

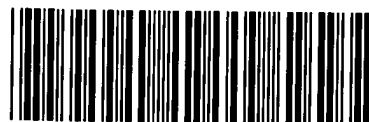
AM03

Notice of administrator's proposals



Companies House

MONDAY



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08/06/2020

#221

COMPANIES HOUSE

1 Company details

Company number 00658571

Company name in full Thomas B. Ramsden & Co. (Bradford) Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Dave

Surname Clark

3 Administrator's address

Building name/number 26 York Place

Street Leeds

Post town LS1 2EY

County/Region

Postcode

Country

4 Administrator's name

Full forename(s) Phil

Surname Clark

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address

Building name/number 26 York Place

Street Leeds

Post town LS1 2EY

County/Region

Postcode

Country

② Other administrator

Use this section to tell us about
another administrator.

AM03

Notice of Administrator's Proposals

6 Statement of proposals



I attach a copy of the statement of proposals

7 Sign and date

Administrator's
Signature

Signature

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Signature date

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AM03

Notice of Administrator's Proposals



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	Ben Ramsay
Company name	Clark Business Recovery Limited
Address	26 York Place
	Leeds
Post town	LS1 2EY
County/Region	
Postcode	
Country	
DX	
Telephone	0113 2438617



Checklist

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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 and dated the form.



Important information

All information on this form will appear on the public record.



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Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



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Joint Administrators' Report and Statement of Proposals Pursuant to Paragraph 49 of Schedule B1

**Thomas B. Ramsden & Co. (Bradford) Limited -
In Administration**

4 June 2020

THOMAS B. RAMSDEN & CO. (BRADFORD) LIMITED - IN ADMINISTRATION

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THOMAS B. RAMSDEN & CO. (BRADFORD) LIMITED - IN ADMINISTRATION

1 Introduction and Background

- 1.1 Thomas B. Ramsden & Co. (Bradford) Limited ("the Company") was incorporated in 1960 in Bradford as a textile trading company. Details of the Company's statutory information is attached at Appendix A. In the 1980's, Alfred Haley (incorporated in 1890), a worsted spinning company in Wakefield, was acquired by the Company. This was followed in the early 90's by the acquisition of Carter & Parker, another worsted spinning company (originally founded in the late 1890's).
- 1.2 The Company also acquired other companies and brands during the 80's and 90's. The Company's manufacturing capacity served customers in two different sectors: the hosiery (industrial knitwear manufacturers) trade as part of the supply chain producing yarns for garment and accessory production and, finished branded products for the craft retail sector. At its peak manufacturing was spread across 4 main sites situated in Wakefield, Guiseley, Glusburn and Stamford and employed in excess of 600 people. Combined turnover reached nearly £20m per annum.
- 1.3 In the late 90's textile manufacturing in the UK came under intense pressure due to overseas competition from low cost economies, mainly Turkey and the Far East. During the early 00's this competition grew to include countries in Eastern Europe. The Company relied heavily on export markets to utilise its manufacturing capacity. As a result of falling demand for its UK based production in the late 90's, both in its domestic markets and overseas, but initially mainly export demand, the Company reorganised to reduce over capacity. As a consequence, the Wakefield site was closed with the loss of approximately 200 jobs. However, some employment and capacity was transferred to Guiseley.
- 1.4 In the early 00's UK retailers, led by M&S (the largest single knitwear customer in the UK market), transferred the majority of their knitwear production offshore out of the UK. Between 1999 and 2002 all the UK major industrial knitting companies ('the big 5') either closed, went into liquidation or transferred their production to overseas partners. As a result, between 2000 and 2002/3, the Company lost approximately 50% of its UK generated turnover as the hosiery trade in the UK died.
- 1.5 This forced another restructuring of the Company and the Glusburn and Stamford production sites were closed with further transfers of machinery and staff to the Guiseley site. At this time traditional manufacturing was not viewed with favour and enthusiasm by the main banks and the Company was put under severe pressure to reduce its borrowing levels. The small site at Stamford was sold to improve liquidity.
- 1.6 By 2004 the Company all production and other business functions were concentrated on one site at Gordon Mills, Guiseley. Sales were concentrated into the hand craft sector (hand knitting, other hand crafts and accessories). Manufacturing operations had been optimised for the production and finishing of hand knitting yarns and the Company had also expanded its branded ranges by importing finished and semi-finished products.
- 1.7 In 2006, the sector went into a typical cyclical slow-down and sales reduced, particularly in higher value, higher margin fashion yarns. The Directors decided that a further restructuring of its production was required in order to reduce risk, particularly cash flow risks, to reduce overhead and production cost and to improve margins and efficiency.
- 1.8 During late 2006/early 2007 the Guiseley site was sold to raise cash and yarn production operations (spinning) were stopped. The Company kept its finishing and packaging production operations (balling) running. These measures and a modest improvement in trade led to a recovery of profitability and the Company returned to a cash positive position. As an aside, the Company was the last UK branded hand knitting spinner to cease spinning production in the UK.

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- 1.9 In 2015, market conditions started to deteriorate again, and in 2016/17 the decision was taken to phase out balling operations and to take the last of the production operations offshore, again to reduce costs and improve efficiency and margins. The strategic aim was to be able to divert resources from the upkeep and investment in machinery into the brands. As part of the new strategy, it was decided to invest in in-house design and printing facilities. A new high-end brand was developed, Erika Knight, and a leased print production facility in Guiseley was established. Unfortunately, sales and margins have continued to be under pressure and decline.
- 1.10 In summary, in 1998, the Company had a turnover 4 times larger than it currently achieves. It employed around 600 people and manufactured on 4 different sites. At the date of administration, the Company employed 21 people in sales, design, marketing and distribution. There have been significant changes to the market and environment that have caused a substantial reduction in turnover. Export markets for both hand knitting and industrial yarn production have been severely impacted by production originating in low cost economies.
- 1.11 The UK hosiery industry imploded in the early 00's leading to a 50% loss of demand virtually overnight. Demand for hand craft has generally declined over the years.
- 1.12 These financial difficulties have been further affected by a substantial legal dispute with a printing service provider, which has put significant strain on the Company.
- 1.13 Through this third-party provider, the Company entered into a number of finance agreements in order to obtain various pieces of equipment. However, it transpired that some of the equipment was never received or it was of a substandard condition.
- 1.14 In addition, some of this equipment has been financed twice. Consequently, the Company is currently liable for quarterly finance payments amounting to circa £32,000 for equipment which it has either not received or is unusable. The Company found itself in a position whereby it could no longer continue to meet these on-going liabilities. The payments to the finance companies were therefore been stopped and as a result, a number of the agreements have been terminated and legal proceedings issued.
- 1.15 The Company also operates several pension schemes, 2 of which are currently in a deficit position. The Company has made substantial efforts to reduce these deficits over the last ten years, which have proved successful in reducing the deficits by some margin. However, despite these extensive efforts, deficits still remained.
- 1.16 The Directors assessed it was likely that due to the current economic uncertainty, the legal threat posed by the printer dispute and ongoing profitability pressure, the Company would shortly run out of cash and be unable to function.
- 1.17 As a result, the Directors formerly instructed Clark Business Recovery Limited to assist with the Company's financial affairs on 7 February 2020 through an engagement letter of even date.
- 1.18 In light of the Company's financial position, on 10 March 2020, a marketing campaign for a sale of the business commenced. Further information in this respect can be found in Section 2 of this report. However, creditor pressure begun to increase further and as a result, a Notice of Intention to Appoint an Administrator ("NOI") was filed in Court on 18 March 2020.
- 1.19 Following the filing of this notice, a nationwide lockdown shortly came into effect due to the current global pandemic. Consequently, the Company was left with no option but to cease trading, with only the Directors remaining active in carrying out essential administrative tasks.
- 1.20 During this time, the business and assets of the Company continued to be marketed for sale. However, interest in the business substantially reduced. Again, more detailed information about this position can be found in Section 2 of this report.
- 1.21 On 1 April 2020, the moratorium created by the filing of the NOI was due to expire. Consequently, the following actions were considered:

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1. Filing a second NOI; or
 2. Placing the Company into administration.
- 1.22 The merits of both actions were considered as well as taking into account the current non-trading position. However, it was decided that a second NOI would be filed. This decision was heavily affected by the fact that the Company acts as payroll administrator for one of the Company's pensions schemes.
- 1.23 In brief, pension funds of circa £80,000.00 are usually received into the Company's bank account on or around the 1st day of every month. The Company subsequently pays these funds out to approximately 70 pensioners with the last payment being made on or around the 7th day of the month. Should the Company have been placed into administration immediately following the expiration of the NOI on the 1 April 2020, this process would not have been able to be administered, leaving 70 people without their monthly pension payment. Due to the current lockdown position and people's restrictions on working, it was considered even more important to ensure this process was not disturbed.
- 1.24 A second NOI was therefore filed in court on 31 March 2020. It was also agreed that the Company would continue to make only essential payments in order preserve the Company's cash at bank.
- 1.25 The moratorium created by this NOI was due to expire on 15 April 2020 and the Company's financial problems had not altered. As a result, Dave Clark and Phil Clark of Clark Business Recovery Limited, 26 York Place, Leeds, LS1 2EY were appointed Joint Administrators of the Company by the The Directors on 14 April 2020. Dave Clark and Phil Clark are licensed to act as Insolvency Practitioners in the UK by the Institute of Chartered Accountants in England & Wales.
- 1.26 Information about the way that we will use, and store personal data on insolvency appointments can be found at <http://www.clarkbr.co.uk/dppn/>. If you are unable to download this, please contact us and a hard copy will be provided to you.
- 1.27 Any act required or authorised under any enactment to be done by the Joint Administrators, may be done by all or any one or more of the persons holding the office of Joint Administrator from time to time.
- 1.28 The EC Regulation on Insolvency Proceedings 2000 applies to Administration. The proceedings are main proceedings as defined by Article 3 of the EC Regulation. The Company's registered office and centre of main interests are in the United Kingdom. This means that the administration will be conducted according to English insolvency legislation and is not governed by the insolvency law of any other European Union Member State.
- 1.29 This report incorporates the Joint Administrators' statement of proposals made under paragraph 49 of Schedule B1, which will be treated as delivered to creditors on 8 June 2020.

