

# 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 4 4 1 7 5 0 0

Company name in full A Wright Builders & Joinery Ltd

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

### 2 Liquidator's name

Full forename(s) Stewart

Surname Goldsmith

### 3 Liquidator's address

Building name/number 1580 Parkway

Street Solent Business Park, Whiteley

Post town Fareham

County/Region Hampshire

Postcode P O 1 5 7 A G

Country

### 4 Liquidator's name ①

Full forename(s) Carl

Surname Faulds

① Other liquidator  
Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number 1580 Parkway

Street Solent Business Park, Whiteley

Post town Fareham

County/Region Hampshire

Postcode P O 1 5 7 A G

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

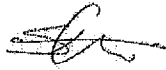
From date	d 2	d 7	m 0	m 4	y 2	y 0	y 2	y 2
To date	d 2	d 6	m 0	m 4	y 2	y 0	y 2	y 3

**7** Progress report
☒ The progress report is attached
**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

d 1	d 9	m 0	m 6	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

Stewart Goldsmith

Company name

Leonard Curtis

Address

1580 Parkway

Solent Business Park, Whiteley

Post town

Fareham

County/Region

Hampshire

Postcode

P O 1 5 7 A G

Country

DX

Telephone

01489 550 440

**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)

# A Wright Builders & Joinery Ltd

## In Liquidation

### Joint Liquidators' Summary of Receipts and Payments (Accruals Basis)

Statement of Affairs £	From 27 April 2022 To 26 April 2023 £	From 27 April 2020 To 26 April 2023 £
<b>ASSET REALISATIONS</b>		
NIL Leasehold Improvements	0.00	0.00
Uncertain Plant and machinery	0.00	2,500.00
10,000.00 Book debts and retentions	0.00	24,418.23
265.27 Intercompany account	0.00	265.27
Bank interest gross	0.00	13.45
9,600.00 Staff Loan	0.00	0.00
Cash in client account	0.00	5,000.00
Rates refund	0.00	417.60
	0.00	32,614.55
<b>COST OF REALISATIONS</b>		
Statement of affairs disbursements	0.00	70.44
Specific bond	0.00	100.00
Statement of affairs fee	0.00	8,000.00
Joint liquidators' remuneration	0.00	10,500.00
Joint liquidators' disbursements	0.00	54.75
Chattel agents' fees	0.00	595.75
Quantity surveyors' fees	0.00	4,362.02
Postworks charges	0.00	96.59
Storage	0.00	39.48
Land registry fees	0.00	3.00
Advertising in London Gazette	0.00	263.30
	0.00	(24,085.33)
<b>PREFERENTIAL CREDITORS</b>		
(2,328.21) Employees - holiday and arrears of pay	0.00	3,134.52
	0.00	(3,134.52)
<b>FLOATING CHARGE CREDITORS</b>		
(116,357.05) HSBC Bank Plc	0.00	0.00
	0.00	0.00
<b>UNSECURED CREDITORS</b>		
(89,719.02) Trade and expense creditors	0.00	0.00
(29,692.85) Employee claims	0.00	0.00
(113,500.00) Directors' loan account	0.00	0.00
(8,026.16) Corporation Tax	0.00	0.00
(12,494.19) VAT and PAYE	0.00	0.00
(1,582.97) Pension contributions	0.00	0.00
	0.00	0.00
<b>SHAREHOLDERS</b>		

Statement of Affairs £	From 27 April 2022 To 26 April 2023 £	From 27 April 2020 To 26 April 2023 £
(100.00) Ordinary shareholders	0.00	0.00
	0.00	0.00
<b>(353,935.18)</b>	<b>0.00</b>	<b>5,394.70</b>

#### REPRESENTED BY

VAT receivable	122.96
Current account - Lloyds Bank VCA	5,271.74
Dividend cheques not banked	(1.16)
Suspense Bank Account - dividends	1.16
	<b>5,394.70</b>

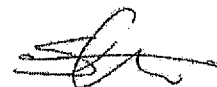
The funds held in the bank account were previously accruing interest. Due to the current level of interest the account is no longer interest bearing.

A dividend of 100p in the £ was declared to preferential creditors totalling £3,134.52 on 7th June 2021.

