

please
house

1 Company details

Company number 0 0 9 2 3 7 2 6

Company name in full Fishguard Bay Hotel Limited

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

2 Administrator's name

Full forename(s) Philip

Surname Duffy

3 Administrator's address

Building name/number The Chancery

Street 58 Spring Gardens

Post town Manchester

County/Region

Postcode M 2 1 E W

Country

4 Administrator's name ①

Full forename(s) Sarah

Surname Bell

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

5 Administrator's address ②

Building name/number The Chancery

Street 58 Spring Gardens

Post town Manchester

County/Region

Postcode M 2 1 E W

Country

② Other administrator
Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6 Period of progress report

From date	d 1	d 6	m 0	m 2	y 2	y 0	y 2	y 0
To date	d 1	d 5	m 0	m 8	y 2	y 0	y 2	y 0

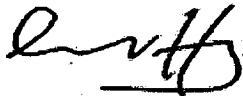
7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X 

X

Signature date	d 0	d 2	m 0	m 9	y 2	y 0	y 2	y 0
----------------	-----	-----	-----	-----	-----	-----	-----	-----

AM10

Notice of administrator's progress report



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 Amy Summerfield

Company name Duff & Phelps Ltd.

Address The Chancery

58 Spring Gardens

Post town Manchester

County/Region

Postcode M 2 1 E W

Country

DX

Telephone +44 (0) 161 827 9000



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



Important information

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



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Progress Report to Creditors

2 September 2020

Wyncliffe House Hotel Limited And Fishguard Bay Hotel Limited (Both in Administration)

Joint Administrators' Progress Report for the Wyncliffe House Hotel Limited for the period from 7 February 2020 to 6 August 2020 and Fishguard Bay Hotel Limited for the period from 16 February 2020 to 15 August 2020

Duff & Phelps Ltd.
The Chancery
58 Spring Gardens
Manchester
M2 1EW

Contents

1. Introduction	1
2. Creditor summary	2
3. Progress of the Administrations	4
4. Outcome for Creditors	8
5. Other matters	9
6. Joint Administrators' fees and expenses and pre-Administration costs	9
7. Future strategy	10

Appendices

Appendix 1 – Statutory Information	12
Appendix 2 – Approved Proposals	14
Appendix 3 – Receipts and Payments accounts	15
Appendix 4 – Schedule of Expenses	16
Appendix 5 – Analysis of time charged and expenses incurred	17
Appendix 6 – Narrative of work carried out for the period to 6 August 2020	18
Appendix 7 – Statement of Creditors' rights	22
Appendix 8 – Definitions	23
Appendix 9 – Notice about this report	25
Appendix 10 – Proof of debt form	26

1. Introduction

The Joint Administrators were appointed on 7 August 2019 in respect of Wyncliffe and on 16 August 2019 in respect of Fishguard by the Director of the Companies.

This Progress Report provides an update on the Administrations of the Companies.

The Joint Administrators' have also explained their future strategy for the Administrations and how likely it is that they will be able to pay each class of creditor.

You will find other important information in this Progress Report such as the costs the Joint Administrators have incurred.

A glossary of the abbreviations and definitions used throughout this document is attached at Appendix 8.

Please also note that an important legal notice about this Progress Report to Creditors is attached at Appendix 9.

2. Creditor summary

This Progress Report covers the six month period from the 7 February to 6 August 2020 in respect of Wyncliffe and 16 February 2020 to 15 August 2020 in respect of Fishguard.

Summary of Proposals

The purpose of an Administration is to achieve one of the following hierarchical 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.

Based on current information, it is uncertain whether the second objective will be achieved. This will be dependent on future realisations in the Administrations and the total costs of the Administrations.

Although the freehold of the Hotel is held in Wyncliffe, Fishguard holds the other assets comprising the furniture, equipment and stock and also debtors. As the operation of the Hotel has now ceased, the assets within the Hotel will be made available to any purchaser of the property or should the purchaser not require these assets these will be sold on a piecemeal basis.

As previously advised, the Joint Administrators' Proposals for achieving the purpose of the Administration, namely achieving a better result for the Companies' Creditors as a whole than would be likely if the Companies were wound up and realising property in order to make a distribution to one or more Secured or Preferential Creditors, were approved by Creditors using deemed consent.

