

# LIQ13

## Notice of final account prior to dissolution in MVL



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 00497264

Company name in full H.Knight(Huntley)Limited

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

### 2 Liquidator's name

Full forename(s) Philip

Surname Ballard

### 3 Liquidator's address

Building name/number 21a

Street Bore Street

Post town Lichfield

County/Region Staffordshire

Postcode WS136LZ

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.

# LIQ13

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### 6 Final account

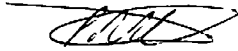
☒ I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.

### 7 Sign and date

Liquidator's signature

Signature

X



X

Signature date

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# LIQ13

## Notice of final account prior to dissolution in MVL



### 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 Owen Mason

Company name Ballard Business Recovery

Limited

Address 21a Bore Street

Post town Lichfield

County/Region Staffordshire

Postcode W S 1 3 6 L Z

Country

DX

Telephone 01283 357 474



### 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)



## BALLARD BUSINESS RECOVERY

Accounting & Insolvency

TO:  
THE REGISTRAR OF COMPANIES

10 May 2021

Our Ref : PMB001/EKB/OTM/K5

Please ask for: Owen Mason

Dear Andrew

**H.KNIGHT(HUNTLEY)LIMITED (“the Company”)**

**IN MEMBERS’ VOLUNTARY LIQUIDATION**

**COMPANY NUMBER: 00497264**

**REGISTERED OFFICE: 21A BORE STREET, LICHFIELD, STAFFORDSHIRE,  
WS13 6LZ**

**PRINCIPAL PLACE OF BUSINESS: YEW TREE FARM, HUNTLEY,  
GLOUCESTER, GL19 3EA**

I refer to the appointment of Tony Mitchell (IP No. 8203) as the Liquidator of the Company on 26 June 2019, and the subsequent appointment of myself, Philip Ballard (IP No. 20452) replacing Tony Mitchell on 25 June 2020. I confirm that the Company’s affairs are fully wound up and I hereby present my final account to members pursuant to Section 94 of the Insolvency Act 1986 (as amended) (“the Act”). I enclose a copy of my receipts and payments account for the period to 10 May 2021.

This final account details the acts and dealing of the Liquidator and it should be read in conjunction with any previous correspondence that has been sent to members. Members will note that the content of this final account is broadly the same as my proposed final account to members dated 9 March 2021.

### RECEIPTS

I have detailed below key information about asset realisation during the final period, however, more detailed narrative about the work undertaken may be found at Appendix A.

#### Sundry Refund

During the period, a sundry refund in the sum of £200.81 was received from the Environment Agency.

#### VAT Refund

Funds of £1,315.11 have been received in respect of VAT Refund relating to the pre-liquidation period.



Ballard Business Recovery Limited, 21A Bore Street, Lichfield, Staffordshire WS13 6LZ  
Email: [office@ballardbusinessrecovery.co.uk](mailto:office@ballardbusinessrecovery.co.uk) | Website: [www.ballardbusinessrecovery.co.uk](http://www.ballardbusinessrecovery.co.uk)  
Lichfield – 01543 399 520 | Burton – 01283 357 474

### **Bank Interest Received**

All realisations in the liquidation have been banked into a separate interest bearing client account held with Metro Bank plc. However, due to the base rate currently being 0.1%, the interest that has been applied to the account to date is £nil.

### **PAYMENTS**

You will note from the enclosed receipts and payments account that payments shown are in the main self-explanatory. All of the items included within the receipts and payments account are shown net of VAT. It should be noted that as the Company was registered for VAT purposes, any VAT on the costs relating to the liquidation have been recovered in full.

A detailed explanation as to the remuneration and disbursements drawn by the Liquidator can be found below and within the enclosed appendices. No other costs have been incurred during the period.

### **CREDITORS**

#### **Secured/Floating Charge Creditors**

There are no unsatisfied charges or security registered at Companies House and therefore the provisions of Section 176A of the Insolvency Act 1986 (as amended) ("the Act") relating to the prescribed part do not apply in this particular instance.

