



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

1 Company details

Company number 0 0 2 1 8 6 8 6

Company name in full William Anelay Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Julian

Surname Pitts

3 Administrator's address

Building name/number Fourth Floor

Street Toronto Square

Post town Toronto Street

County/Region Leeds

Postcode L S 1 2 H J

Country

4 Administrator's name ①

Full forename(s) Bob

Surname Maxwell

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number Fourth Floor

Street Toronto Square

Post town Toronto Street

County/Region Leeds

Postcode L S 1 2 H J

Country

② Other administrator

Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6 Period of progress report

From date	^d 0	^d 8	^m 0	^m 9	^y 2	^y 0	^y 2	^y 0
To date	^d 0	^d 7	^m 0	^m 3	^y 2	^y 0	^y 2	^y 1

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date

^d 0	^d 6	^m 0	^m 4	^y 2	^y 0	^y 2	^y 1
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**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 **Amelia Blythe**

Company name **Begbies Traynor (Central) LLP**

Address **Fourth Floor**

Toronto Square

Post town **Toronto Street**

County/Region **Leeds**

Postcode **L S 1 2 H J**

Country

DX

Telephone **0113 244 0044**

**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

Julian Pitts and Bob Maxwell were appointed joint administrators on 8 September 2016.

The affairs, business and property of the Company are being managed by the joint administrators, who act as the Company's agents and without personal liability.

William Anelay Limited (In
Administration)

Progress report of the joint administrators

Period: 8 September 2020 to 7 March 2021

Important Notice

This progress report has been produced by the administrators solely to comply with their statutory duty to report to creditors on the progress of the administration. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than this report to them, or by any other person for any purpose whatsoever.

This report has been produced during the Covid-19 HM Government restrictions. As a result, our access to information within our physical case files has been limited as our firm has implemented remote working wherever possible in line with HM Government guidance in order to protect its employees and to limit the spread of the virus. Consequently, this report has been prepared from information we are able to access remotely. We have taken every reasonable step to ensure that the information is accurate, but if anything is incorrect or incomplete, we will provide an explanation and corrected information in our next progress report.

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1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	William Anelay Limited (In Administration)
"the administration"	The appointment of administrators under Schedule B1 to the Insolvency Act 1986 on 8 September 2016
"the administrators" "we" "our" and "us"	Julian Pitts of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ and Bob Maxwell of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016 (as amended)
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and (ii) In relation to Scotland, 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) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Insolvency Act 1986

2. STATUTORY INFORMATION

Name of Company	William Anelay Limited
Trading name(s):	William Anelay
Date of Incorporation:	3 January 1927
Company registered number:	00218686
Company registered office:	Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ

3. DETAILS OF APPOINTMENT OF ADMINISTRATORS

Names of the administrators:	Julian Pitts, a Licensed Insolvency Practitioner of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ and Bob Maxwell, a Licensed Insolvency Practitioner of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ
Date of administrators' appointment:	8 September 2016
Date of administrators' resignation:	N/A
Court:	High Court of Justice, Chancery Division, Leeds District Registry
Court Case Number:	793 of 2016
Person(s) making appointment / application:	HSBC Bank plc, as Qualified Floating Charge Holder
Acts of the administrators:	The administrators act as officers of the court and as agents of the Company without personal liability. Any act required or authorised under any enactment to be done by an administrator may be done by any one or more persons holding the office of administrator from time to time.
EU Regulation on Insolvency Proceedings:	Regulation (EU) No 2015/848 of the European Parliament and of the Council applies to these proceedings which are 'main proceedings' within the meaning of Article 3 of the Regulation.
Extensions of the administration period	The administration period was extended with the consent of creditors for a period of 12 months until 7 September 2018. Further extensions have been granted by order of the court, each for 12 month periods, until 7 September 2019, 7 September 2020 and 7 September 2021 respectfully.

4. PROGRESS DURING THE PERIOD

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 8 September 2020 to 7 March 2021.

What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to creditors?

