jerroms	1,240.00
Consultancy Fees (Consultancy services retained by the Company)	Aurora People	6,963.10
Data Protection Fee	ICO	40.00
Insurances	AXA	3,925.66
Legal Fees	Lanyon Bowdler	459.00
Specific Penalty Bond	Marsh Limited	200.00
Statutory Advertising	EPE Reynell	249.00

- 5.3 Professional Advisor Costs - Please note that the office holder uses several different firms of professional advisers on other cases where he is also an office holder. If professional services are required, the office holder will select that firm which he feels will suit the particular needs of the case. The engagement of advisers is assessed in each individual circumstance. In general, the professional relationship with an adviser is not seen to create a risk to the office holder's objectivity. The adviser will be engaged on an arm's length commercial contract in respect of a relationship in the normal course of business. In the exceptional circumstance of such a threat being identified the payment of any expense to the adviser will be treated as a category 2 expense. No such threat has been identified in this case with the above advisers.

5.4 During the period of my appointment, the following work has been carried out:

Administration and Planning

This work has not necessarily brought any financial benefit to the estate but is work required on every case to meet the requirements under the Insolvency Legislation and the Statements of Insolvency Practice, which set out the required practice that office holders must follow:

- Notifying creditors and HMRC of the office holder's appointment and other associated formalities including statutory advertising and filing relevant statutory notices
- Securing cash at bank and placing insurance where appropriate
- Preparing and issuing annual progress report to members
- Lodging periodic return with the Registrar of Companies
- Correspondence and reporting to the Charity Commission
- Complying with statutory duties in respect of the office holder's specific penalty bond
- Creation and update of case files on the firm's software
- Pension – auto enrolment cancellation
- Completion and filing of the notices with HM Revenue and Customs
- Periodic case progression reviews (typically at the end of Month 1 and every 6 months thereafter)
- Opening, maintaining and managing the estate cashbook and bank account
- Dealing with all post-appointment VAT and tax compliance
- Seeking clearances from HM Revenue and Customs
- Ongoing statutory responsibilities of the Charity
- Liaising with Trustees regards the ongoing costs, statutory duties and beneficiary

Creditors

- Issuing the appropriate notice to creditors in the London Gazette
- Communication with creditors by email, post and telephone
- Processing creditors' claims and maintaining up to date creditor information.
- Requesting additional information from creditors in support of their proof of debt
- Dealing with pre-appointment taxation
- Adjudicating creditors' claims

5.5 Attached is additional information in relation to the Liquidator's fees and expenses.

5.6 A copy of 'A Shareholders' Guide to Liquidator's Fees' is available on request or can be downloaded from www.westadvisory.co.uk/guides.html

6 Members' Rights

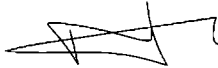
6.1 Within 21 days of the receipt of this report, members with either at least 5% of the total voting rights of all the members having the right to vote at general meetings of the Company or with the permission of the court, may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.

6.2 Any members with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company may within 8 weeks of receipt of this progress report, make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

7 Next Report

- 7.1 I am required to provide a further report on the progress of the liquidation within two months of the end of the second anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write again with my proposed final account.

Yours faithfully

A handwritten signature in black ink, appearing to be 'N L West', with a stylized, somewhat abstract shape.

N L West
Liquidator

Telford Occupational Health Service Limited
(In Liquidation)
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West Advisory Limited - Schedule of current charge out rates and chargeable disbursements

REMUNERATION

If a resolution is proposed which authorises remuneration to be drawn by the office holder on a time cost basis by reference to time properly spent on the case, the following rates will prevail. Time is charged to a case in hours and minutes, with time being recorded in six-minute units. Periodically, this firm may increase its hourly rates, and should this occur during the administration of the case, creditors will be informed when the office holder next reports to them.

Set out below are the current charge out rates per hour for the grades of staff employed within West Advisory Limited, exclusive of VAT:

Grade of Staff	Rate from 1 October 2020
Director/Office Holder	£385 per hour
Manager	£285 per hour
Senior Administrator	£190 per hour
Case Administrator	£150 per hour
Admin Assistant	£100 per hour

EXPENSES

Category 1 Expenses are expenses which directly relate to the administration of the insolvency case and payable to a third party and who are not associates of the office holder. Examples of Category 1 Expenses include statutory advertising, specific indemnity bond, insurance of assets, electronic anti-money laundering checks, external meeting room hire (both virtual and physical), external storage provider and postage.

Category 2 Expenses are expenses that are directly referable to the appointment in question, but which are not to an independent third party and may include payments to associates of the office holder or shared or allocated costs that can be apportioned to the appointment on a proper and reasonable basis. Specific approval for Category 2 Expenses is required from creditors before they can be paid. The following indirect expenses are charged to cases where appropriate on the following basis:

Category 2 Expense	Cost
Mileage	Mileage incurred as a result of necessary travel on a case as per HMRC's approved rate : 45p per mile

PROFESSIONAL ADVISORS

Details of any professional advisors' services engaged will be provided in reports to creditors. The fee arrangement for each will be disclosed in reports to creditors and these will be reviewed on a regular basis, together with the recovery or relevant expense. The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

VAT

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements which are VAT exempt, the office holders' remuneration and disbursements invoiced to the insolvency estate will be subject to VAT at the prevailing rate.

CREDITORS' RIGHTS

Information about Creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at www.creditorinsolvencyguide.co.uk. Further guide to office holder's fees, including how they are approved and challenged are available at <https://www.westadvisory.co.uk/guides.html>. Hard copies of these documents may be requested free of charge by contacting our office.

FURTHER INFORMATION

Should you require further clarification in respect of remuneration and disbursements, then please contact our office:

West Advisory Limited
e-Innovation Centre
Priorslee
Telford
TF2 9FT

tel. 01952 350 530
web. www.westadvisory.co.uk
email. info@westadvisory.co.uk