Instructions were given to Leslie Keats to provide assistance with the contract debts as set out in the narrative of the report. Prior to instruction we considered their expertise and agreed a fair, reasonable and proportionate cost structure. Their fee for the collection of debts is based upon 100% of the first £4,000 plus 20% of further realisations achieved. We concluded that they were the best party to instruct. We are required to report whether anyone instructed is associated with us, there is no such association.

Instructions were given to Portland Legal Debt Collection Limited to provide assistance with the realisation of assets as set out in the narrative of the report. Prior to instruction we considered their expertise and agreed a fair, reasonable and proportionate cost structure based on 15% of the debts collected. We concluded that they were the best party to instruct. We are required to report whether anyone instructed is associated with us, as set out in the report this is an associated party. Before giving instructions creditors approved the instruction and the rate of payment.

Instructions were given to SIA Group to provide assistance with the realisation of assets as set out in the narrative of the report. Prior to instruction we considered their expertise and agreed a fair, reasonable and proportionate cost structure. The fee for the valuation of the assets is based on time costs and for the realisations is based on 10% of recoveries achieved. We concluded that they were the best party to instruct. We are required to report whether anyone instructed is associated with us, there is no such association.



Stewart Goldsmith  
Joint Liquidator



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**TO THE MEMBERS AND CREDITORS**

SIG/CF/SIG/XCT/ CH/DJM/CG/SH/AS/AJ/KD/A9484

19<sup>th</sup> June 2023

**A Wright Builders & Joinery Ltd In Liquidation**

**Progress report**

Full registered name	A Wright Builders & Joinery Ltd	Registered office	1580 Parkway Solent Business Park Whiteley, Fareham Hampshire PO15 7AG
Registered number	04417500	Trading address	Unit E Riverside Industrial Estate Littlehampton West Sussex BN17 5DF
Other trading names	None		
Name of liquidators and their licensing bodies	Stewart Goldsmith	Insolvency Practitioners Association	
	Carl Derek Faulds	Insolvency Practitioners Association	
Liquidators' address	1580 Parkway, Solent Business Park, Whiteley, Fareham, Hampshire, PO15 7AG E-mail creditors.south@leonardcurtis.co.uk		
Date of appointment	27 <sup>th</sup> April 2020	Appointed by	Members and Creditors
Period of account	27 <sup>th</sup> April 2022 to 26 <sup>th</sup> April 2023		
Note – Stewart Goldsmith and Carl Derek Faulds were appointed as Joint Liquidators of the company on 27 <sup>th</sup> April 2020. At that stage the Joint Liquidators' firm was named Portland Business & Financial Solutions Limited. On 1 <sup>st</sup> November 2022 the company was renamed Leonard Curtis South Coast Limited and since that date has traded as Leonard Curtis. The Joint Liquidators and staff working on the case remain unchanged.			

We are now able to complete the winding-up of the affairs of this company, in respect of which we were appointed joint liquidators on 27<sup>th</sup> April 2020.

Leonard Curtis South Coast Limited

Company Number 03830668 (England) Reg Office: Riverside House, Irwell Street, Manchester, M3 5EN

Carl Faulds, Mike Fortune, Nicola Layland and Stewart Goldsmith are licensed in the UK by the IPA.

David Smithson is licensed in the UK by the ICAEW.

All Insolvency Practitioners are bound by the Insolvency Code of Ethics. When appointed as Administrators to manage the affairs, business and property of a company in administration, the Administrators act as agent of the company without personal liability.

1580 Parkway  
Solent Business Park  
Whiteley  
Fareham  
Hampshire PO15 7AG

Discovery Court  
551-553 Wallisdown  
Road  
Poole  
Dorset BH12 5AG

Tel: 01489 550 440  
Fax: 01489 550 499

Tel: 01202 712 810

### **Outcome in realising assets**

We enclose a summary of our receipts and payments account. We have provided comparisons of the realisations with the original director projections in the statement of affairs, which we hope you will find helpful.