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details>. Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached at Appendix 2. There is an analysis for the period of the report and also an analysis of time spent on the case since the date of our appointment. The details below relate to the work undertaken in the period of the report only. Our previous reports contain details of the work undertaken since our appointment.

General case administration and planning

It has been necessary for us to carry out regular reviews on the case and how it is being administered, including full case and compliance reviews and the assessment of any remaining realisable assets of the Company. Time spent under this heading includes internal filing and information recording practices, including documenting strategy decisions and reviews of case files.

Whilst this work does not benefit creditors financially, it is necessary to ensure the efficient and compliant progression of the Administration, which ensures we carry out our work to high professional standards.

Compliance with the Insolvency Act, Rules and best practice

The Act and Rules require that we produce six monthly progress reports to provide an update to creditors on the progress of the Administration. The previous progress report dated 8 March 2020 to 7 September 2020 has been circulated during the period.

In addition, we have continued to monitor realisations to ensure the statutory bond is sufficient to cover the value of total realisations and estimated future realisations. Bonding is a requirement to protect the interests of creditors and the amount currently remains sufficient.

Our cashiering team has spent time dealing with any receipts and payments into the bank along with regular reconciliations.

This work has not benefitted creditors financially but is necessary in accordance with the Act and best practice.

Realisation of assets

Time has been spent in liaising with the Administrators of Heritage Building and Conservation (North) Limited ("HBC") with regard to the recovery of the Company's WIP and retentions following its pre-packaged sale to HBC.

Although not reflected in the Receipts and Payments Account, we have recovered £16,500 during the period, which will be paid into the Administration estate imminently. This is as a result of protracted negotiations with

one particular debtor. This settlement agreement completed on 17 February 2021. Time has been spent during the period in relation to this debtor, liaising with HBC and solicitors. Creditors were made aware in our previous reports that all assets realisations are now dependent on the collection of book debts from the Administrators of HBC.

Our solicitors, Irwin Mitchell have continued to assist in the pursuance of the agreed settlement terms during the period. The sum of £3,062 has been paid for their work during the period; however this is in relation to work carried out for the previous extension application.

Any realisations in the Administration increase the likelihood of a distribution being made to the creditors of the Company and therefore work in relation to WIP, debtors & retentions is necessary.

Dealing with all creditors' claims (including employees), correspondence and distributions

Time has been spent responding to calls and updating creditors with the progression of the case. Updates and reports have been provided upon request.

Other matters which includes seeking decisions of creditors via deemed consent procedure and/or decision procedures, tax, litigation, pensions and travel

The Administrators have continued to deal with the Company's tax returns when necessary. The Joint Administrators instructed Hunter Gee Holroyd Chartered Accountants ("HGH") to assist with the corporation tax returns and supporting tax computations. The Administrators' staff have incurred time in the period liaising with the accountants and supplying the necessary information. This work has now been completed and HGH were paid £2,000 on 2 March 2021.

5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in our statement of proposals.

On the basis of realisations to date and estimated future realisations we estimate an outcome for each class of the Company's creditors as follows:

Secured creditor

As detailed in previous reports, the secured creditor has been paid in full under their fixed charge in the sum of £976,563.

Preferential creditors

A dividend to preferential creditors remains dependent on realisations achieved from the book debts, WIP and retentions. Preferential claims are currently estimated at £163K.

Prescribed Part for unsecured creditors pursuant to Section 176A of the Act

Details of how the prescribed part for unsecured creditors is calculated were provided in our statement of proposals.

To the best of our knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and, consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property is available for distribution to the unsecured creditors.

Unsecured creditors

Any distribution to the Unsecured Creditors is wholly dependent on future realisations from the Company's Book Debts, WIP & retentions collected by the administrators of HBC (North) Limited.

Effect of administration on limitation periods under the Limitation Act 1980

As we have previously confirmed, the Limitation Act 1980 continues to apply to all debts due from the Company. Case law indicates that where a company is in administration, time does not stop running for limitation purposes pursuant to the Limitation Act 1980. If you have any concerns in relation to your claim against the Company becoming time-barred during the course of the administration, we strongly recommend that you seek independent legal advice on the options available to you to prevent this.