#### **Unsecured Creditors**

As detailed in the previous progress report, HM Revenue & Customs had claims totalling £14,423.50, which have been satisfied in full. No further unsecured creditors have come forward, and therefore no further dividends have been required. Statutory interest of £302.63 has been paid on all agreed claims.

### **DISTRIBUTION TO MEMBERS**

As stated in my previous report, I was able to determine that there were 28,800 ordinary £1.00 paid up shares. During the period of the since my previous report I have declared one distribution to the shareholders as follows;

<b>Date</b>	<b>Rate</b>	<b>Total Paid</b>
22 September 2020	35p in the £	<u>£10,200.81</u>
		<u>£10,200.81</u>

As at 9 March 2021, I confirm that the sum of £100,000.00 has been distributed to the shareholders in specie and the remaining balance of £200,118.14 has been distributed to the shareholders in cash. Please refer to my previous report which indicates which assets were distributed in specie, and provides more detail regarding the distributions made in cash in the previous period. As can be evidenced from the enclosed receipts and payments account, all available funds have been distributed in full.

### **LIQUIDATOR'S REMUNERATION**

At the meeting of members held on 26 June 2019 it was resolved 'that the Liquidator's remuneration be fixed in accordance with Rule 18.16(2)(b) of the Insolvency (England and

Wales) Rules 2016 (as amended) by reference to the time properly given by the Liquidator and their staff in attending to matter arising in the winding-up and that the Liquidator be authorised to draw from time to time fees on account of their remuneration when they deem it appropriate. The Liquidator also be authorised to draw category 1 or 2 disbursements as they are incurred’.

During the period from 26 June 2020 to 10 May 2021 my firm has incurred time costs of £3,471.50 representing hours, which equates to an hourly rate of £156.37.

During the entire period of liquidation from 26 June 2019 to 10 May 2021 my firm and Cranfield Business Recovery Limited has incurred time costs of £15,089.50 representing 63.65 hours, which equates to an hourly rate of £237.07. A table reflecting the time costs incurred during the period from 26 June 2020 to 10 May 2021, together with the total time costs incurred to 10 May 2021, is enclosed. Furthermore, it is anticipated that time costs of £237.07 will be incurred representing one hour in concluding the liquidation and fulfilling my statutory requirements. Accordingly, my total time costs in this matter will be £15,326.57. The Liquidator’s agreed time costs of £13,936.44 have been drawn and the balance of £1,390.13 will remain undischarged.

The majority of tasks undertaken are done so with a view to maximising the return to creditors and members by focusing on the realisation of assets and adjudication upon creditor claims in the proceedings. These tasks are considered to be for the benefit of the general body of creditors and members. Whilst some of the statutory and regulatory tasks undertaken do not have a direct benefit to creditors and members, they assist in the efficient and compliant progression of the liquidation, which ensures that I and my staff carry out our work to the highest professional standard.

As at 10 May 2021 my firm incurred disbursements totalling £532.34, of which the sum of £532.34 has been recovered. A breakdown of the disbursements incurred during the period, as well as the total disbursements to 10 May 2021, are as follows:

	<b>Period 26 JUNE 2020 TO 10 MAY 2021 £</b>	<b>TOTAL £</b>
Company Search Fee	0.00	0.00
Insurance Bond	232.50	232.50
Printing, Postage & Stationery	25.59	25.59
Statutory Advertising	235.24	235.24
Storage Costs	39.01	39.01
Travel & Mileage	0.00	0.00
	<hr/> 532.34 <hr/>	<hr/> 532.34 <hr/>

A copy of the ‘Liquidation Fees Guide may be found at <https://www.ballardbusinessrecovery.co.uk/creditor-area>. Details of Cranfield Business Recovery’s charge-out rates and disbursement policy were provided to you at the meeting of members on 26 June 2019 and I confirm that the rates/policy have remained static. The time spent by the members of staff dealing with this case is recorded in units of six minutes. A paper copy of both the Creditors Guide and the firm’s charge-out rate and disbursement policy may be obtained on request.