Progress to date

The Joint Administrators traded the business of the Hotel from the Appointment Date with a view to achieving a sale of the business as a going concern.

Due to the COVID-19 pandemic and associated restrictions on the leisure and hospitality industry, the Joint Administrators temporarily closed the Hotel on 24 March 2020 and placed all staff on furlough under the Government Job Retention Scheme.

Throughout the period of the Hotel's closure, the Joint Administrators continued to liaise with the Agents, Solicitors and registered leaseholders along with continuing to market the freehold of the Hotel.

On 7 May 2020, due to the impact of the COVID-19 restrictions and the ongoing trading difficulties the Joint Administrators took the decision to close the trading operations of the Hotel permanently and all staff were made redundant.

The trading losses incurred in the Reporting Period total £66,644. Assured are currently finalising the trading costs of the Hotel and reconciling trading receipts processed by the merchant services provider, FDMS. Further details are provided in section 3.1 of this report.

Asset realisations totaling £1,355 has been received in the Reporting Period in respect of debtor receipts. Further information is available in section 3.2 of this report.

The sum of £77 has been received in respect of bank interest in the Reporting Period.

There have been no receipts or payments in respect of Wyncliffe.

Investigations into the Companies are ongoing and form part of the detailed investigations being carried out by the Joint Administrators of NPD and all of the associated companies.

Outcome for Creditors

Wyncliffe shows no charges registered at Companies House and therefore it is considered that there are no Secured Creditors.

Fishguard granted a fixed and floating charge to Barclays which was created on 17 December 2015 and delivered on 23 December 2015. A further fixed and floating charge was granted on 6 April 2016 and delivered on 9 April 2016.

These charges remain outstanding at Companies House, however, the Joint Administrators understand that there is no indebtedness to Barclays. The Joint Administrators have sought this confirmation from Barclays and Barclays have confirmed that they hold no indebtedness in regard to the debentures.

Wyncliffe does not employ any staff and therefore there will be no Preferential Creditor claims.

As detailed above, all 46 employees at Fishguard were made redundant on 7 May 2020.

As the employees had been retained by the Joint Administrators since the Appointment Date, wages and holiday pay were paid up to date and therefore no preferential claims are anticipated.

Any distribution to the Unsecured Creditors of the Fishguard and Wyncliffe will be dependent on the realisations achieved from any sale of the Hotel along with the outcome of the Joint Administrators' investigations.

Please note, this Progress Report provides Creditors with an account of the progress of the Administrations of the Companies in the period. The Joint Administrators' Statement of Proposals issued to the Companies Creditors are available to view at <https://micro.duffandphelps.com/ukrestructuring> and paper copies can be provided free of charge by writing to Heather Barries. Unless otherwise stated, all amounts in this Progress Report and appendices are stated net of VAT.

3. Progress of the Administrations

This section provides an update on the Joint Administrators' strategy for the Administrations and progress to date.

3.1 Strategy and progress to date

Following the Appointment Date, the decision was immediately taken by the Joint Administrators to continue to trade the business whilst all options were reviewed. It was believed that if a sale as a going concern could be achieved, realisations would be maximised and creditor claims against the Companies would be minimised.

The freehold property comprising the Hotel is held in Wyncliffe and all other assets and the trading of the Hotel is operated by Fishguard.

The Joint Administrators instructed the Agents to provide a valuation and marketing advice in respect of the Hotel. The Hotel attracted several interested parties to the freehold of the Hotel with a view to completing as soon as reasonably practicable.

As detailed in the Joint Administrators' Statement of Proposals, NPD operated an investment scheme where investors were offered the opportunity to purchase rooms in a number of hotels which they operated.

Following the Interim Managers' appointment over NPD, a full review of each of the investment schemes and the Hotels was carried out by the Interim Managers and their legal advisors.

To date, the Joint Administrators have identified 46 investments in Wyncliffe of which 43 are registered leases.

As detailed above, the Hotel was closed on 24 March 2020 in line with Government restrictions introduced due to the COVID-19 pandemic. Following the closure, a full review of the trading position was carried out and following this review, the Joint Administrators took the decision to permanently close the Hotel on 7 May 2020.