6. REMUNERATION & DISBURSEMENTS

Our remuneration has been fixed by reference to the time properly given by us and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters as set out in the fees estimate.

We are also authorised to draw disbursements for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy, details of which accompanied the Statement of proposals for achieving the purpose of administration and which are attached at Appendix 2 of this report.

Our original fee estimate was increased by £151,944 on 26 October 2017. This makes the total amount of our approved estimate £351,690.

Our time costs for the period from 8 September 2020 to 7 March 2021 amount to £17,501 which represents 57 hours at an average rate of £305 per hour. Further information in relation to our time costs is set out at Appendix 2 and provides details of the work undertaken by us and our staff following our appointment only.

To 7 March 2021, we have drawn the total sum of £290,000 on account of our remuneration, against total time costs of £400,915 incurred since the date of our appointment.

Time Costs Analysis

In addition to the time costs information disclosed at Appendix 2 for the period of this report, a cumulative Time Costs Analysis for the period from 8 September 2016 to 7 March 2021 is also attached at Appendix 2.

As can be seen from the information above, we have exceeded the limit of our previously approved estimate. For the avoidance of any doubt, we have not drawn any remuneration in excess of the level approved. The reasons why the previously approved estimate has been exceeded are as follows:

- The previously approved fees estimate was based on charge out rates that were applied by our firm at the time the estimate was produced. With effect from 1 December 2018, the charge out rates of all grades of staff were increased (see Appendix 2). Our costs have exceeded our previous estimate, partly as a consequence of this increase.
- We have continued to liaise regularly with the Administrators of HBC and hold conference calls, as discussed in our previous report. Further time has been incurred during the period in relation to the collection of Company book debts. The book debt collections have been delayed due to the administration of HBC. A further deed of assignment had to be negotiated and entered into.
- Book debt collections have been delayed during the period due to the Covid-19 pandemic. We understand from HBC that the debtors are now progressing again and we will have a greater understanding shortly.

We are not seeking creditors' approval of a further fees estimate at this time, but we reserve the right to do so in the future depending upon asset realisations.

Disbursements

To 7 March 2021, we have also drawn disbursements in the sum of £558 since the date of our appointment.

Category 2 Disbursements

There have been no Category 2 Disbursements, or disbursements that should be treated as Category 2 Disbursements, incurred during the period of this report.

A copy of 'A Creditors Guide to Administrators' Fees (E&W) 2015' which provides guidance on creditors' rights on how to approve and monitor an Administrator's remuneration and on how the remuneration is set can be obtained online at www.begbies-traynor.com/creditorsguides. Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

7. ADMINISTRATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. A cumulative statement of expenses also appears at Appendix 3 which details the expenses incurred since the date of our appointment.

Expenses actually incurred compared to those that were anticipated

Creditors will recall that we estimated that the expenses of the administration would total £389,058. Unfortunately, the expenses that we have incurred so far have exceeded that estimate and there will be further expenses to pay before the case concludes. The reasons why the estimate has been exceeded are as discussed in our previous report. This relates in the main to legal fees, quantity surveyor fees, wages and such like.

8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?

General case administration and planning

We will continue to review the case on a regular basis to ensure that all assets are realised, and the case is being managed efficiently. Internal meetings will be held as a part of this. We will continue to comply with our requirement to maintain files and record case decisions.

Whilst this work will not benefit creditors financially, it is necessary to ensure the efficient progression of the case and is required in accordance with the law and our regulatory body.

Compliance with the Insolvency Act, Rules and best practice

It is a statutory requirement that progress reports are produced on a six monthly basis in order to inform creditors of progress made during the period. We will continue to produce these reports and file them with the necessary bodies to meet statutory requirements.

Should the Administration need to be extended further, we have a duty to seek an extension by order of the court. We are currently liaising with the administrators of HBC in relation to our future strategy and creditors will be appraised in a future report in relation to strategy and the exit route of the administration.

We will also continue to monitor realisations and compare to the statutory bond level to ensure that sufficient cover is in place in order to protect the interests of the Company's creditors.