Pre-Appointment Considerations

- 1.30 Prior to 7 February 2020, neither the Company nor any of its directors had any professional relationship with Clark Business Recovery Limited, its partners or staff. The Joint Administrators confirm that the appropriate conflict reviews prior to accepting their appointment have been carried out.
- 1.31 The following courses of alternative action were considered by the Directors prior to the Joint Administrators' appointment:
- Restructuring the business;
 - Management buyout involving one or more of the existing Directors;

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- A sale of the business as a going concern;
- Trading the business in Administration; and
- Liquidation and subsequent forced sale of the Company's assets.

Trading the Business in Administration

- 1.32 Due to the lockdown measures imposed by the Government, this was not possible. However, even in the event such an option was possible, it was felt the costs associated with trading the business in this instance would outweigh the benefit to creditors.

Other Alternative Courses of Action

- 1.33 A restructuring process was not deemed appropriate due to the liabilities associated with the third-party finance agreements and the pension deficits.
- 1.34 The valuation advice received showed that realisations in a sale on a break-up basis, such as in a liquidation scenario, would be lower than could be achieved by a sale in situ, following a period of marketing the Company's assets.
- 1.35 After considering all relevant information regarding the Company's financial position and reviewing all available options, it became apparent that there was no benefit to creditors as a whole in continuing to trade the business any longer and the Directors took steps to place the Company into administration.

2 Administration Strategy and Objective

- 2.1 The Joint Administrators must perform their functions with the purpose of achieving one of the following objectives:
- *Rescuing the Company as a going concern; or*
 - *Achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration); or*
 - *Realising property in order to make a distribution to one or more secured or preferential creditors.*
- 2.2 The Joint Administrators pursued the first objective through an extensive marketing campaign instigated by the directors upon our advice prior to appointment and by the Administrators post appointment. If, following this campaign, the business cannot be rescued as a going concern, the objective of the administration would be set out in paragraph 3(1)(b), achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up.

Pre-Packaged Sale

- 2.3 No Pre-Packaged Sale has taken place. Prior to the Joint Administrators' appointment, such a sale was considered with an associated company, The Home of Craft Limited ("Home of Craft"). Home of Craft is an associated company by way of common Directors with the Company, T P A Ramsden and H M R Ramsden. However, no formal offer for the Company's business and assets was received and Home of Craft have since confirmed that they are no longer interested in acquiring the Company's business or assets.

Consideration of Proposals by Creditors

- 2.4 Under Para 52(1) of Schedule B1 to the Insolvency Act 1986, where an Administrator thinks that:
- (a) The Company has sufficient property to enable each creditor of the Company to be paid in full,
 - (b) The Company has insufficient property to enable a distribution to be made to the unsecured creditors other than from the Prescribed Part, or
 - (c) The Company cannot be rescued as a going concern, or a better result as a whole than would be likely if the Company were wound up (without first being in Administration) cannot be achieved.

Then the Administrator is not required to seek a decision from the Company's creditors as to whether they approve these Proposals.

In this case, the Joint Administrators do not think any of the above provisions apply and they are therefore required to seek approval from creditors to their Proposals.

Progress Since Appointment

Administration (including statutory compliance and reporting)

- 2.5 Following appointment, the strategy for the Administration was carefully assessed to ensure that a coherent planned process for the case could be achieved. This work will, where appropriate, have included liaison with solicitors to deal with any legal considerations surrounding the Company's insolvency (such as assessing the validity of any 3rd party security in relation to the assets) and liaising with valuation agents about the most appropriate means of realising the value in the Company's business and assets.
- 2.6 The Joint Administrators have also dealt with a number of statutory formalities which are required of them under related legislation. Typically, this includes issuing and filing all appointment notices with creditors and the Registrar of Companies and also advertising appointment in the London Gazette.
- 2.7 The Joint Administrators have also prepared and issued these proposals to creditors outlining how the purpose of the Administration may be achieved.
- 2.8 Other statutory duties performed are outlined in further detail in the fees estimate/fees information which can be found at Appendix F. Please note that much of this work will have been performed to comply with statutory requirements and as such may not necessarily add any value to the insolvent estate.
- 2.9 The Joint Administrators and their staff have also had to carry out the Administration whilst adhering to Government restrictions put in place due to the current pandemic. Accordingly, various actions have been limited and certain duties may have been more complex to complete. However, all restrictions and social distancing guidelines have been followed to ensure the safety of the Joint Administrators and their staff, the Company's officers and former employees, and any third-party agents engaged, has not been comprised. These Government guidelines will continue to be followed to ensure this continues to be the case.

Trading

- 2.10 As a result of the aforementioned restrictions imposed by the Government, the Company ceased trading on 1 April 2020, prior to the Joint Administrators' appointment. The Directors of the Company and 2 employees working from home, continued to carry out administrative duties. All other employees were placed on furlough.

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- 2.11 Following the Joint Administrators' appointment, as the Government's "lockdown" measures were still in place, it was concluded that the Company should remain closed. Despite the Company's efforts to seek a buyer for the Company prior to appointment, no offers had been received to acquire the business as a going concern with only one offer being received for an asset sale only.
- 2.12 As a result of their being no interest in acquiring the business as a going concern, the Company's entire workforce was made redundant immediately upon the Joint Administrators' appointment. Due to the Joint Administrators' inability to attend the Company's premises, the Company's Directors agreed to attend the Company's premises to help assist with their duties where possible. The Joint Administrators have also worked closely with the Company's accountants, Kirk Newsholme Chartered Accountants, in order to obtain all Company information required.
- 2.13 To allow continued remote access to the Company's records and operating systems, a number of expenses are being incurred such as provision of internet and computer support and product licensing. Without these services, the Joint Administrators' actions would have been severely hampered.
- 2.14 Liaisons with the Company's landlord have also been ongoing to maintain the safeguarding of the Company's assets and to meet insurance requirements. The Company's landlord is an associated company, Itemdawn Limited t/a Thomas Ramsden Property ("Itemdawn"). Itemdawn is an associated company by way of common directors to the Company, Mr R A B Ramsden, Mr H M R Ramsden and Mr T P A Ramsden.
- 2.15 The Directors have also been assisting the Joint Administrators to ensure the insurance code of practice is adhered to.
- 2.16 Full details of those expenses being incurred for the purposes of the administration can be found in Section 8 of this report.
- 2.17 Further details surrounding the marketing undertaken to seek a buyer for the business prior to the Joint Administrators' appointment is also detailed below.

Realisation of Assets

Business and Assets

- 2.18 In light of the Company's financial position, as detailed in Section 1 of this report, on 10 March 2020, a marketing campaign for a sale of the business commenced. It should be noted that this was prior to the pandemic lockdown restrictions which were introduced on 23 March 2020.
- 2.19 An e-flyer advertising the business for sale was distributed directly to sector operators, which included both end users, dealers and brokers. This was also sent to sector specific potential purchasers from both Walker Singleton's database and Experian.
- 2.20 In addition, an advert was placed in the relevant trade press and was advertised online on the following websites:
- Walker Singleton;
 - Deal Opportunities; and
 - IP-Bid.
- 2.21 The e-flyer was recommended by Walker Singleton ("the Agent") to ensure the business was marketed as widely as possible. Walker Singleton's database alone contains circa 18,000 recipients. This together with targeting direct industry associated companies has ensured the business' sale was made available to the largest group of potential purchasers possible. Furthermore, advertising online has opened up an even larger audience of potential

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purchasers, including not only similar trade specifics, but also potential 'turnaround' orientated businesses.

- 2.22 The agent advised that a period of 3 weeks should be given to market a sale properly and a final date for offers was set at 31 March 2020. Substantial interest from various parties was received with a number of sales packs being distributed. On 23 March 2020, the Government introduced various lockdown measures and trading restrictions. Following this, all interest in acquiring the Company's business and assets reduced to 2 clear parties. This consisted of one associated party to the Company and one non associated.
- 2.23 A sale of the business continued to be sought with the Agent and the Company's Directors continuing to liaise with the non-associated party to assist with their due diligence requests as best as possible. To facilitate this further, a 48 hour extension to the deadline for offers was granted at the request of the non-associated interested party. At the point of the initial deadline, it should be noted that no formal offers had been received.
- 2.24 Following this extension, a formal offer was received from the aforementioned party on 2 April 2020. This offer was for an asset sale only and conditional that no liabilities would be incurred in relation to TUPE or any pension shortfalls.
- 2.25 No offer had been received from the associated party company at this juncture. However, their interest remained whilst they investigated whether any associated company transaction would lead to a subsequent pension contribution notice being issued.
- 2.26 The Agent requested further details in respect of the aforementioned offer, in particular, a breakdown in relation to the Company's assets including the different brands it owns. This was subsequently received. However, the Agent advised that this offer was not in line with their initial valuation and should not be accepted.
- 2.27 Following further liaison with the Pension Protection Fund and our Agent, it was felt that any sale of the Company's business and/or assets should be placed on hold until such time as the economic effects of the current pandemic stabilised. It was clear that demand had been affected which would ultimately reduce the proceeds of any sale.
- 2.28 Following the Joint Administrators' appointment, notification of the same appeared to generate new interest in the Company's business and assets. Consequently, a total of 35 sales packs have been circulated to interested parties and a number of offers have been received for various assets of the Company. A date for best and final offers for the Company's business and assets was set at 12.00 noon on 3 June 2020. The Agent is currently collating the final offers received and the Joint Administrators anticipate his subsequent advice imminently.
- 2.29 The Agent has advised that should there be insufficient offers for the Company's stock, an online sale of the same on a breakup basis should be considered to ensure maximum realisations are achieved. As detailed above, the Joint Administrators are awaiting the Agent's advice in this respect.

Motor Vehicles

- 2.30 The Company owned three motor vehicles which had been used as Company cars by former employees. Following the appointment of the Joint Administrators, the Agent arranged for the recovery of the vehicles with a view to selling them at auction as soon as possible.
- 2.31 An online auction of these assets has now taken place and a total sum of £16,700.00 has been realised from the sale of these vehicles. This amount is not yet reflected on the attached receipts and payments account as the Agent is currently holding these funds.