In addition to the impact of COVID-19 on the business, there have also been several issues highlighted by the insurers with regard to the condition of the building and potential health and safety implications which had an impact on the Joint Administrators' decision to cease trading and permanently close the Hotel.

The Joint Administrators are currently liaising with the registered leaseholders in order to negotiate a sale of the Hotel and correspondence was issued to leaseholders during the Reporting Period. The party that has expressed an interest in the Hotel has confirmed that any interest would be in a purchase of the unencumbered freehold of the Hotel. The Joint Administrators will continue to consult the registered leaseholders and take appropriate legal advice in order to facilitate a sale of the Hotel.

3.2 Asset realisations

Realisations during the period are set out in the attached receipts and payments accounts at Appendix 3.

Summaries of the most significant realisations during the Administration are provided below:

3.2.1 Trading period

The Joint Administrators have been trading the Hotel since Appointment Date until the closure of the Hotel on 24 March 2020.

In the Reporting Period, sales receipts in the sum of £78,486 were received and trading costs in the sum of £189,587 were paid. In addition, the sum of £44,457 has been received from the Government Job Retention Scheme in respect of wages paid to staff during the period in which the Hotel was closed as all employees were placed on furlough.

This has resulted in a current trading receipts and payments deficit of approximately £66,644 in the Reporting Period.

The cumulative trading deficit totals £84,752 to date and the Joint Administrators estimate that there are further trading costs that have not yet been paid of approximately £105,000 (including the return of deposits for future bookings that have been canceled as a result of Covid-19) along with anticipated future trading debtor receipts of £5,000, therefore the overall estimated trading deficit is estimated to be approximately £185,000. In addition to this there are anticipated to be holding costs of c. £22,000 for the period 1 July 2020 to 30 September 2020.

Wyncliffe

3.2.2 Freehold property

As detailed above, the Joint Administrators have been marketing the Hotel for sale as a going concern.

An estimated to realise value has not been disclosed in order not to prejudice any future marketing and sale negotiations.

The Joint Administrators are currently liaising with the registered leaseholders in order to negotiate a sale of the Hotel and correspondence was issued to leaseholders during the Reporting Period. The party that has expressed an interest in the Hotel has confirmed that any interest would be in a purchase of the unencumbered freehold of the Hotel. The Joint Administrators will continue to consult the registered leaseholders and take appropriate legal advice in order to facilitate a sale of the Hotel.

3.2.3 Intercompany debtors

As part of the Joint Administrators' detailed investigations, a full reconciliation of the intercompany position has been completed. The balance due to Wyncliffe from other companies within the NPD group is £695,000.

The majority of the associated companies are in formal insolvency processes and it is uncertain whether any of the inter-company debts are recoverable.

Fishguard

3.2.4 Debtors

The Joint Administrators' Proposals stated that Fishguard's books and records showed the outstanding debts of Fishguard to be £19,000 as at the date of the Joint Administrators appointment. Following further analysis and reconciliation of these records the debtor ledger totals £7,397.

The sum of £1,355 has been realised in the Reporting Period in respect of the debtors.

To date, £4,577 has been realised in respect of these debtor balances. The Joint Administrators and Assured will continue to pursue the remaining balances.

3.2.5 Intercompany debtors

As part of the Joint Administrators' detailed investigations, a full reconciliation of the intercompany position has been completed. The balance due to Fishguard from other companies within the NPD group totals £1,500,000.

The majority of the associated companies are in formal insolvency processes it is uncertain whether any of the inter-company debts are recoverable.

3.2.6 Other assets

The balance sheet taken from the management accounts as at 31 March 2018 shows plant & machinery, office equipment, furniture and fixtures and stock. It is anticipated that these will form part of a sale of the Hotel as a going concern, however, should such a sale not be achieved these assets will be sold on a breakup basis.

Bank interest of £77 has been received in the Reporting Period.

3.2.7 Investigations

The Joint Administrators' investigations into the Companies affairs are currently ongoing. The Joint Administrators cannot, at this stage, detail the nature of these investigations as it may hamper any further action that may be required. However, should any of the Companies Creditors have information concerning the Companies affairs that they would like to bring to the Joint Administrators' attention, please contact this office.