Realisation of assets

It will be necessary to continue with the realisations of the Company's Book Debts via the Administration of HBC. As such all time spent under this heading will be in pursuing each individual debtor or retention.

Dealing with all creditors' claims (including employees), correspondence and distributions

We will continue to deal with correspondence received and claims submitted throughout the remainder of the Administration.

If there is likely to be a distribution to the unsecured creditors, we will notify all eligible creditors at the earliest possibility. As there is will be no dividend by virtue of the prescribed part, this will include making arrangements to move the Company to a Creditors Voluntary Liquidation to agree claims and declare the dividend.

Other matters which includes seeking decisions of creditors via the deemed consent procedure and/or decision procedures, tax, litigation, pensions and travel

Time will be spent submitting VAT and Corporation Tax returns when appropriate in order to reclaim monies and pay over any taxes to HMRC.

How much will this further work cost?

As detailed in Section 6 of this report, we have exceeded our additional fees estimate. We do not intend to seek further creditor approval in respect of an additional fees estimate at this time, however reserve the right to do so.

We would estimate that further time costs will not exceed £15,000.

Expenses

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as set out in the estimate of anticipated expenses sent to creditors on 24 October 2016 which included all of the expenses that we anticipate that we will incur throughout the administration with the exception of legal fees.

9. OTHER RELEVANT INFORMATION

Extension of administration

As detailed in Section 3 of this report, the period of the administration has been extended previously by consent of the creditors and also by court. During the period of this report, a further extension of 12 months has been granted by order of the court until 7 September 2021.

Proposed exit route from administration

The administrators' proposals proposed that the Company exited administration via creditors' voluntary liquidation. This is dependent on whether or not that are sufficient realisations to enable a distribution to be paid to the unsecured creditors of the Company, which is entirely dependent on the realisations by the administrators of HBC.

Should a distribution to unsecured creditors not be available, the Company will exit administration via dissolution.

Use of personal information

Please note that in the course of discharging our statutory duties as Joint Administrators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

10. CREDITORS' RIGHTS

Right to request further information

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses (other than pre-administration costs) which have been incurred during the period of this progress report.

Right to make an application to court

Pursuant to Rule 18.34 of the Rules, any secured creditor or an unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, the basis fixed for our remuneration is inappropriate.

11. CONCLUSION

We will report again in approximately six months time or at the conclusion of the administration, whichever is the sooner.



J N R Pitts
Joint Administrator

Dated: 6 April 2021

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 8 September 2020 to 7 March 2021

Statement of Affairs		From 08/09/2020 To 07/03/2021	From 08/09/2016 To 07/03/2021
£		£	£
	SECURED ASSETS		
Uncertain	Freehold Land & Property	NIL	925,000.00
35,000.00	Leasehold Land & Property - Licence Fee	NIL	102,003.41
	Rent	NIL	8,077.81
	Late Completion Interest	NIL	18,902.31
		NIL	1,053,983.53
	COSTS OF REALISATION		
	Legal Fees	NIL	33,319.00
	Property Costs	NIL	1,554.00
	Insurance	NIL	8,950.69
		NIL	(43,823.69)
	SECURED CREDITORS		
(952,961.00)	HSBC Bank plc	NIL	976,562.98
		NIL	(976,562.98)
	ASSET REALISATIONS		
	Bank Interest Gross	1.99	89.91
65,977.37	Book Debts and Retentions	NIL	NIL
	Cash at Bank	NIL	45,201.13
200,000.00	Debtor and Retention Payment	NIL	281,293.42
	Insurance Refund	NIL	720.00
35,000.00	IT, Office Equipment and P&M	NIL	35,000.00
	Miscellaneous Receipt	NIL	3,129.96
	Motor vehicle - Tax Refund	NIL	110.00
52,000.00	Motor Vehicles	NIL	53,500.00
	Rates Refund	NIL	4,916.82
	Utilities refund	NIL	5,483.56
200,000.00	WIP Payment	NIL	139,689.81
		1.99	569,134.61
	COST OF REALISATIONS		
	Accountants Fees	2,000.00	4,000.00
	Administrators' Expenses	NIL	36.00
	Administrators' Fees	NIL	290,000.00
	Agents Disbursements	NIL	1,295.88
	Agents Fees	NIL	38,000.00
	Bank Charges	NIL	20.00
	Insurance of Assets	NIL	6,866.75
	Land Registry Fees	NIL	17.00
	Legal Disbursements	775.00	2,986.00
	Legal Fees	2,287.00	108,040.50
	Legal Fees (2)	NIL	2,282.00
	PAYE & NI	NIL	1,069.17
	Pre-Appointment Fee	NIL	23,326.50
	Quantity Surveyor Fees	NIL	65,000.00
	Security Costs	NIL	17,888.42
	Software Licence Fee	NIL	2,000.00