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Book Debts

- 2.32 Following the Joint Administrators' appointment, the Company's book debt ledger was immediately reviewed. The electronic records retrieved detailed that the Company had debtors totalling approximately £600,000.00. The Joint Administrators have commenced recovery action of this ledger and to date, the sum of £98,866.44 has been collected. It should be noted that the aforementioned book value does not include the amount due from the associated company, Erika Knight With Ramsden Limited.
- 2.33 It is the Joint Administrators' intention to continue their work to recover these debts for a further period of 2 to 4 weeks. At this time consideration will be given to appointing a debt recovery agent to assist with the collection of the ledger to ensure realisations are maximised.

Assets still to be Realised

Stock

- 2.34 The Company owns a substantial amount of stock consisting of various branded wools and yarns. The Company's records show this stock to have a cost value of circa £1.3m. However, approximately £173,000.00 of this balance relates to ineligible stock consisting of leaflets, booklets and kits as opposed to wool or yarn. As detailed above, the Agent is currently collating best and final offers for this stock.
- 2.35 Should it transpire that there are no offers which the Agent can recommend accepting, it is likely that the Company's stock will be sold via an orderly exit strategy. This would ensure further extensive marketing and advertisement is undertaken, professional management by the Agent with any such sale taking place over a defined period not to exceed 90 days.
- 2.36 The stock figure used in the attached estimated outcome statement is that provided by the Agent which estimates the net amount which could be achieved through an orderly exit strategy, as detailed above.

Cash at Bank

- 2.37 The Company operated several bank accounts which at the date of appointment held a cumulative value of circa £300,000.00. Despite several requests for remittance of these funds, the 2 banks involved have been unable to remit the credit balances held.
- 2.38 The Banks have informed that they have been inundated with pandemic related requests. As a result, they have been unable to process certain normal course of business transactions. However, the Joint Administrators have recently been informed that normal course of business is beginning to be resumed and that payment of the credit balances held should be made shortly.

Erika Knight With Ramsden Limited ("Erika Knight"), CRN: 09194802

- 2.39 The Company is the 100% shareholder in this associated company. The Directors of the Company, Mr R A B Ramsden and T P A Ramsden are also Directors of Erika Knight. The Joint Administrators are currently investigating into how this shareholding can be realised. Erika Knight owns its own IP and branding rights. However, it is indebted to the Company to the sum of £235,573.00. It is therefore uncertain what level of realisations can be anticipated from this source.
- 2.40 The Joint Administrators are currently considering whether it would be expedient to place Erika Knight into Liquidation in order to crystallise the position with the company and enable recovery to be made. In the event that the company is placed into Liquidation, the Joint Administrators would seek to be appointed as Liquidators subject to any conflict considerations being satisfied.

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VAT Refund

- 2.41 The Company is due a VAT refund of circa £73,000.00 which was submitted prior to administration. However, receipt has not yet been received. The Joint Administrators continue to work to recover this amount. It should be noted that H M Revenue & Customs are likely to exercise their automatic right of set off against any Crown liabilities the Company may have. An indication of these liabilities can be seen on the attached Statement of Affairs.

Furlough Claim

- 2.42 As detailed previously in the report, the Company's former employees were placed on Furlough when the Company ceased trading. Accordingly, the Company has a claim for circa £13,438.00 for wages paid. However, it is likely that this amount will be offset against amount paid to the Company's former employees in respect of their redundancy claims against the National Insurance Fund. Accordingly, no realisation is anticipated.

Debtors

- 2.43 As detailed above, the Company's outstanding book debt ledger continues to be collected by the Joint Administrators.

Furniture and Equipment

- 2.44 The Company owns an amount of plant and machinery, warehouse equipment, office furniture and business equipment. The Company's accountant has confirmed that the book value of these assets amounts to £234,731.00. Due to the age and typical resale value of such goods it is anticipated that a lower realisation will be achieved. As a sale of these assets has not yet been concluded, an estimated to realise value has not been attributed to these goods within the attached Estimated Outcome Statement to avoid prejudicing any future sale.

Intellectual Property - Brands

- 2.45 The Company owns the trademarks for the three main brands, 'Robin', 'Peter Pan' and 'Wendy'. Due to the nature of the current market and the limited number of wholesalers currently in the UK marketplace, the Agent has been required to carry out extensive research in the potential value of these brands.
- 2.46 As detailed above, a best and final date for offers of these brands has been set and the Joint Administrators are currently awaiting the Agents recommendations concerning the offers received. Similar to several of the assets mentioned above, the estimated to realise value for these brands is listed as uncertain in the attached financial appendices to avoid prejudicing any future sale.
- 2.47 The work undertaken by the Joint Administrators and their staff to date in realising the Company's assets has been necessary in order to maximise the likelihood of a return to creditors being made. Where assets remain to be realised, these will be dealt with as the Administration progresses and further updates will be provided to creditors in future progress reports.
- 2.48 Further information on the estimated outcome of the Administration can be found in Section 9 below.

Creditors

- 2.49 Following the Joint Administrators' appointment, notices have been sent to creditors confirming the same.
- 2.50 Since this appointment, time has been spent liaising with credit insurers who have been submitting claims on behalf of their clients, assisting with the submission of the employee's claims to the Redundancy Payments Service, and advising unsecured creditors in respect of

THOMAS B. RAMSDEN & CO. (BRADFORD) LIMITED - IN ADMINISTRATION

the submission of their claims in the administration. On-going liaison has also taken place with the Pension Protection Fund ("PPF") who act as the creditor for those pension schemes which have a shortfall scenario.

- 2.51 The Joint Administrators anticipate receiving confirmation of the Insolvency Service's claim in respect of the employees' claims shortly. Confirmation of this claim will be required before an estimate of the anticipated dividend to unsecured creditors can be finalised.
- 2.52 At this stage, it is too early to determine the level of any future dividend to unsecured creditors as this is dependent upon the above, future realisations, costs of the administration and the level of claims received. It is however, considered that dividends prospects are promising, and further updates will be provided to creditors in the Joint Administrators' first progress report in due course.
- 2.53 Creditors are therefore requested to complete the proof of debt form circulated with this report so that the level of creditor claims can be determined. If you have already submitted a proof of debt, you do not need to complete another form.

Investigations

- 2.54 The Joint Administrators are required to investigate the affairs of the Company and the conduct of the Directors in the period leading up to their appointment. Findings are reported to the Department for Business Energy and Industrial Strategy in accordance with the Company's Directors Disqualification Act 1986 and appropriate reports will be filed in due course. The contents of the report are confidential.
- 2.55 Should creditors have any information which they consider may assist the Joint Administrators in carrying out their investigations or be aware of any matters which they believe should be brought to their attention, please provide details in writing to this office.
- 2.56 Requests for information forms part of the usual investigation proceedings and does not imply that there may be any cause of action lying against any person concerned in the Company's affairs.
- 2.57 Creditors will note from Section 1 of this report that the Company has allegedly been the victim of fraudulent activity carried out by a third party. This will of course be investigated further by the Joint Administrators to determine whether any realisations could be made for the benefit of creditors. Due to the current circumstances, the Joint Administrators' investigations into this matter have been limited. However, their investigations do continue to determine whether any claims can be brought which could lead to further realisations.

Case Specific Matters

- 2.58 As detailed previously in this report, the Company operates a number of pension schemes, two of which are currently in a deficit scenario. The Joint Administrators are therefore working closely with the Pension Protection Fund ("the PPF") in this respect. This involved extensive pre-appointment work by the Joint Administrators and their staff to provide the PPF with a detailed report on the Company's current financial position and the intended course of action.
- 2.59 The Joint Administrators will also require assistance from a pension specialist to determine what action is required to ensure all schemes are wound down in the correct manner.
- 2.60 The Company's majority shareholder, Thomas Ramsden (Holdings) Limited ("Holdings"), CRN. 01632091 was placed into creditors' voluntary liquidation on 1 June 2020. The Joint Administrators were also appointed as Joint Liquidators of this company. Creditors are advised that the Joint Administrators have considered the possible threats to compliance with the fundamental principles of the Insolvency Code of Ethics in accepting the instructions from the directors to assist in liquidating Holdings and do not consider that their involvement in the Company will cause any threat to principles in either matter.

3 Joint Administrators' Receipts and Payments

- 3.1 A summary of receipts and payments for the Administration period from the date of appointment to 4 June 2020 is attached at Appendix B.

4 Financial Position

- 4.1 Attached at Appendix C is a summary of the Director's Estimated Statement of Affairs of the Company as at the date of the appointment of the Joint Administrators. This was verified by a statement of truth by the directors on 4 June 2020 and is stated before the costs of the Administration procedure are considered.

5 Proposals

- 5.1 It is proposed that the Joint Administrators will continue to manage the affairs of the Company in order to achieve the objective of the Administration.
- 5.2 In the circumstances it is proposed that the survival of the existing Company is not achievable, nor is there any prospect of a sale of the Company as a going concern.
- 5.3 Equally, there is no benefit to the creditors in proposing a CVA in order to realise company assets and to deal with creditor claims. Consequently, the Joint Administrators are in the process of realising the company assets by way of an orderly sale.
- 5.4 Administrators have the power to distribute any fund created out of the Company's net floating charge property (known as the **Prescribed Part**) by virtue of section 176A(2)(a), however if, having realised the assets of the Company, the Joint Administrators think that a distribution will be made to the unsecured creditors other than by virtue of the Prescribed Part, they propose filing a notice with the Registrar of Companies which will have the effect of bringing the appointment of the Joint Administrators to an end and will move the Company automatically into Creditors' Voluntary Liquidation ("**CVL**") in order that the distribution can be made. In these circumstances, it is proposed that the Joint Administrators in office at the date of conversion to CVL will become the Joint Liquidators in the CVL. The acts of the Joint Liquidators may be undertaken by either or both of them.
- 5.5 Court approval is not required to enable the Joint Administrators to make a distribution to the unsecured creditors of the Prescribed Part. If however, a distribution to unsecured creditors not limited to the Prescribed Part is anticipated, the Joint Administrators may consider making an application to Court to seek permission to distribute this in the Administration as an alternative to placing the company into CVL. If permission is granted, the Company will exit into dissolution once the distribution has been made and the Administration is concluded.
- 5.6 If the Joint Administrators think that the Company has no property which might permit a distribution to its creditors, they will file a notice with the Court and the Registrar of Companies for the dissolution of the Company.
- 5.7 See Section 6 below on **Exit Routes** for further information on the exit routes available from Administration.
- 5.8 The Joint Administrators shall do all such other things and generally exercise all of their powers as contained in Schedule 1 of the Insolvency Act 1986, as they consider desirable or expedient to achieve the statutory purpose of the Administration.