## CONCLUSION

As mentioned above, the affairs of the Company are now fully wound up. Consequently, a copy of this final account will be sent to the Registrar of Companies within the next 14 days, the delivery of which shall trigger the Liquidator vacation from office and release pursuant to Section 171 of the Act.

For the sake of completeness, when the Liquidator receives their release, they shall be discharged from all liability, both in respect of acts or omissions in the winding up and otherwise in relation to their conduct as Liquidator.

Should you require any further information please contact my colleague Owen Mason in the first instance.

Yours faithfully  
For and on behalf of  
H.Knight(Huntley)Limited



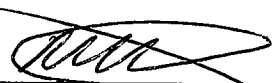
Philip Ballard  
Liquidator  
Insolvency Practitioner licensed in the United Kingdom by the Institute of Chartered Accountants in England and Wales

Enc.

MVL8031

**H.Knight(Huntley)Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Declaration of Solvency £		From 26/06/2020 To 10/05/2021 £	From 26/06/2019 To 10/05/2021 £
	<b>ASSET REALISATIONS</b>		
230,979.00	Cash at Bank	NIL	232,868.95
100,000.00	Land adjoining Longhope Road (GR35	NIL	100,000.00
	Sundry Refund	200.81	200.81
	VAT Refund	1,315.11	1,315.11
		<u>1,515.92</u>	<u>334,384.87</u>
	<b>COST OF REALISATIONS</b>		
	Accountancy Fees	NIL	2,300.00
	Bore Hole Licence Fee	NIL	271.82
	Liquidator's Fees	5,716.44	13,936.44
	Pre-Liquidation Costs	NIL	2,500.00
	Specific Bond	232.50	232.50
	Stationery & Postage	25.59	25.59
	Statutory Advertising	235.24	235.24
	Storage Costs	39.01	39.01
		<u>(6,248.78)</u>	<u>(19,540.60)</u>
	<b>UNSECURED CREDITORS</b>		
	HM Revenue & Customs (CT Penalty)	NIL	300.00
	HM Revenue & Customs (VAT)	NIL	14,123.50
	Statutory Interest	NIL	302.63
		<u>NIL</u>	<u>(14,726.13)</u>
	<b>DISTRIBUTIONS</b>		
	Ordinary Shareholders (cash)	10,200.81	200,118.14
	Ordinary Shareholders (in specie)	NIL	71,200.00
(28,800.00)	Ordinary Shareholders (par value)	NIL	28,800.00
		<u>(10,200.81)</u>	<u>(300,118.14)</u>
<u>302,179.00</u>		<u><b>(14,933.67)</b></u>	<u><b>(0.00)</b></u>
	<b>REPRESENTED BY</b>		
			<u><b>NIL</b></u>



Philip Ballard  
Liquidator



# Time Entry - SIP9 Time & Cost Summary + Cumulative

HKN001 - H.Knight(Huntley)Limited  
Project Code: POST  
From: 26/06/2020 To: 10/05/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Admin & Planning	1.90	1.40	13.00	1.80	18.10	2,737.50	151.24	41.25	8,713.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.90	0.00	2.60	0.00	3.50	644.00	184.00	17.80	5,049.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.60	0.00	0.60	90.00	150.00	4.60	1,327.50
Statutory Compliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours / Costs</b>	<b>2.80</b>	<b>1.40</b>	<b>16.20</b>	<b>1.80</b>	<b>22.20</b>	<b>3,471.50</b>	<b>156.37</b>	<b>63.65</b>	<b>15,089.50</b>
<b>Total Fees Claimed</b>	13,936.44								
<b>Total Disbursements Claimed</b>	532.34								

**H.KNIGHT(HUNTLEY)LIMITED  
IN MEMBERS' VOLUNTARY LIQUIDATION**

**NARRATIVE EXPLANATION AS TO THE WORK COMPLETED, OR LIKELY TO BE COMPLETED BY THE LIQUIDATOR**

**Statutory Duties, Administration and Planning**

Set-up of IP working files and online systems, strategic planning meetings at all levels and other administrative matters anticipated to arrive during the course of the liquidation that may not be assigned to any other category.