Statement of Affairs £		From 08/09/2020 To 07/03/2021 £	From 08/09/2016 To 07/03/2021 £
	Specific Bond	NIL	320.00
	Statutory Advertising	NIL	169.20
	Storage Costs	NIL	66.66
	Telephone & Fax	NIL	413.56
	Travel & Subsistence	NIL	780.19
	Utilities	NIL	546.83
	Wages & Salaries	NIL	13,577.83
		(5,062.00)	(578,702.49)
	PREFERENTIAL CREDITORS		
(29,488.09)	Employees re Arrears/Hol Pay	NIL	NIL
(132,540.35)	RPO re Arrears/Holiday Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(38,647.68)	Employees	NIL	NIL
(298,063.00)	HMRC (non VAT)	NIL	NIL
Uncertain	HMRC (VAT)	NIL	NIL
(509,443.00)	RPO - Redundancy & PILN	NIL	NIL
(12,432,023.24)	Trade Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(110,000.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(13,915,188.99)		(5,060.01)	24,028.98
	REPRESENTED BY		
	Barclays Current Account		23,021.58
	Vat Receivable		1,007.40
			24,028.98

TIME COSTS INFORMATION

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 8 September 2020 to 7 March 2021; and
- c. Cumulative Time Costs Analysis for the period from 8 September 2016 to 7 March 2021.

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance¹ requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. It also applies where payments are to be made to parties other than the firm, but in relation to which the office holder, the firm or any associate has an interest. Best practice guidance² indicates that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Best practice guidance classifies expenses into two broad categories:

- ❑ Category 1 disbursements (approval not required) - specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.

The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a Category 1 disbursement:

- Telephone and facsimile
- Printing and photocopying
- Stationery

- ❑ Category 2 disbursements (approval required) - items of expenditure that are directly related to the case which include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party.

The following items of expenditure are charged to the case (subject to approval):

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 (London £150) per meeting;
- Car mileage is charged at the rate of 45 pence per mile;

¹ Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales

² Ibid 1

- Storage of books and records (when not chargeable as a Category 1 disbursement) is charged on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates;

Expenses which should be treated as Category 2 disbursements (approval required) – in addition to the categories referred to above, best practice guidance indicates that where payments are to be made to outside parties in which the office holder or his firm or any associate has an interest, these should be treated as Category 2 disbursements.

Services provided by other entities within the Begbies Traynor group

The following items of expenditure which relate to services provided by entities within the Begbies Traynor group, of which the office holder's firm is a member, are also to be charged to the case (subject to approval):

Instruction of Eddisons Commercial Limited to provide valuation appraisal advice in relation to the Company's premises, plant and machinery, office furniture and equipment and to appraise the finance agreements of the motor vehicles. Their charges will be calculated on a time costs basis at the prevailing hourly rates for their various grades of staff which are currently as follows:

Grade of staff	Charge-out rate (£ per hour)
Director	£275
Associate	£180
Surveyor	£120
Graduate	£100
Administration	£80
Porters	£35

RemoteZone, a trading style of Eddisons Commercial Limited, are also instructed to provide and arrange security to the various sites throughout the UK. Their charges for providing these services will be £17 per hour.