THOMAS B. RAMSDEN & CO. (BRADFORD) LIMITED - IN ADMINISTRATION

- 5.9 If the Joint Administrators consider it necessary to extend the period of the Administration, they will seek the consent of creditors or the approval of the Court to the extension. Creditors may consent to an extension for a period of up to one year and the Court can order that the Joint Administrators' term of office be extended for a specified period determined by it.
- 5.10 The creditors consider establishing a Creditors' Committee and that if any such Committee is formed they be authorised to sanction the basis of the Joint Administrators' remuneration and disbursements and any proposed act on the part of the Joint Administrators without the need to report back to creditors generally, to include any decision regarding the most appropriate exit route from the Administration.
- 5.11 The basis of the Joint Administrators' remuneration may be fixed as one or more of the following bases and different bases may be fixed in respect of different things done by them:
- As a percentage of the value of the assets they have to deal with; or
 - By reference to time properly spent by the Joint Administrators and their staff managing the Administration; or
 - As a set amount.
- 5.12 In accordance with Statement of Insolvency Practice 9, issued by the Association of Business Recovery Professionals, the Joint Administrators be authorised to draw Category 2 disbursements as and when funds are available, in accordance with their firm's published tariff. Details of Category 2 disbursements charged by the firm can be found at Appendix F.
- 5.13 Where no Creditors' Committee is appointed, the remuneration and disbursements of the Joint Administrators shall be fixed by a decision of creditors or where the Joint Administrators think that the Company has insufficient property to enable a distribution to be made to the unsecured creditors (other than via the Prescribed Part), approval will be sought from the secured and (if necessary) the preferential creditors in accordance with insolvency legislation. The Joint Administrators will also seek approval for any unpaid pre-administration costs detailed in this report and their discharge from liability in the same manner.
- 5.14 In this case, the Joint Administrators are seeking to approve the basis of their remuneration as follows:
- By reference to the time properly spent by the Administrators and their staff in attending to matters arising in the Administration.
- 5.15 Further details about the proposed fee basis can be found in Section 8 below and Appendix F.
- 5.16 The Joint Administrators will be discharged from liability under Paragraph 98 of Schedule B1 to the Insolvency Act 1986 immediately upon their appointment as Joint Administrators ceasing to have effect.

6 Exit Routes

- 6.1 All Administrations automatically come to an end after the period of one year, unless the Company's creditors agree to extend this period, or the Court orders the Administrator's term of office be extended for a specified period of time.
- 6.2 At the time of drafting these Proposals the Joint Administrators believe that an extension to the period of Administration may be necessary, however will confirm the position to creditors in a subsequent progress report in due course.

Based on information currently available, the information on the exit route(s) the Joint Administrators believe may be appropriate in this Administration are set out below.

Creditors Voluntary Liquidation

- 6.3 Based on present information, the Joint Administrators think a dividend will be paid to the unsecured creditors other than by virtue of the Prescribed Part. As a result, the Joint Administrators will either make an application to Court to enable them to make a distribution to unsecured creditors in the Administration or they will file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors' Voluntary Liquidation (CVL) to facilitate this distribution. It is proposed that the Joint Administrators in office at the date of conversion to CVL will become the Joint Liquidators of the CVL.
- 6.4 It is proposed that the Joint Liquidators will be authorised to act jointly and severally in the subsequent liquidation.
- 6.5 Creditors have the right to nominate an alternative liquidator of their choice. To do this, creditors must make their nomination in writing to the Joint Administrators prior to these proposals being approved. Where this occurs, the Joint Administrators will advise creditors and provide the opportunity to vote. In the absence of a nomination, the Joint Administrators will automatically become the Joint Liquidators of the subsequent CVL.

Dissolution of the Company

- 6.6 If an application to court is made under the conditions set out in paragraph 6.3 and the company is not placed into Liquidation, a notice will thereafter be filed at Court and with the Registrar of Companies with the Joint Administrators' final report, for the dissolution of the Company.
- 6.7 The Joint Administrators' appointment will end following the registration of the notice by the Registrar of Companies.

Compulsory Liquidation

- 6.8 If a move to Creditors' Voluntary Liquidation is not possible because a dividend to the unsecured creditors (other than by virtue of the Prescribed Part) is not anticipated, but the Joint Administrators conclude that an exit into liquidation is appropriate so that further investigations into the Company's affairs may be carried out for example, an application to Court may be made to exit into Compulsory Liquidation instead. If this exit route is appropriate, at this stage it is anticipated (but is not mandatory) that the Joint Administrators will become the Joint Liquidators in the subsequent liquidation.

7 Pre-administration Costs

- 7.1 Pre-administration costs are defined as:

- (i) Fees charged, and
- (ii) Expenses incurred

by the Administrators, or another person qualified to act as an insolvency practitioner before the company entered Administration (but with a view to its doing so), and "unpaid pre-administration costs" are pre-administration costs which had not been paid when the company entered Administration.

- 7.2 Below is information on the pre-administration costs incurred in this case, together with details of any amounts which remain unpaid, where applicable.
- 7.3 Insolvency legislation provides that certain pre-administration costs are payable as an expense of the administration and do not require prior approval of creditors. Where an Administration

THOMAS B. RAMSDEN & CO. (BRADFORD) LIMITED - IN ADMINISTRATION

Order was made, the costs of the applicant and any person appearing on the hearing of the application whose costs are allowed by the court are payable as such an expense.

- 7.4 In this case, as a detailed previously, the Directors formally instructed Clark Business Recovery Limited on 7 February 2020 to advise the Company on its financial position and determine the best course of action available to the Company and its Directors. These instructions were formalised via Clark Business Recovery Limited's ("CBR") engagement letter. Through this engagement it was agreed that CBR's costs would be charged on a time costs basis.
- 7.5 Following on-going discussions and numerous meetings with the Directors, it was agreed that the Company would market its business for sale. Walker Singleton Chartered Surveyors ("Walker Singleton") were instructed to assist with the process and they carried out the necessary work required to provide a valuation of the Company's assets, prepare a detailed 'sales pack' and market the business accordingly. They also dealt with all interested parties during the period up to the date of administration. Walker Singleton are an independent firm of Chartered Surveyors who carry their own professional indemnity insurance.
- 7.6 Knights LLP, an independent firm of solicitors, were instructed to assist with the appointment formalities and also provide on-going legal advice during the period of marketing the business for sale prior to appointment.
- 7.7 In addition, the Company's Accountant, Kirk Newsholme Chartered Accountants ("Kirk Newsholme") have provided on-going financial advice and information during the period up to appointment.
- 7.8 The work carried out by all parties prior to appointment was necessary to try and achieve the objective of Paragraph 3 of Schedule B1 of the Insolvency Act to either (a) rescue the Company as a going concern or (b) achieve a better result for the Company's creditors as a whole than would be likely if the company were wound up. Extensive work has been carried out to achieve this and details of the work undertaken are shown in the table below.
- 7.9 Following the marketing of the business, it was determined that the Directors appoint an Administrator.
- 7.10 The Joint Administrators' costs and those of Walker Singleton, Knights LLP, and Kirk Newsholme are set out below and will be paid in due course under the provisions of R3.51 of the Insolvency (England & Wales) Rules 2016.
- 7.11 A SIP9 analysis of the Joint Administrators' pre appointment time costs is attached at Appendix D.
- 7.12 Pre-appointment fees charged and expenses incurred by the Joint Administrators are as follows:

Charged by	Brief description of services provided	Total amount charged £	Amount paid £	Who payments made by	Amount unpaid £
Clark Business Recovery	Attending initial meetings with the directors and the Company's accountant, setting up the case file, liaising with the Agent regarding the Company's assets and marketing the business for sale, providing on-going advice and negotiation of a potential sale to Home of Craft Limited together with liaising with the Pension Protection Fund	£30,783.00	£30,000.00	Thomas B. Ramsden & Co. (Bradford) Limited	£611.00

THOMAS B. RAMSDEN & CO. (BRADFORD) LIMITED - IN ADMINISTRATION

Walker Singleton	Valuation of plant & machinery and marketing the business for sale	£10,000.00	Nil	n/a	£10,000.00
Knights Plc	Provision of on-going legal advice and assisting with appointment formalities.	£6,170.00	Nil	n/a	£6,170.00
Kirk Newsholme Chartered Accountants	Provision of on-going financial advice and financial information.	£2,500.00	Nil	n/a	£2,500.00

- 7.13 The payment of the unpaid pre-administration costs set out above as an expense of the Administration is subject to the approval of creditors, separately to the approval of the Joint Administrators' proposals. This approval will be the responsibility of the Creditors' Committee if one is appointed or alternatively by a decision of the creditors where there is no Committee.

8 Joint Administrators' Remuneration

- 8.1 The Joint Administrators are required to provide creditors with details of the work they propose to undertake in the Administration and the expenses they consider will be, or are likely to be, incurred in dealing with the Company's affairs, prior to determining the basis upon which their remuneration will be fixed.
- 8.2 In addition to this, where Administrators seek agreement to the basis of their remuneration by reference to time properly spent by them and their staff in attending to matters arising in the Administration, a fees estimate outlining the time and estimated cost of the work to be done must also be provided.
- 8.3 In this case, the Joint Administrators are seeking to agree that their remuneration be based on the time properly spent by them and their staff in dealing with the affairs of the Company. The fees estimate and details of the work proposed to undertake in the Administration can be found at Appendix F and further information on the work done since appointment to the date of this report can be found in section 2.
- 8.4 Please note that where appropriate, the fees estimate may be to a particular stage of the case only and if considered the estimate will be exceeded during the Administration, the Joint Administrators are obliged to seek further approval for any increase in remuneration. The fees estimate provides details of these matters where relevant and appropriate approval to the basis of the remuneration will be sought as outlined in section 5 of this report.
- 8.5 For information, attached at Appendix E is a time matrix outlining the time spent by the Joint Administrators and their staff since the date of appointment as Joint Administrators. This shows a total of 203.90 hours has been spent at an average hourly rate of £296.52 per hour giving total time costs to date of £60,461.00. This time is included within the overall fees estimate provided with this report.
- 8.6 In circumstances where initial investigations reveal matters for further detailed investigation or previously unknown assets to be realised, the Joint Administrators reserve the right to refer back to creditors to establish how they are to be remunerated for such additional work, which may be proposed on a time cost basis. If such work proves necessary, they will revert to creditors with a fees estimate for approval.
- 8.7 The Joint Administrators will provide updates on the expenses they consider will be, or are likely to be, incurred during this case with their progress reports in due course. The category 1 disbursements paid to date can be seen on the attached receipts and payments account.