Notification of appointment to various parties in accordance with the Insolvency Act 1986 (as amended) ("the Act") and the Insolvency (England and Wales) Rule 2016 (as amended) ("the Rules").

Securing and scheduling the books and records of the company. Maintenance of the liquidator's working files to comply with the legislation, filing of documents etc. Completion and review of standard checklists to ensure that all required steps within the liquidation have been actioned.

Complying with various statutory obligations in accordance with the Act, the Rules and other related legislation, not otherwise categorised.

Cashiering costs to include funds received, raising payments, recording all transactions on the liquidators' electronic records to comply with Statement of Insolvency Practice 7, opening and closing client bank account and completion of monthly bank reconciliations.

Periodic manager reviews completed to ensure that all aspects of the liquidation are dealt with to a high standard (as required by our Recognised Professional Bodies). Periodic review of the application of ethical, anti-money laundering and anti-bribery safeguards.

Preparation, completion and submission of corporation tax, VAT and any other applicable tax returns relating to the period of appointment.

Drafting and issuing the liquidators' final progress report and account. The completion of all necessary returns and notices to obtain the liquidators' release from office in accordance with the Act and Rules.

**Members and Creditors**

- X Communication with creditors and their representatives including dealing with telephone enquiries, responding to correspondence received (either electronically or by way of a formal response) in relation to all aspects of the assignment.

Drafting of annual or periodic reports to members.

Corresponding with members of the company as and when required.

- X Communication with any secured creditors to obtain full details in respect of their security and any other matters that may be necessary during the course of the liquidation. Where appropriate prepare and issue periodic reports to the secured creditors as regards the status of asset realisations and prospect of a return to them in accordance with their security.

- X If a Liquidation Committee ("the Committee") is formed, holding an initial meeting with the Committee and agreeing the scope of the work to be undertaken during the assignment. Drafting and preparing periodic reports to the Committee. Seeking the Committee approval on case strategy. Calling and holding meetings as required and the circumstances of the assignment dictate.

Reviewing the company's records, liaising with various parties in order to establish the existence of a pension scheme and determining whether a notice is required to the Pension Protection Fund, The Pensions Regulator and any other appropriate parties in accordance with the Pensions Act 2004.

- X Liaising with pension advisors in respect of the action required by the liquidator in order discharge his obligations to the scheme provider and determining whether any further return is necessary to the RPO in respect of deductions from salaries not paid over.
- X Liaising with the directors and accountant and provide instructions for all pre-appointment tax returns to be completed to facilitate H M Revenue & Customs lodging a claim in the proceedings.

- X Updating the liquidator's computerised records for any proof of debt forms received and ensuring that such records are kept up-to-date with creditor contact details, references etc. A detailed review of all creditor claims received and verify against the company's records and the evidence submitted in support of the claims for all classes of creditor (secured, preferential & unsecured).

- X To correspond with creditors where there is further evidence or information required and, where necessary, taking independent advice as regards the validity of the creditors' claims and/or security. Where appropriate, issue a letter to each creditor agreeing their claim. Where no claim received, follow the dividend declaration process as set out in the Rules and provide notice of the intended dividend(s). Calculate and prepare the dividend(s) to each relevant class of creditor, including issuing a letter, a payment and making the necessary declaration of any deductions at source to HMRC. Dealing with unclaimed dividends.

#### **Realisation of Assets**

- X Review the records of the company and the Declaration of Solvency to identify the assets of the company. Ensuring that the assets are secure including, if necessary, arranging for them to be uplifted and moved to an alternative location. Arranging for the assets to be insured and complying with applicable health & safety requirements.

- X The instruction of agents to assist in the identification and valuation of the assets. Agree a disposal strategy with the agents. Identifying third parties who may be interested in purchasing the assets and dealing with all negotiation and sale of such assets. If necessary, liaising with legal advisors in order to pursue the realisations.

- X Review the company records to collate the supporting documentation in respect of the outstanding debts. Liaising with delivery companies for POD's where necessary. Correspondence with the debtors to elicit payment. Deal with any disputes or queries. Liaising with the directors or third parties to obtain additional relevant information as regards any dispute. Appointing legal advisors or other such professionals to assist in the debt collection process. Maintaining the liquidators computerised records.