### **Plant and machinery**

The director's estimated statement of affairs listed plant and machinery with an uncertain realisable value. We instructed independent agents, SIA Group Assent Ingenuity, to deal with the disposal of these assets. These assets were sold to a connected party, The Wright Joinery Company Limited, which is connected to the company because Nigel Wright was a common director. The sale was concluded on 15<sup>th</sup> June 2020. The price agreed was £2,500 plus VAT which has been paid in full. The purchaser was not advised by the liquidator.

The sale was completed to the connected party because the agents advice was that it was unlikely that a sufficiently high offer would be received to provide a higher return to the liquidation once costs of removal were taken into account.

### **Book debts**

The book debts and retentions of the company had a book value of £140,751 with an estimated to realise value of £10,000. The debtors consisted of two contracts that had been completed but were the subject of disputes.

In order to deal with the debtors, we instructed Leslie Keats, quantity surveyors, to review the outstanding matters. Shortly following our appointment we received a payment from one debtor, with a book value of £56k, of £22,608 on account. Following prolonged correspondence with Leslie Keats to establish the works required to remedy the defects a further £1,810 was received in settlement of the debt due.

The second debtor, with a value of £76k, was disputed and the clients instructed solicitors to act on their behalf. Leslie Keats suggested instructing a solicitor on a no win no fee basis to review the debtor to ascertain the likely recoveries and begin proceedings if necessary. They believed this will be the only way of achieving a recovery. The costs of this would be 50% of any recoveries split between Leslie Keats and the solicitors.

Due to the position of the debt we sought the opinion of the prospect of recovery from the director. He felt that it was highly unlikely to obtain any recovery from the project as he had difficulties with the client from the start and was unable to recover sums prior to the liquidation. As the director had personally guaranteed the secured bank debt he would be the ultimate beneficiary if recoveries were achieved and had concerns over the time that would be spent by the liquidators overseeing what could be a long drawn out process with the potential for no recoveries.

Given the uncertain recoveries, the existing disputes and the directors opinion we took the decision to not pursue this matter further.

### **Intercompany loan**

At the date of liquidation, there was a balance due from a connected company of £265 in respect of intercompany trading, this has been received in full.

### **Staff loan**

In addition to the above debtors, the company was due the sum of £9,600 from a former employee in respect of a loan. This loan was disputed by the former employee and as such we passed collection of this debt to Portland Legal Debt Collection to pursue. The debtor continued to dispute the debt, although evidence available disproved his allegations. As the debtor was not willing to reach a settlement we began steps to issue proceedings, however, prior to doing so we established that the debtor was unlikely to hold any personal assets from which we would be able to recover the sums due. As such, we have written off this debt as unrecoverable.

There have not been any sales of assets to connected parties.

A small amount of credit interest of £13 has been received on the funds held. £418 has also been received in respect of a rates refund.

## **Investigation**

In our first report, we invited creditors to bring to our attention any matters that they believe require further investigation. We have also conducted an investigation into the affairs of the company in order to identify matters that would lead to a cost-effective recovery for creditors. We have concluded that there are no matters of concern that merit pursuing.

In addition, a report has been submitted to The Insolvency Service as required under the provisions of The Insolvent Companies (Report on Conduct of Directors) (England and Wales) Rules 2016.

## **Creditors' claims and outcome for creditors**

### **Fixed charge creditors**

Whilst HSBC Bank Plc holds a debenture conferring fixed and floating charges over the assets of the company there has been no sale of any fixed charged assets and none are expected.

### **Preferential creditors**

The employees claims for holiday pay together with the first £800 of arrears of pay and any unpaid employee pension contributions rank as preferential claims against the company.

We have assisted the four employees that were dismissed as part of the liquidation process to submit claims to the Redundancy Payments Office in order to receive their guaranteed entitlements. Some employees have residual claims that exceed the RPO limits.

We have liaised with the Redundancy Payments Office and the company's pension scheme provider in relation to pension contributions due for one employee to ensure that the claim made was correct and we have corresponded with the employee with regards to this matter to provide updates on the progress of the claim.

The preferential claims have been agreed at £3,135 and discharged.

### **Floating charge creditors**

HSBC Bank Plc holds a floating charge debenture over the assets of the company. The bank submitted a claim of £11,732 in the liquidation which was the balance outstanding after the director's personal guarantee was called upon by the bank.

A distribution of £3,895 has been paid to HSBC Bank Plc under their floating charge.