THOMAS B. RAMSDEN & CO. (BRADFORD) LIMITED - IN ADMINISTRATION

8.8 Administrators may include details of the remuneration they anticipate will be charged and the expenses they anticipate will be incurred if they become the Liquidators in the subsequent CVL. This can be done when seeking approval to the basis of their remuneration as Administrators, or alternatively their fees estimate for the CVL can be provided once the Company has moved into CVL. Please refer to Appendix F to this report for further information.

8.9 A copy of "A Creditors' Guide to Administrators' Fees" is available on request or can be downloaded from www.clarkbr.co.uk and selecting the 'creditors reports' tab. If you would prefer this to be sent to you in hard copy please contact Ben Ramsay of this office at ben@clarkbr.co.uk.

9 Estimated Outcome

9.1 An estimate of the outcome of the Administration as at 4 June 2020 is attached as Appendix G. This indicates that the estimated dividend available to unsecured creditors is 41 pence in the pound. It should be noted that this is an estimate and is dependent upon future realisations, the level of future costs incurred and total creditors' claims received.

9.2 Based on the directors' Estimated Statement of Affairs attached to this report the estimated value of the preferential creditors is £12559.00 and the unsecured creditors is £1,453,563.00.

9.3 Further information regarding the Company's creditors is detailed below.

Secured Creditors

9.4 A debenture creating fixed and floating charges over the Company's assets in favour Lloyds Bank Plc ("the Bank") was created on 16 November 2007 and registered on 21 November 2007. The estimated balance owed to the Bank at the date of appointment was circa £7,000.00 in relation to the Company's charge card facilities.

9.5 The Bank have confirmed that they intend to utilise their automatic right off set off against the credit funds held. In light of the size of the credit balance held by the Bank, any such transaction will settle the aforementioned indebtedness in full. Accordingly, there is no requirement for the Joint Administrators to create a fund out of the Company's net floating charge property for the benefit of unsecured creditors (known as the **Prescribed Part**), which applies to charges created after 15 September 2003.

9.6 Ordinarily the Joint Administrators are required to create a fund out of the Company's net floating charge property for the benefit of unsecured creditors.

9.7 However, based on present information, the Joint Administrators estimate that due to the relatively small balance outstanding in respect of the Bank's security, even if a Prescribed Part Fund were to be calculated, they would still be discharged in full. Accordingly, the costs of making a separate distribution in this respect would be disproportionate to the benefit.

9.8 The Joint Administrators will be required to seek legal opinion on the validity of the Bank's security together with their claimed automatic right of set off. Should either of these prove invalid, the Joint Administrators will provide further information in their subsequent progress reports together with any affect this may have on a Prescribed Part Fund.

Preferential Creditors

9.9 The Company's employees have submitted their claims to the Redundancy Payments Service ("RPS") with the assistance of Emprove Limited. The estimated level of preferential creditor claims totals the sum of £12,559.00. I am waiting for the RPS to submit their claim and anticipate this will be received once the employees' notice periods have expired.

9.10 At this stage, it is too early to determine the level of any future dividend to preferential creditors as this is dependent upon the above, future realisations, costs of the administration and the

THOMAS B. RAMSDEN & CO. (BRADFORD) LIMITED - IN ADMINISTRATION

level of claims received. It is however, considered that dividends prospects are promising, and further updates will be provided to creditors in the Joint Administrators' first progress report in due course.

- 9.11 It is estimated that the unsecured claims of the employees amount to £323,891.00 in respect of outstanding redundancy and notice pay. At this stage, it is too early to determine the level of any future dividend to unsecured creditors as this is dependent upon the above, future realisations, costs of the administration and the level of claims received. It is however, considered that dividend prospects are promising, and further updates will be provided to creditors in the Joint Administrators' first progress report in due course.

Unsecured Creditors

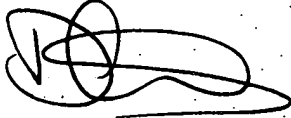
- 9.12 As per the Director's Statement of Affairs, it has been estimated that there are 37 unsecured creditors owed approximately £1,129,672.00, excluding the unsecured claims of the employees and the Directors.
- 9.13 To date the Joint Administrators have received claims from unsecured creditors totalling the sum of £131,377.45. At this stage, it is too early to determine the level of any future dividend to unsecured creditors as this is dependent upon the above, future realisations, costs of the administration and the level of claims received. It is however, considered that dividend prospects are promising, and further updates will be provided to creditors in the Joint Administrators' first progress report in due course.

10 Proposals Approval and Next Report

- 10.1 The Joint Administrators are seeking a decision of creditors on the approval of these proposals at virtual meeting. The letter issued to creditors with this report (or the link to this report) contains further information about this decision process.

- 10.2 The Joint Administrators are required to provide a progress report within one month of the end of the first six months of the Administration. Accordingly, a report to creditors will be circulated again at this time.

For and on behalf of
Thomas B. Ramsden & Co. (Bradford) Limited

A handwritten signature in black ink, appearing to be 'Dave Clark', written over a horizontal line.

Dave Clark
Joint Administrator

Enc

Statutory Information

Company information

Company name	Thomas B. Ramsden & Co. (Bradford) Limited
Trading name(s)	n/a
Registered number	00658571
Incorporation Date:	09/05/1960
Registered office address	26 York Place Leeds LS1 2EY
Former registered office address	Gordon Mills Netherfield Road Guiseley Leeds LS20 9PD
Trading address(s)	Gordon Mills Netherfield Road Guiseley Leeds LS20 9PD
Court details	High Court of Justice, Business and Property Court
Court reference number	CR-2020-2062

Details of the Company's Directors, Secretary and Shareholdings

Directors	Date Appointed	Date Resigned	Shares Held
Robert Austen Boyd Ramsden	01/05/1995		Nil
Peter Montgomery	01/05/2010		Nil
Thomas Piers Austen Ramsden	01/05/2013		Nil
Henry Matthew Reynolds Ramsden	19/12/2018		Nil
Thomas Brayshaw Ramsden	09/05/1960	01/01/2020	1 Deferred £1 Share
Thomas Ramsden (Holdings) Limited			450 Ordinary £1 Shares 450 Deferred £1 Shares

Joint Administrators' Details

Name of Administrators	Dave Clark	Phil Clark
Address	26 York Place Leeds LS1 2EY	26 York Place Leeds LS1 2EY
Telephone Number	0113 2438617	0113 2438617
Fax Number	0113 2461753	0113 2461753
Administrator's IP Number	9565	23530
Authorising Body	Institute of Chartered Accountants in England & Wales	Institute of Chartered Accountants in England & Wales
Date of Appointment	14/04/2020	14/04/2020

Receipts and Payments Account for the Period from 14 April 2020 to 4 June 2020

Thomas B. Ramsden & Co. (Bradford) Limited
(In Administration)
Joint Administrators' Summary of Receipts and Payments
To 04 June 2020

RECEIPTS	Statement of Affairs (£)	Total (£)
Plant & Equipment	40,000.00	0.00
Motor Vehicles	16,750.00	0.00
Stock	Uncertain	0.00
Associated Company Debtor	Uncertain	0.00
Book Debts	535,607.00	98,866.44
Shares & Investments	Uncertain	0.00
IP/Brands	Uncertain	0.00
Furlough Claim	13,438.00	0.00
VAT Refund	73,203.00	0.00
Cash at Bank	299,836.00	0.00
Debtor Contributions		30,000.00
		128,866.44

PAYMENTS

Bordereau		1,160.00
Pre Appointment Administration Costs		30,000.00
Employee Agent Fees		210.00
Statutory Advertising		83.00
Employee Arrears/Hol Pay	(50,235.00)	0.00
Trade & Expense Creditors	(475,899.00)	0.00
Employees Redundancy/Notice	(323,891.00)	0.00
H.M. Revenue & Customs - Duty	(10,400.00)	0.00
H.M. Revenue & Customs - PAYE	(17,886.00)	0.00
Pension Protection Fund	(321,200.00)	0.00
Finance/Lease Creditors	(302,757.00)	0.00
Overseas Taxes	(1,710.00)	0.00
Ordinary Shareholders	(450.00)	0.00
Deferred Shareholders	(451.00)	0.00
Vat Receivable		6,016.60
		37,469.60
Net Receipts/(Payments)		91,396.84

MADE UP AS FOLLOWS

Bank 1 Current	91,396.84
	91,396.84

Dave Clark
Joint Administrator

Summary of the Directors' Statement of Affairs of the Company

STATEMENT OF AFFAIRS

Name of Company
Thomas B. Ramsden & Co. (Bradford) Limited

Company Number
00658571

In the
High Court of Justice, Business and Property Court
Insolvency and Companies List

Court case number
CR-2020-002062

Statement as to the affairs of

Thomas B. Ramsden & Co. (Bradford) Limited
26 York Place
Leeds
LS1 2EY

on the 14 April 2020, the date that the company entered administration.

Statement of Truth

I believe the facts stated in this statement of affairs are a full, true and complete statement of the affairs of the above named company as at 14 April 2020 the date that the company entered administration.