- X Conduct a review of any incomplete contracts to determine the scope of work required, if any, to realise payment of retentions and/or work in progress which may exist. Correspondence with the debtors to elicit payment. Deal with any disputes or queries. Liaising with the directors or third parties to obtain additional relevant information as regards any dispute. Appointing legal advisors or other such professionals to assist in the collection process. Maintaining the liquidators computerised records.

- X The completion of any pre-liquidation tax returns that are likely to generate a refund to the liquidation estate. Considering the implications of Crown set-off.

- X Review of all documentation relating to the trading premises, such as title deeds or a lease agreement. Consider whether any value in the property or lease and appoint agents to assist with the valuation and disposal. If no beneficial value, liaise with the landlord(s) to agree a surrender or if not co-operative, issue a Notice of Disclaimer to all applicable parties.

- X Specifically excluded from the categories referred to above, dealing with the identification and realisation of all assets subject to fixed charge security, to include a review the records of the company and the directors Statement of Affairs to identify such assets. The instruction of agents to assist in the identification and valuation of the assets. Agree a disposal strategy with the agents and the secured creditor(s). Ensuring that the assets are secure including, if necessary, arranging for them to be uplifted and moved to an alternative location. Identifying third parties who may be interested in purchasing the assets and dealing with all negotiation and sale of such assets, with the consent of the secured creditor(s). Liaising with legal advisors in order to validate the security and, if necessary, pursue the realisations.

## Notes

The wording in each category in the above is only intended to provide members and creditors with an indication of the various key matters addressed, or likely to be addressed during the process of the administration of the liquidation estate. The descriptions are not exhaustive and work may be undertaken in dealing with the liquidation which has not been specifically stated.

X The majority of tasks undertaken are done so with a view to maximising the return to creditors and members by focusing on the realisation of assets and adjudication upon creditor claims in the proceedings. These tasks are considered to be for the benefit of the general body of creditors and members, and marked with an 'X' for creditors' and members' ease of reference. Whilst some of the statutory and regulatory tasks undertaken do not have a direct benefit to creditors or members, they assist in the efficient and compliant progression of the liquidation, which ensures that the liquidators' and their staff carry out our work to the highest professional standard.

**Rule 18.34 - Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive**

18.34(1) [Application of rule] This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that -

- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
- (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
- (c) the expenses incurred by the office-holder are in all the circumstances excessive.

18.34(2) [Who may make application] The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable -

- (a) a secured creditor,
- (b) an unsecured creditor with either -
  - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
  - (ii) the permission of the court, or
- (c) in a members' voluntary winding up -
  - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
  - (ii) a member of the company with the permission of the court.

18.34(3) [Time limit for application] The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").

## **Rule 18.9 - Creditors' and members' requests for further information in administration, winding up and bankruptcy**

- 18.9(1) [Who may make written request] The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14 -
- (a) a secured creditor;
  - (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
  - (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
  - (d) any unsecured creditor with the permission of the court; or
  - (e) any member of the company in a members' voluntary winding up with the permission of the court.
- 18.9(2) [Request or application court for permission filed in court] A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.
- 18.9(3) [Duty of office-holder to respond to request] The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by -
- (a) providing all of the information requested;
  - (b) providing some of the information requested; or
  - (c) declining to provide the information requested.
- 18.9(4) [Office-holder may provide partial information or decline request] The office-holder may respond by providing only some of the information requested or decline to provide the information if -
- (a) the time or cost of preparation of the information would be excessive; or
  - (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
  - (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
  - (d) the office-holder is subject to an obligation of confidentiality in relation to the information.
- 18.9(5) [Reasons in r.18.9(4)] An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.
- 18.9(6) [Application to court] A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of -
- (a) the office-holder giving reasons for not providing all of the information requested; or
  - (b) the expiry of the 14 days within which an office-holder must respond to a request.
- 18.9(7) [Court order] The court may make such order as it thinks just on an application under paragraph (6).