### **Prescribed part**

In this case, unsecured creditors have not benefitted from the availability of any prescribed part. This is the requirement to set aside for the benefit of unsecured creditors a proportion of the funds that would otherwise be paid to a floating charge holder, calculated as 50% of the first £10k and 20% of the balance. It only applies where the funds available to the secured creditor exceeds £10k and where we believe the cost of making a distribution to the unsecured creditor would be proportionate to the benefits. In this case, the funds available to the floating charge holder were below £10k.

We have corresponded with HM Revenue and Customs to ensure that the company's VAT position had been finalised.

We have responded to creditor correspondence and confirmed claims where we have been requested to do so.

There are no funds available to pay a dividend to unsecured creditors due to the prior claims of the secured and preferential creditors.

## **Liquidators' fees, disbursements and expenses**

We are required to agree the basis of our remuneration and disbursements with the creditors. The agreement was given on 10<sup>th</sup> June 2020 by unsecured creditors

It was resolved that our remuneration and disbursements be fixed as follows:-



- For services provided in the period up to the date of despatch of the draft final progress report to creditors on the basis allowed by reference to the time properly given by the office holders and their staff in attending to matters arising in the liquidation. This is analysed below:-

	From 27/04/2022 to 26/04/2023 (£)	Total to 27/04/2020 to date (£)
<b>Total</b>	<b>3,321</b>	<b>29,144</b>
<b>Amount paid</b>	<b>1,500</b>	<b>12,000</b>

- For services in the period from the following day for the remainder of the liquidation, a set amount of £2,000. Whilst this work provides no financial benefit to the creditors it is required by statute.
- Out of pocket expenses incurred in accordance with the schedule of rates for disbursements and out pocket expenses published by the liquidators.

The budgeted estimate provided at the outset is set out below

Category of work	Estimated		
	Hours	Cost (£)	Average hourly rate (£)
<b>Fixed charge realisations</b>	-	-	-
<b>Realisation of assets</b>	40	7,980	200
<b>Administration and planning</b>	24	4,145	173
<b>Creditors</b>	29	5,085	175
<b>Investigations</b>	20	4,355	218
<b>Reporting</b>	18	3,465	193
<b>Trading</b>	-	-	-
<b>Estimated total</b>	<b>131</b>	<b>25,030</b>	<b>191</b>
<b>Fixed fee</b>	-	<b>2,000</b>	-
<b>Estimated including fixed fee</b>	-	<b>27,030</b>	-

We have drawn a fee of £8,000, as approved by a resolution on 10<sup>th</sup> June 2020 by unsecured creditors, for the services of Leonard Curtis to the company in the period leading up to our appointment in convening the creditors' decision and preparing the report and statement of affairs that was presented to creditors.

We have also instructed agents to handle certain aspects of the liquidation on our behalf where it was either more cost-effective for them to do so or where they have a particular expertise that was required. A summary of the expenses is enclosed.

The expenses and disbursements have not exceeded the estimate.

#### **Associated party expenses**

Portland Legal Debt Collection Limited, trading as Debtcol, is an associated company of Leonard Curtis. Where it was deemed appropriate, having considered the cost effectiveness and expertise required, this firm was instructed to pursue outstanding debts. Commercial fees have been agreed on a percentage of realisation basis taking into account the complexity and age of the debt.

In this case a collection fee of 15% was agreed to be being charged. No fees have been paid during the liquidation. At the outset it was anticipated that the maximum fees could be £1,440, based on the total debtor balance.

#### **Creditors' requests for further information**

In accordance with rule 18.9 Insolvency (England and Wales) Rules 2016 the following may make a written request to us for further information about remuneration or expenses set out in this report:-

- A secured creditor.

- An unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question).
- Any unsecured creditor with the permission of the court.

A request, or an application to the court for permission, must be made, or filed with the court (as applicable) within 21 days of the receipt of this report.

In accordance with rule 18.34 the following may make an application that the remuneration charged is in all circumstances excessive or the basis is inappropriate or the expenses incurred are excessive:-

- A secured creditor.
- An unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors (including the creditor in question).
- Any unsecured creditor with the permission of the court.

The application to the court must be made no later than eight weeks after the receipt of this report.