Full Name

ROBERT AUSTIN BAYN RAMSDEN

Signed

[Signature]

Dated

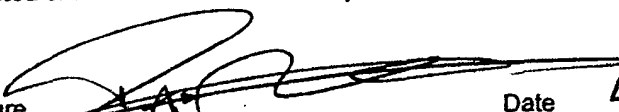
4th June 2020

Thomas B. Ramsden & Co. (Bradford) Limited
Statement Of Affairs as at 14 April 2020

A - Summary of Assets

Assets	Book Value £	Estimated to Realise £
Assets subject to fixed charge:		
Assets subject to floating charge:		
Uncharged assets:		
Plant & Equipment	223,347.00	40,000.00
Motor Vehicles	11,384.00	16,750.00
Stock	1,060,420.00	Uncertain
Associated Company Debtor	235,573.00	Uncertain
Book Debts	626,597.00	535,607.00
Shares & Investments	1.00	Uncertain
IP/Brands	Uncertain	Uncertain
Furlough Claim	13,438.00	13,438.00
VAT Refund	73,203.00	73,203.00
Cash at Bank	299,836.00	299,836.00
Estimated total assets available for preferential creditors		978,834.00

Signature



Date

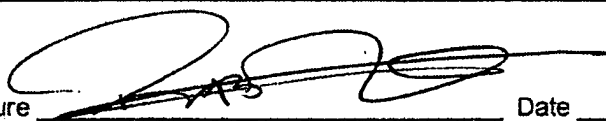
4th June 2020

Thomas B. Ramsden & Co. (Bradford) Limited
Statement Of Affairs as at 14 April 2020

A1 - Summary of Liabilities

	Estimated to Realise £
Estimated total assets available for preferential creditors (Carried from Page A)	978,834.00
Liabilities	
Preferential Creditors:-	
Employee Arrears/Hol Pay	12,559.00
Estimated deficiency/surplus as regards preferential creditors	12,559.00 966,275.00
Debts secured by floating charges pre 15 September 2003	
Other Pre 15 September 2003 Floating Charge Creditors	
	NIL
	966,275.00
Estimated prescribed part of net property where applicable (to carry forward)	NIL
Estimated total assets available for floating charge holders	966,275.00
Debts secured by floating charges post 14 September 2003	
	NIL
Estimated deficiency/surplus of assets after floating charges	966,275.00
Estimated prescribed part of net property where applicable (brought down)	NIL
Total assets available to unsecured creditors	966,275.00
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)	
Trade & Expense Creditors	475,719.00
Employees Redundancy/Notice	323,891.00
H.M. Revenue & Customs - Duty	10,400.00
H.M. Revenue & Customs - PAYE	17,886.00
Pension Protection Fund	321,200.00
Finance/Lease Creditors	302,757.00
Overseas Taxes	1,710.00
	1,453,563.00
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall in respect of F.C's post 14 September 2003)	(487,288.00)
Estimated deficiency/surplus as regards creditors	(487,288.00)
Issued and called up capital	
Ordinary Shareholders	450.00
Deferred Shareholders	451.00
	901.00
Estimated total deficiency/surplus as regards members	(488,189.00)

Signature



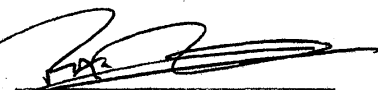
Date

4th June 2020

Clark Business Recovery Limited
Thomas B. Ramsden & Co. (Bradford) Limited
B - Company Creditors


Key	Name	Address	£
CA00	Accountis Europe Limited	Finastra , Unit 4 Llys Helyg, Ffordd y Llyn, Parc Menai, BANGOR LL57 4EZ	120.00
CC00	C J Blackburn LLP	Westend Mills, Watergate Road, Dewsbury, WF12 9QB	911.58
CC01	Clear Choice Limited	Brown Lane Trading Estate , 20 Brown Lane West, Brown Avenue, Holbeck LS11 0DN	333.60
CC02	CMI Logistics Limited	Sapphire House, Albion Mills, Albion Road, Greengates, Bradford BD10 9TQ	3,795.00
CC03	Copymark (Service) Limited	Technology House, Alexandra Court, Off Dyson Wood Way, Bradley, Huddersfield, HD2 1GN	1.00
CC04	Collection House Limited	Suite 4 - The Long Barn, Paxcroft Farm, Hilberton, Trowbridge, BA14 6JB	380.54
CC05	Complete Office Solutions UK	Daughters Court, Silkwood Park, Wakefield, WF5 9TQ	927.01
CD00	DHL Supply Chain Limited	Meridian Business Park, Meridian South, Braunstone, Leicester, LE19 1WY	1,656.21
CF00	First Data Global Leasing	Janus House , Endeavour Drive, Basildon, Essex SS14 3WF	137.79
CF01	FedEx Express UK Limited	Express House , Holly Lane, Atherstone, Warwickshire CV9 2RY	21.31
CF02	Fedex Express UK Trans Limited - TNT	Express House , Holly Lane, Atherstone, Warwickshire CV9 2RY	21,053.00
CG00	Ganga Acrowoods Limited	249 Industrial Area 'A' , Ludhiana-141003, PUNJAB, INDIA AIRMAIL	125,893.57
CH00	H M Revenue & Customs	Debt Management Enforcement, & Insolvency Service, Ty Glas, Llanishen, Cardiff, CF14 5ZP	28,286.00
CH01	The Home of Craft Limited	Gordon Mills, Netherfield Road, Guiseley, Leeds, LS20 9PD	8,400.00
CI00	Investec Asset Finance	Reading International Business Park, Reading, RG2 6AA	26,891.76
CJ00	Jiangyin Anda HK Spinners	1 Yinbing Da Dao , Qiaoci Town, Jiangyin Jaingsu, P.R CHINA, AIRMAIL	228,523.85
CM00	R McDowell Haulage Limited	Thunderbird Depot, Valley Road, Keighley, BD21 4LW	2,999.09
CM01	Maxxia Limited	Adam House, 7-10 Adam St, London, WC2N 6AA	43,516.80
CM02	Macquarie Corporate and Asset Finance	Ropemaker Place, 28 Ropemaker Street, London, EC2Y 9HD	35,867.52
CN00	Nevis Computers Limited	16 Wool Gata, Cottingley Business Park, Bingley, BD16 1PE	812.40
CO00	Overseas Taxes	Canada and Ireland	1,710.00
CP00	Professional Paper Supply Limited	2 Hackness Road, North Minster Business Park, Upper Poppleton, York YO26 6QR	31.08
CP01	Peac (UK) Limited	Admin Block 2 - Blackrock Business Park, Carysfort Avenue, Blackrock, Co Dublin, A94 H2X4 EIRE	80,030.71
CP02	Phoenix Fibres Limited	Admin Block 2 - Blackrock Business Park , Carysfort Avenue, Blackrock, Co Dublin A94 H2X4	612.00
CP03	Pension Protection Fund	Renaissance, 12 Dingwall Road, Croydon, CR0 2NA	321,200.00

Signature



Clark Business Recovery Limited
Thomas B. Ramsden & Co. (Bradford) Limited
B - Company Creditors

Key	Name	Address	£
CR00	Raven Computers Limited	Unit 1 - Business Park, Kings Gate, Bradford, BD1 4SJ	450.00
CR01	Royal Mail	Finance Service Centre , Royal Mail House, Stone Hill, Farnworth, Bolton BL4 9XX	274.43
CR03	Room Twelve Limited	Peck House, 20 Eastcheap, London, EC3M 1EB	81,958.20
CS00	Samuel Grant (Leeds) Limited	Unit 1- Orion Way, Cross Green, Leeds, LS9 0AR	2,420.10
CS01	Societe Generale Equipment Finance Limited	5 Kew Road, Richmond, TW9 2PR	34,492.08
CT00	Thomas Ramsden Property	Gordon Mills, Netherfield Road, Guiseley, LS20 9PD	3,211.88
CU00	UK Hand Knitting Association	Tree Tops, Otley Road, Eldwick, Bingley BD16 3DA	265.45
CU01	Ulusoy Tekstil San Ve Tic AS	Cukurova Caddesi No=9 , Saricam, Adana, TURKEY AIRMAIL	61,954.29
CV00	Vast Digital Limited	Castleton Mill, Castleton Close, Leeds, LS12 2DS	6,593.86
CV01	VOIP Limited	6 Albany Business Park, Cabot Lane, Poole, Dorset, BH17 7BX	53.58
CW00	Whitecroft Ess (Lydney) Limited	Building 6 - Vantage Point Business Village, Mitcheldean, Gloucestershire, GL17 0DD	3,906.50
CZZZ	Employees x 24		336,449.87
37 Entries Totalling			1,466,122.06

Signature 

Clark Business Recovery Limited
 Thomas B. Ramsden & Co. (Bradford) Limited
 C - Shareholders

Key	Name	Address	Type	Nominal Value	No. Of Shares	Called Up per share	Total Amt. Called Up
HR00	Mr Thomas Brayshaw Ramsden		Other	1.00	1	1.00	1.00
HT00	Thomas Ramsden (Holdings) Limit	Gordon Mills, Netherfield Road, Guiseley, Leeds, LS20 9PD	Ordinary	450.00	450	1.00	450.00
			Other	450.00	450	1.00	450.00
1 Ordinary Entries Totalling					450		
2 Other Entries Totalling					451		


Signature



Clark Business Recovery Limited
Thomas B. Ramsden & Co. (Bradford) Limited
Directors

Key	Name	£
RM00	Mr Peter Montgomery	
RR00	Mr Robert Austen Boyd Ramsden	
RR01	Mr Henry Matthew Reynolds Ramsden	
RR02	Mr Thomas Piers Austen Ramsden	

Signature

A handwritten signature in black ink, appearing to be 'R. B. Ramsden', written over a horizontal line.