In addition to the services detailed above, it may become necessary to instruct Eddisons Commercial Limited to provide additional services, not currently anticipated, during the course of the case. In such circumstances and to avoid the costs associated with seeking further approval, the charges for such services will be calculated on a time costs basis at the prevailing hourly rates set out above.

Instruction of Eddisons Insurance Services Limited to provide insurance broking services and specifically open cover insurance for the insurable risks relating to the case. The cost of open cover insurance will vary during the course of the case depending upon the value of the assets and liability risks. The costs of insurance cover for will be dependent upon prevailing insurance market conditions and the ongoing insurable risks on the case. Eddisons Insurance Services Limited is not paid from the assets of the estate for the services it provides. In accordance with standard insurance industry practice, Eddisons Insurance Services Limited will receive payment of commission for the services it provides directly from the open cover insurer. The commission is calculated as a percentage of the insurance premiums payable and such percentage will depend upon the class or classes of assets being insured.

Additional payments received by Eddisons Commercial Limited from purchasers where assets are disposed of by way of auction

In addition to the charges of Eddisons Commercial Limited detailed above for providing the services to the office holder, where any machinery and business assets (other than freehold/leasehold property) are disposed of by way of auction, Eddisons Commercial Limited will also receive a payment from the purchaser, known as a buyer's premium, equivalent to 15% of the successful bid. Where any freehold/leasehold property is disposed of by way of auction, Eddisons Commercial Limited will also

receive a payment from the purchaser, known as a buyer's administration fee, in the sum of £600. It is standard auction industry practice for a buyer's premium and buyer's administration fee to be charged. The buyer's premium and buyer's administration fee is paid by the purchaser of the assets and is not paid by the office holder from the assets of the estate.

BEGBIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the Leeds office as at the date of this report are as follows:

Grade of staff	Charge-out rate (£ per hour) 1 December 2018 – until further notice
Partner	495
Director	445
Senior Manager	395
Manager	345
Assistant Manager	250
Senior Administrator	225
Administrator	175
Junior Administrator	140
Support	140

Prior to 1 December 2018, the following rates applied:

Grade of staff	Charge-out rate (£ per hour)
Partner	395
Director	345
Senior Manager	310
Manager	265
Assistant Manager	205
Senior Administrator	175
Administrator	135
Junior Administrator	110
Support	60 - 110

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

Time is recorded in 6 minute units.

SIP9 William Anelay Limited - Administration - 80WI299.ADM : Time Costs Analysis From 08/09/2020 To 07/03/2021

[illegible]

SIP9 William Anelay Limited - Administration - 80WI299.ADM : Time Costs Analysis From 08/09/2016 To 07/03/2021

[illegible]

STATEMENT OF ADMINISTRATORS' EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Accountant fees	Hunter Gee Holroyd Limited	2,000.00	2,000.00	-
Legal fees	Irwin Mitchell LLP	4,208.50	2,287.00	564.00
Legal disbursements	Irwin Mitchell LLP	-	775.00	0.00

CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Agents' fees	Eddisons Commercial Limited	38,000.00
Legal fees	Irwin Mitchell LLP	156,214.50
	Newtons Solicitors Limited	3,954.00
Legal disbursements	Irwin Mitchell LLP	3,011.00
Statutory advertising	Courts Advertising Limited	169.20
Storage	Restore plc	71.48
Bond	Marsh Limited	320.00
Accountants' fees	Hunter Gee Holroyd Limited	4,000.00
Land Registry fees	Land Registry	17.00
Quantity Surveyor fees	Leslie Keats	65,000.00
Agents' disbursements	Eddisons Commercial Limited	1,295.88
Software License fee	Integrity Software Systems Limited	2,000.00
Telephone & Fax	1823 Group Limited	413.56
Insurance of assets	Eddisons Insurance Services Limited	15,817.44

Wages & Salaries	Staff	13,577.83
PAYE & NI	HM Revenue & Customs	1,069.17
Bank charges	Irwin Mitchell LLP	20.00
Security costs	Eddisons Commercial Limited	17,888.42