Further information regarding liquidators' fees can be found by visiting the following website link <https://www.insolvency-practitioners.org.uk/regulation-and-guidance/creditors-guides-to-fees>

### **Conclusion**

We hope the contents of this account have provided you with a clear and detailed explanation of the conduct of the winding up. If you have any queries or require further explanations or further information, please do not hesitate to contact us.

Stewart Goldsmith  
**Joint Liquidator**

### **Attachments**

- Summary of receipts and payments (period, annual and total)
- SIP9 time analysis (period, annual and total)
- Narrative of time spent
- Summary of disbursements and expenses
- Schedule of charge out rates
- Privacy policy for creditors

**A Wright Builders & Joinery Ltd**

**In Liquidation**

**Joint Liquidators' Summary of Receipts and Payments (Accruals Basis)**

Statement of Affairs £	From 27 April 2022 To 26 April 2023 £	From 27 April 2020 To 26 April 2023 £
<b>ASSET REALISATIONS</b>		
NIL Leasehold improvements	0.00	0.00
Uncertain Plant and machinery	0.00	2,500.00
10,000.00 Book debts and retentions	0.00	24,418.23
265.27 Intercompany account	0.00	265.27
Bank interest gross	0.00	13.45
9,600.00 Staff Loan	0.00	0.00
Cash in client account	0.00	5,000.00
Rates refund	0.00	417.60
	<hr/> 0.00	<hr/> 32,614.55
<b>COST OF REALISATIONS</b>		
Statement of affairs disbursements	0.00	70.44
Specific bond	0.00	100.00
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Land registry fees	0.00	3.00
Advertising in London Gazette	0.00	263.30
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<b>PREFERENTIAL CREDITORS</b>		
(2,328.21) Employees - holiday and arrears of pay	0.00	3,134.52
	<hr/> 0.00	<hr/> (3,134.52)
<b>FLOATING CHARGE CREDITORS</b>		
(116,357.05) HSBC Bank Plc	0.00	0.00
	<hr/> 0.00	<hr/> 0.00
<b>UNSECURED CREDITORS</b>		
(89,719.02) Trade and expense creditors	0.00	0.00
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(8,026.16) Corporation Tax	0.00	0.00
(12,494.19) VAT and PAYE	0.00	0.00
(1,582.97) Pension contributions	0.00	0.00
	<hr/> 0.00	<hr/> 0.00
<b>SHAREHOLDERS</b>		

Statement of Affairs £	From 27 April 2022 To 26 April 2023 £	From 27 April 2020 To 26 April 2023 £
(100.00) Ordinary shareholders	0.00	0.00
	0.00	0.00
<u>(353,935.18)</u>	<u>0.00</u>	<u>5,394.70</u>

#### REPRESENTED BY

VAT receivable	122.96
Current account - Lloyds Bank VCA	5,271.74
Dividend cheques not banked	(1.16)
Suspense Bank Account - dividends	1.16
	<u>5,394.70</u>

The funds held in the bank account were previously accruing interest. Due to the current level of interest the account is no longer interest bearing.

A dividend of 100p in the £ was declared to preferential creditors totalling £3,134.52 on 7th June 2021.

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Instructions were given to Portland Legal Debt Collection Limited to provide assistance with the realisation of assets as set out in the narrative of the report. Prior to instruction we considered their expertise and agreed a fair, reasonable and proportionate cost structure based on 15% of the debts collected. We concluded that they were the best party to instruct. We are required to report whether anyone instructed is associated with us, as set out in the report this is an associated party. Before giving instructions creditors approved the instruction and the rate of payment.

Instructions were given to SIA Group to provide assistance with the realisation of assets as set out in the narrative of the report. Prior to instruction we considered their expertise and agreed a fair, reasonable and proportionate cost structure. The fee for the valuation of the assets is based on time costs and for the realisations is based on 10% of recoveries achieved. We concluded that they were the best party to instruct. We are required to report whether anyone instructed is associated with us, there is no such association.