Time Analysis for Pre-Administration Time

Time Entry - SIP9 Time & Cost Summary

THQ2020 - Thomas B. Ramsden & Co. (Bradford) Limited (Bradford) Limited
All Pre Appointment Project Codes
To: 13/04/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Senior Manager / Licence Holder	Cashiering	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.00	0.00	0.00	0.20	0.00	0.00	0.20	44.00	220.00
Case Specific Matters	14.50	81.70	0.00	3.40	0.10	0.10	99.80	30,739.00	308.01
Cashiering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigation	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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
Total Hours	14.50	81.70	0.00	3.60	0.10	0.10	100.00	30,783.00	307.83
Total Fees Claimed								0.00	
Total Disbursements Claimed								0.00	

Time Analysis for the Period from 14 April 2020 to 4 June 2020

Time Entry - SIP9 Time & Cost Summary

THO2020 - Thomas B. Ramsden & Co. (Bradford) Limited (Bradford) Limited
All Post Appointment Project Codes
From: 14/04/2020 To: 04/06/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Senior Manager / Licence Holder	Cashiering	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	9.60	26.60	0.00	1.20	0.30	3.90	41.60	13,195.00	317.19
Case Specific Matters	0.00	0.00	0.00	0.60	0.00	0.00	0.60	132.00	220.00
Cashiering	1.30	1.10	0.00	0.00	0.00	10.50	12.90	3,503.00	271.55
Creditors	10.80	43.90	0.00	1.60	0.10	3.30	59.70	18,590.00	311.39
Investigation	0.20	1.50	0.00	0.00	0.00	0.30	2.00	596.00	298.00
Realisation of Assets	7.00	47.40	0.00	20.80	0.20	8.90	84.30	23,633.00	280.34
Statutory Compliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	2.80	0.00	0.00	0.00	0.00	2.80	812.00	290.00
Total Hours	28.90	123.30	0.00	24.20	0.60	26.90	203.90	60,461.00	296.52
Total Fees Claimed								0.00	
Total Disbursements Claimed								0.00	

Additional Information in Relation to Joint Administrators' Fees

Additional Information in Relation to Joint Administrators' Fees

Thomas B. Ramsden & Co. (Bradford) Limited ("the Company") Fees Information in accordance with The Insolvency (England and Wales) Rules 2016 and Statement of Insolvency Practice 9

Fees Overview

Prior to an insolvency practitioner agreeing the basis of his remuneration as Administrator, details of the work proposed to be done and the expenses it is considered will be, or are likely to be, incurred in dealing with a company's affairs must be provided to creditors.

In addition, where the Administrator proposes to take all or any part of this remuneration based on the time he and his staff will spend dealing with the affairs of the insolvent company, a **fees estimate** must also be provided. This will outline the anticipated cost of that work, how long it is anticipated the work will take and whether any further approvals may be needed from creditors in due course.

It should be noted that a **fees estimate** may be provided to a particular milestone or for a designated period in a case, where it is not possible to accurately estimate the work that will need to be done at the outset.

Creditors should be aware that the **fees estimate** is based on all of the information available now and may be subject to change due to unforeseen circumstances that may arise during the Administration. If it is considered that the **fees estimate** will be exceeded, the Administrator will provide an update and seek approval to increase the previously agreed **fees estimate**.

Work anticipated and the likely return to creditors

Some of the work undertaken by an insolvency practitioner is required by statute and may not necessarily provide a financial benefit to creditors. Examples of this work include investigations required by Statement of Insolvency Practice 2 and the Company Directors Disqualification Act 1986 or dealing with the claims of former employees via the National Insurance Fund.

Where the work to be done is anticipated to produce a financial benefit to creditors, this will be stated and it may be necessary for the Administrator to instruct third parties to assist in this process because of a particular expertise that the third party may bring such as valuation, tax or legal advice.

Where it is practical to do so, an Administrator will provide an indication of the likely return to creditors when seeking approval for the basis of his remuneration. Again due to the complex nature of the work undertaken by insolvency practitioners and the uncertainties that may exist in relation to the realisation of a company's assets at the outset of a case, this may not be possible. An Administrator is however, required by statute to provide periodic reports to creditors on the progress of a case which will include an update as to the likely return creditors may expect.

Proposed Fee Basis

In this case, it is being proposed that the basis of remuneration as Joint Administrators will be based on the time spent by them and their staff in dealing with the Company's affairs. Attached to this document is a **fees estimate**, together with an explanation of the work proposed to be undertaken.

Each part of the work to be undertaken will necessarily require different levels of expertise and therefore related cost. In order to aid understanding, for the purposes of the **fees estimate**, the Joint Administrators have indicated the rates and grades of staff such as themselves, the case manager, the case administrator and cashier when estimating the total hours to be spent on each part of the work.

This **fees estimate** is produced on the basis of all the work the Joint Administrators currently propose will be necessary in the Administration. If it is considered the **fees estimate** will be exceeded, the Joint Administrators will notify creditors accordingly and provide a revised estimate and seek further approval for their increased fees.

Outline of work to be done by the Joint Administrators

Below are details of the work proposed to be undertaken in support of the above **fees estimate** for the Administration:

Administration (including statutory compliance & reporting)

Administrators are required to carry out certain tasks in nearly every insolvency assignment, namely administrative duties and dealing with the Company's creditors. Whilst these tasks are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, they do not necessarily produce any direct financial benefit for creditors, but nonetheless still have to be undertaken.

This work includes:

- Lodging periodic returns with the Registrar of Companies for the Administration;
- Complying with statutory duties in respect of the Administrator's specific penalty bond;
- Case file and checklist maintenance
- Creation and update of case files on the firm's insolvency software;
- Redirection of the Company's mail to the Administrator's office where necessary;
- Securing the Company's books and records;
- Pension regulatory reporting and auto-enrolment cancellation;
- Completion and filing of the notice of the Company's insolvency to HMRC; and
- Periodic case progression reviews (typically at the end of Month 1 and every 6 months thereafter).
- Developing and reviewing case strategy
- Liaison with Company Shareholders

Realisation of assets

As outlined in the Administrator's proposals, since appointment the Administrator and his staff have pursued the realisation of the Company's assets and details of these are listed below.

1. Sale of Business

- Reviewing the Company's accounting records and asset ledgers.
- Liaising with the Agent regarding a potential sale of the business.
- Liaising with the Company's Directors regarding various information needed to seek a sale of the business.
- Correspondence and liaisons with interested parties.
- Reviewing offers received.
- Administering any subsequent sale.
- Reviewing discussing and developing sales strategy regarding company assets

2. Book Debts

- Reviewing the Company's debtor ledger to ensure book debts are collected.
- Liaison with the Company's Directors and Accountant regarding this ledger.
- Writing to all debtors to request payment of outstanding accounts.
- Follow up correspondence with debtors.
- Negotiating settlements with debtors.
- Monitoring collection of the ledger and reconciling the same on an on-going basis.
- Liaison with the Company's former bankers regarding debtor payments.
- Instructing a third-party collection agent if required.

- Processing debtor recoveries.
 - Liaison with solicitors/collection agents if required.
- 3. VAT Refund**
- Reviewing the Company records to determine whether this refund can be recovered.
 - Liaison with the Company's accountant.
 - Liaison with HMRC to recover the refund.
- 4. Cash at Bank**
- Write to the Company's bankers to obtain financial records and retrieve the credit balances held.
 - Chasing up payment of the credit balances held.
 - On-going liaison with the bank in respect of future receipts.
- 5. Furnishings, Equipment and Stock**
- Reviewing the Company's accounting records and asset ledgers.
 - Liaising with the Agent regarding a potential sale of these assets.
 - Liaising with the Company's Directors regarding various information needed to seek a sale of these assets.
 - Correspondence and liaisons with interested parties.
 - Reviewing offers received.
 - Administering any subsequent sale.
- 6. Motor Vehicles**
- Liaison with former employees regarding securing and collection of the vehicles.
 - Liaison with agent regarding interested parties, offers received and conducting a sale of these assets.
- 7. Shareholding in Associated Company**
- Liaison with Directors regarding the Company's financial position.
 - Liaison with Accountant regarding the financial position of this company.
 - Liaison with solicitors regarding the options available.
 - Liaison with Agent regarding this company's assets.
 - Liaison with interested parties
 - Administering any subsequent sale.
- 8. Intellectual Property and Brands**
- Reviewing the Company's accounting records and asset ledgers.
 - Liaising with the Agent regarding a potential sale of these assets.
 - Liaising with the Company's Directors regarding various information needed to seek a sale of these assets.
 - Correspondence and liaisons with interested parties.
 - Reviewing offers received.
 - Administering any subsequent sales.
- 9. Furlough Claim**
- Reviewing the Company's records to formulate the claim.
 - Liaison with the Directors and Company's accountant in respect of the claim.
 - Making the claim to HMRC and chasing up receipt.

Work done by the Joint Administrators, and their staff and any third parties engaged to assist the Joint Administrators in realising the Company's assets will, it is anticipated, provide a financial benefit to creditors.

Depending on realisations and the extent of any 3rd party security, this may result in a distribution to the preferential and/or unsecured creditors of the Company.

Further information on the likely outcome of the Administration process will be provided in the Joint Administrators' subsequent progress reports.

Creditors (claims and distributions)

As Joint Administrators, we will deal with all secured, preferential and unsecured creditor correspondence and claims as received, including any claims of creditors under retention of title. Based on the directors' estimated statement of affairs, we currently think that after taking into consideration the costs of realising the assets and dealing with the statutory formalities of the Administration process and the related costs and expenses, there is a prospect of a distribution to unsecured creditors on this case.

We will either deal with the review and adjudication of creditors' claims in the Administration or if appointed as Joint Liquidators, in the subsequent liquidation.

It should be noted that the above is based on the estimated statement of affairs and the projected realisable value of the Company's assets which at this stage is unconfirmed, together with the anticipated costs of the Administration.

Further details of work undertaken within this category are detailed below:

- Notifying creditors of the Joint Administrators' appointment and other associated formalities including statutory advertising and filing relevant statutory notices at Companies House;
- General correspondence and communication with creditors regarding queries they may have;
- Correspondence with trade insurance companies in relation to insured creditors;
- Preparing and issuing the Joint Administrators' statement of proposals for achieving the purpose of the Administration and thereafter providing periodic progress reports to members and creditors (typically every 6 months);
- Establishing and holding periodic meetings of the creditors' committee and associated filing formalities (if a committee is appointed);
- Instructing an employment law specialist to assist with the employees claims; and
- Dealing with employees to provide support and assistance in lodging any claims they may be entitled to make for unpaid wages, holiday pay and other statutory entitlements from the National Insurance Fund and the Company. Liaising with (or appointing) union representatives and payroll providers and reviewing employment contracts as necessary.
- Correspondence and communication with the Pension Protection Fund regarding queries they may have.

Cashiering

- Opening, maintaining and managing the Administration estate cashbook and bank account(s);
- Dealing with all post-appointment VAT and corporation tax compliance; and
- Reconciliation of Administrator's case specific bank account.

Investigations

As Joint Administrators, we are required to conduct investigations into the conduct of the director(s) of the Company and transactions entered into prior to the Company's insolvency, as required by the Company Directors Disqualification Act 1986 and Statement of Insolvency Practice 2 (Investigations by Office Holders in Administrations and Insolvent Liquidations).

This work may not necessarily lead to any financial benefit to creditors yet is work we are required to undertake by statute. Listed below is this work:

- Initial assessment required by Statement of Insolvency Practice 2 and the Company Directors Disqualification Act 1986 (CDDA) including the review of the Company's books and records and the identification of potential further asset realisations which may be pursued in the Administration; and
- Submitting a statutory report to the Insolvency Service under the CDDA.

If however, initial investigations reveal that further recoveries may be available for the insolvent estate, all work undertaken to pursue these recoveries will be estimated within this time category.

At this stage, we do not foresee any substantial investigation work will be required other than investigating further the alleged fraudulent transactions the Company has been subject to. If following the conclusion of these initial investigations we consider that further investigation work is then required to pursue assets of the Company, we will provide creditors with an update on our **fees estimate** in due course.

Joint Administrators' Expenses

As also noted, we are required to provide creditors with details of the expenses we consider will be, or are likely to be, incurred in the Administration. These may include expenses such as agent's costs for assisting in the disposal and realisation of the Company's physical assets or other routine expenses associated with an insolvency case such as statutory advertising costs or the office holder's specific penalty bond.

The choice of professionals was based on perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of the Joint Administrators' fee arrangement with them. Below is a summary of the expenses we consider will be, or are likely to be, incurred in this case. We will provide a further update to creditors in my subsequent progress reports.

Expense	Estimated cost £
Costs of Knights LLP for their work carried out: <ul style="list-style-type: none"> • Providing on-going legal advice in relation to the administration; • Assisting with the Joint Administrators' investigations; • Assisting with the sale of the Company's assets. 	£40,000.00 plus VAT
Costs of Walker Singleton for their work carried out; <ul style="list-style-type: none"> • Providing a valuation of the Company's assets; • Advising on the sale of the Company's assets; and • Conducting a sale of the Company's assets. 	£50,000.00 plus VAT
Costs of Emprove Limited for their work carried out; <ul style="list-style-type: none"> • Collating employee information/details to assist with the preparation of the employee's redundancy notification; • Assisting with the submission of the employees claims to the Redundancy Payments Service; and • Providing on-going advice regarding the employees claims. 	£2,000.00 plus VAT
Costs of Kirk Newsholme for their work carried out; <ul style="list-style-type: none"> ▪ Assisting with the preparation of the Statement of Affairs; ▪ Assisting with the provision of the Company's accounting records; and ▪ Preparation of all outstanding tax returns and completion of accounts to cessation if necessary. 	£10,000.00 plus VAT
If required, costs of a Book Debt Collection Agent for the following work: <ul style="list-style-type: none"> ▪ Reviewing the Company's book debt ledger; 	10% - 15% of collections made plus VAT

<ul style="list-style-type: none"> ▪ Liaisons with the Directors regarding these debts; and ▪ Recovery work in order to try and realise any outstanding debts. 	
Statutory advertising	£750.00 plus VAT
Specific penalty bond	£1,160.00 plus VAT
Itemdawn Limited in respect of rent and utilities costs	£30,000.00 plus VAT
Nevis Computers Limited in respect of providing various IT support and licensing	£2,500.00 plus VAT
Marsh Plc for insurance cover over the Company's assets	£5,000.00
Third party to collate and update employee information	£210.00
Category 2 disbursements charged by the firm:	
Stationery & Postage	£3.00 per creditor

Clark Business Recovery Ltd's Charge-out rates and Category 2 disbursements policy

Attached to this document are details of this firm's current charge out rates and policy regarding the re-charge of Category 2 disbursements.

Category 2 disbursements require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Any Category 2 disbursements which this firm proposes to charge in this case are reflected in the table of expenses above.

Approval to charge these will be sought from creditors when the basis of the Joint Administrators' remuneration is fixed. It should be noted that this firm's charge-out rates may increase periodically. If any such increases impact on the **fees estimate** for the Joint Administrators, creditors will be notified accordingly.

Appendix F

Thomas B. Ramsden & Co (Bradford) Limited - In Administration

Joint Administrators' Fees Estimate

Below is our fees estimate for the administration. The work the Joint Administrators anticipate undertaking in relation to this estimate has been outlined above. It is an estimate for the first 12 months of the administration. If we consider this estimate will be exceeded, we will advise creditors and seek approval for our revised fees estimate as appropriate.

	<u>Director</u>	<u>Senior Manager / Manager</u>	<u>Cashier</u>	<u>Case Administrator / Support Staff</u>	<u>Total</u>	<u>Time Costs (£)</u>	<u>Average hourly rate (£)</u>
Administration, Planning & Statutory Compliance	25.00 10,750.00	50.00 14,500.00	5.00 1,250.00	50.00 11,000.00	130.00	37,500.00	288.46
Creditors & Distribution	10.00 4,300.00	25.00 7,250.00	5.00 1,250.00	20.00 4,400.00	60.00	17,200.00	286.67
Cashiering	2.00 860.00	5.00 1,450.00	20.00 5,000.00	0.00 0.00	27.00	7,310.00	270.74
Investigations	5.00 2,150.00	10.00 2,900.00	0.00 0.00	20.00 4,400.00	35.00	9,450.00	270.00
Realisation of Assets	35.00 15,050.00	60.00 17,400.00	15.00 3,750.00	75.00 16,500.00	185.00	52,700.00	284.86
Total Estimated Hours by grade of staff	77.00	150.00	45.00	165.00	437.00	124,160.00	284.12
Hourly rate per grade of staff	430.00	290.00	250.00	220.00			
Total Estimated Time Costs by grade of staff	33,110.00	43,500.00	11,250.00	36,300.00	124,160.00		

Notes: Please note that any time spent by the Joint Administrators (Directors) in dealing with bank reconciliations has been included in the Cashier estimated time costs and charged at the Cashier's charge out rate.

CLARK BUSINESS RECOVERY LIMITED - DISBURSEMENTS RECOVERY POLICY - SIP 9**Category 1 disbursements**

Bordereau/ insurance	Charged at cost
Case advertising	As per advertisers/ agents invoice
Courier	Charged at cost
DTI IVA registration fee	Charged at cost (in relevant cases)
Land Registry/ Searches	As per Land Registry, agents or Companies House invoice
Post re-direction	Charged at cost
Subsistence	Charged at cost
Travel	Charged at cost for public transport and taxis. Car travel charged at 45p per mile.

Category 2 disbursements

Room hire	£140 for room hire made available in-house for case specific meetings. Charge is only be made when attendance of debtor/ director and/or creditors is likely and a meeting room has been set aside. Where appropriate, external room hire at cost (Category 1)
Postage and stationery	Charged at £3 per creditor
Storage	Either pro-rata per number of boxes per storage charge invoice where an external records storage provider provides this facility to the firm (Category 1). Or £5 for each box and £5 per box per annum storage. (Category 2)

TIME COST ANALYSIS - EXPLANATION OF WORK DONE

Category	Examples of Work
Administration and Planning	Case planning, case reviewing, administrative set-up, appointment notification, maintenance of records, statutory reporting and compliance.
Cashiering	Maintenance of cash books, bank reconciliation, processing receipts and payments, statutory returns
Investigations	SIP 2 review, CDDA reports, Investigating antecedent transactions
Realisation of Assets	Identifying, securing, insuring assets, retention of title, debt collection, property, business and asset sales free from encumbrance, dealing with charged assets, correspondence with secured creditor, and verification of security documentation.
Creditors	Communication with creditors, creditors' claims (including employees' and other preferential creditors'), adjudication on claims and closure.

Details of the charge out rate of staff employed by Clark Business Recovery Limited are as follows:

STAFF GRADE	CHARGE OUT RATE £ PER HOUR
Director	430.00
Senior Manager / Manager	350.00 – 290.00
Cashier	250.00
Case Administrator / Support Staff	220.00 – 150.00

Estimated Outcome Statement as at 4 June 2020

<u>Assets Available</u>	<u>Notes</u>	<u>£</u>
Assets Not Specifically Charged		
Plant and Equipment	1	Uncertain
Motor Vehicles		16,750.00
Stock	1	Uncertain
Cash at Bank		299,836.00
Debtors	2	532,607.00
Goodwill inc IP/Brands Etc..	1	Uncertain
VAT Refund		73,203.00
Furlough Claim		13,438.00
100% Shareholding in Erika Knight With Ramsden Limited		Uncertain
Associated Company Debtor - Erika Knight With Ramsden Limited		Uncertain
Net assets available		935,834.00
Costs		
Pre-Administration Costs - Clark Business Recovery		30,000.00
Pre-Administration Costs - Knights Plc		6,170.00
Pre-Administration Costs - Walker Singleton		15,000.00
Pre-Administration Costs - Kirk Newsholme		5,000.00
Joint Administrators' Remuneration		124,160.00
Joint Administrators' Disbursements		1,500.00
Accountants Costs		10,000.00
Legal Fees and Disbursements		40,000.00
Insurance		5,000.00
Agents' Fees and Disbursements		50,000.00
Employee Agents Costs		2,500.00
Rent and Utilities		30,000.00
IT Services		2,500.00
Total		321,830.00
Estimated available to Preferential Creditors		614,004.00
Preferential Creditors - Employees Holiday Pay		12,559.00
Estimated Net Property		601,445.00
Prescribed Part - N/A as amount owed to QFCH will be nil		
Available to Floating Charge Creditor		601,445.00
Floating Charge Creditor		
Lloyds Bank Plc		0.00
Estimated available for Unsecured Creditors		601,445.00
Unsecured Creditors		
Trade Creditors		475,719.00
Finance/Lease Creditors		302,757.00
Pension Deficits		321,200.00
Employees - Redundancy & Notice Pay		323,891.00
HMRC - PAYE		17,886.00
HMRC Duty		10,400.00
Overseas Tax		1,710.00
Unsecured Creditor Total		1,453,563.00
Surplus/Deficit		-852,118.00
Estimated distribution		0.41

Notes

- 1 An estimated to realise value for the Company's plant and equipment, stock and goodwill/IP and brands has not been disclosed to ensure a current sale of the same is no prejudiced.
- 2 The Company's accountant has confirmed that the Company's book debt ledger has a book value of of £626,597. A 15% provision of £93,990 for bad and doubtful debts has been applied against this ledger for the purpose of this estimated outcome statement.