SIP9 Time & Cost Summary  
A Wright Builders & Joinery Ltd - A9484  
27 April 2020 to 19 June 2023

A Wright Builders & Joinery Ltd (Showing Post-Appointment only)

Classification of Work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & planning	3.20	0.20	10.30	13.40	27.10	4,715.50	174.00
Creditors	7.10	1.00	30.60	16.10	54.80	10,392.50	189.64
Fixed charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	1.10	0.00	6.50	0.20	7.80	1,566.50	200.83
Pre appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of assets	9.80	0.00	15.70	7.20	32.70	6,955.00	212.69
Reporting	4.20	1.40	15.50	6.00	27.10	5,514.00	203.47
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>25.40</b>	<b>2.60</b>	<b>78.60</b>	<b>42.90</b>	<b>149.50</b>	<b>29,143.50</b>	<b>194.94</b>
<b>Total Fees Claimed</b>						<b>12,000.00</b>	
<b>Total Expenses Claimed</b>						<b>303.62</b>	

SIP9 Time & Cost Summary  
A Wright Builders & Joinery Ltd - A9484  
27 April 2022 to 26 April 2023

A Wright Builders & Joinery Ltd (Showing Post-Appointment only)

Classification of Work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & planning	0.70	0.10	1.00	2.60	4.40	820.50	186.48
Creditors	1.20	0.70	0.80	1.30	4.00	1,049.50	262.38
Fixed charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of assets	0.10	0.00	0.00	1.00	1.10	166.00	150.91
Reporting	0.40	1.40	2.00	2.30	6.10	1,285.00	210.66
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>2.40</b>	<b>2.20</b>	<b>3.80</b>	<b>7.20</b>	<b>15.60</b>	<b>3,321.00</b>	<b>212.88</b>
<b>Total Fees Claimed</b>						<b>1,500.00</b>	
<b>Total Expenses Claimed</b>						<b>0.00</b>	

## **A Wright Builders & Joinery Ltd In Creditors Voluntary Liquidation**

### **Narrative of time spent**

We have recorded time in the following categories of work that we have handled:-

#### **AP: Administration and planning**

Internal management of the case to ensure it is completed in an expedient manner and in accordance with good practice. Maintaining the estate accounts and ensuring compliance and statutory filing requirements, further details as set out on the attached.

Whilst this work provides no financial benefit to the creditors it is required by statute.

#### **C: Creditors**

Corresponding with creditors about their claims, as more fully described under the "Creditor claims and outcome for creditors" in the report, further details as set out on the attached.

Where work was undertaken to agree claims in order to distribute funds to creditors this was for the financial benefit of the creditors. Whilst the other work provided no financial benefit to the creditors it was required by statute.

#### **I: Investigation**

Carrying out a review of the events leading up to failure and completing the CDDA reports, which is explained in more detail under the heading of "Investigation" in the report.

Where this work was undertaken to recover funds, this has provided a financial benefit to the creditors. Whilst the other work provides no financial benefit to the creditors it is required by statute.

#### **R: Realisation of assets**

Taking appropriate measures to realise the assets of the company, as more fully explained under the heading "Outcome in realising assets" in the report, further details as set out on the attached.

This work has provided a financial benefit to the creditors as sufficient funds are available from the realisations to enable a distribution to creditors.

#### **Reporting**

Communicating with creditors about the initial appointment, preparing and distributing reports, further details as set out on the attached.

Whilst this work provides no financial benefit to the creditors it is required by statute.

A Wright Builders & Joinery Ltd

#### Category 2 expenses

		Accrued 27/04/2022 to 26/04/2023	Total accrued to 19/06/2023	Total paid to 19/06/2023	Total estimated
Disbursement	Rate paid	£	£	£	£
Postage and stationery	3 times postage	-	13.65	13.65	243.00
Photocopying and printing	10p per copy	-	4.80	4.80	195.00
Mileage	HM Revenue & Customs agreed rate	-	-	-	-
Room hire	£120 per meeting	-	-	-	-
Storage (Portland archive)	£50 per box per year	-	26.30	26.30	50.00
Facsimile	£1 per page	-	-	-	10.00
Company searches	2 times cost	-	-	-	10.00
Anti Money Laundering check	£4.50 per search	-	-	-	-
Banking fee	£10 per case	-	10.00	10.00	10.00
		-	54.75	54.75	518.00

Note - since 1st April 2021 the only category 2 expenses incurred will be mileage

#### Category 1 expenses

		Accrued 27/04/2022 to 26/04/2023	Total accrued to 19/06/2023	Total paid to 19/06/2023	Total estimated
Type of expense incurred	Name	£	£	£	£
Direct posting costs	Postworks	4.26	100.85	96.59	-
Statutory bond	Insolvency Risk Services	-	100.00	100.00	70.00
Statutory advertising	Courts Advertising	-	263.30	263.30	173.00
External storage	Millbank Document storage	19.74	76.14	39.48	100.00
Land Searches	HM Land Registry	-	3.00	3.00	-
		24.00	543.29	502.37	343.00

#### Category 1 expenses - Professional fees

		Accrued 27/04/2022 to 26/04/2023	Total accrued to 19/06/2023	Total paid to 19/06/2023	Total estimated
Name	Type of expense incurred	£	£	£	£
SIA Group Asset Ingenuity Ltd	Chattel agent fees	-	595.75	595.75	1,000 to 1,450
Leslie Leats	Quantity surveyors fees	-	4,362.02	4,362.02	5,200 to 31,350
		-	4,957.77	4,957.77	6,200 to 32,800



## **Fees and disbursements policies**

### **Fee policy**

In line with most practices, we normally calculate our fees on the basis of the time spent by each member of staff. We are prepared to calculate fees as a percentage of realisations or as a fixed fee by special arrangement only where the circumstances warrant it. Where the assignment relates to an insolvency appointment, we are normally required to obtain a resolution from creditors approving the basis of calculation.

Staff of the appropriate grades, are allocated to each task on each assignment, according to the size and complexity of the matter, and they record their time in six minute units. Where the fee is to be calculated on the basis of time spent, cost rates for each grade are then used to evaluate the fee. The effectively hourly rates are currently as follows:-

	Cost per hour	
	From 1 Nov 2022	To 31 Oct 2022
	£	£
Director	550	390
Senior Manager (previously Associate director)	465	360
Manager 1 (previously Client director)	415	330
Manager 2 (previously Case manager)	365	235
Admin 1 (previously Senior Insolvency administrator)	295	200
Admin 2	265	N/A
Admin 3 (previously Case administrator)	245	160
Admin 4 (previously Administrator)	175	130
Admin 4 (previously Cashiers)	175	130

The rates are reviewed periodically, typically every 1-2 years, and could therefore increase during any particular assignment.

### **Expenses policy**

#### **Category 1 – no approval required**

Where expenses are incurred through third parties specifically in respect of the assignment, they are recharged to the case as incurred, for example statutory advertising, external room hire, fidelity bond, rail travel and external storage. These are defined as category 1 expenses in SIP9 and approval is not required.

#### **Category 2 – approval required**

Other expenses can be recharged to the assignment based on a share or allocation of a cost that Leonard Curtis incurs centrally. These are defined as category 2 expenses in SIP 9 and approval is required. Typically such expenses and the method of allocation are as follows:-

Postage and stationery	-	Three times postage cost
Photocopying and printing	-	10p per copy
Facsimile	-	£1 per page
Mileage	-	HM Revenue and Customs agreed rate
Room hire	-	£120 per meeting
Storage (Leonard Curtis archive)	-	£50 per box per year
Company searches	-	Two times cost
Virtual meeting/conference call	-	£10 per meeting/call
Banking fee	-	£10 per case
Debt collection fees	-	Details in report if charged
Leonard Curtis Legal	-	Details in report if charged

\* Note – the only category 2 expenses which may have been incurred since 1<sup>st</sup> April 2021 are debt collection fees, legal fees and mileage.

## **PRIVACY NOTICE FOR CREDITORS**

### **Information we collect and hold about you**

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

### **Legal justification for processing your Personal Data**

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

### **How we use your information**

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

### **Who we share your information with**

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

### **How long will we hold your Personal Data for?**

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

### **Your rights in respect of your Personal Data**

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

### **Your right to complain**

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

#### **Contacting us**

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, 5<sup>th</sup> Floor, Grove House, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: [privacy@leonardcurtis.co.uk](mailto:privacy@leonardcurtis.co.uk).

**Data Controller: Leonard Curtis**