Investigations into NPD and all of the associated companies remain ongoing and further reports may be submitted to DBEIS following these investigations if necessary.

The Joint Administrators are reviewing the affairs of the Companies to ascertain any actions which could be taken against third parties to increase recoveries for Creditors.

The Joint Administrators' investigations into the activities of the Companies and the operation of the various investment schemes are continuing. The Joint Administrators' investigations are primarily focused on investor data and the flow of funds.

The Joint Administrators are continuing to liaise with third parties to obtain relevant investor data. Due to the volume of investment, accounting and investor data and delays encountered in obtaining data from third parties, these investigations are still in progress.

Since the previous investor update, the Joint Administrators have focused on the analysis of the client account ledgers obtained from Metis Law and Linda Heald Property Law, for all NPD transactions, on which these entities acted.

The client account ledgers provide information on the receipts and payments of investor monies that were disbursed directly by Metis Law and Linda Heald Property Law without being transferred to the Northern Powerhouse Developments Limited's (NPD) bank accounts.

The Joint Administrators have requested client account ledgers from Metis Law for all transactions on which Metis Law acted, for NPD and all other entities under the control of the Joint Administrators.

Metis Law has provided the Joint Administrators with over 75% of these ledgers. For those ledgers that have been provided so far, the Joint Administrators have converted these into Excel so that the transactions can be effectively analysed. These Excel conversions have then been collated. The conversions are being reviewed for accuracy and completeness, and the analysis of the transactions is underway.

There are still a number of ledgers that to be provided by Metis Law. The Joint Administrators are working with Metis to obtain these ledgers as quickly as possible and to resolve any additional queries arising.

All client ledgers have been received from Linda Heald Property Law. These have been converted into Excel and an initial analysis has been undertaken. The analysis has identified investor receipts paid to Linda Heald Property Law of £16.7 million in relation to NPD associated entities (of total investor deposits of approximately £72.5 million). The analysis of the dispersal of those funds is continuing.

Once these analyses are complete, a revised investor money trails analysis will be provided to investors showing the general trails of investor funds.

3.3 Costs

Payments made in the Reporting Period are set out in the attached Receipts and Payments Accounts at Appendix 3.

Summaries of the most significant payments during the Administrations are provided below:

3.3.1 Trading expenditure

The Joint Administrators have incurred trading costs of £189,587 in the Reporting Period. Further details of these costs are included on the receipts and payments account. These trading costs include Assured's fees.

3.3.2 Agents' fees

The Joint Administrators have also incurred agents' fees in respect of the valuation, marketing and sale of the Hotel totalling £2,515 further details of these fees are included below. Further costs will be incurred following the completion of a sale of the Hotel based on a percentage of the realisations achieved.

To date, no agents' fees have been paid.

3.3.3 Solicitors' fees

The Joint Administrators have also incurred solicitors' fees in respect of the advising on the court applications in respect of the sale of the Hotel and the subsequent sale, advice on the investment schemes and ongoing investigations and other ad hoc legal fees; further details of these fees are included below.

To date, no solicitors' fees have been paid.

3.4 Schedule of expenses

The Joint Administrators have detailed the costs incurred during the period, whether paid or unpaid, in the schedule of expenses attached at Appendix 4.

Summaries of the most significant expenses which have been incurred in the period but have not been paid are provided overleaf, costs detailed below are net of VAT:

Wyncliffe

Significant expenses incurred but not paid

Agents fees	£2,515	Sanderson Weatherall have incurred agents' fees in dealing with the valuation and marketing of the Hotel.
Sanderson Weatherall		
Legal fees	£529	Hewlett Swanson have incurred legal fees of in providing legal advice in respect of investigations into the Companies and the investment schemes
Hewlett Swanson		

Fishguard

Significant expenses incurred but not paid

Legal fees	£529	Hewlett Swanson have incurred legal fees of in providing legal advice in respect of investigations into the Companies and the investment schemes
Hewlett Swanson		
Legal fees	£1,000	Addleshaws have incurred legal fees of in dealing with legal advice in respect of advice on the sale of the Hotel and the status of the leaseholders
Addleshaw Goddard		

4. Outcome for Creditors

4.1 Secured Creditors

Wyncliffe shows no charges registered at Companies House and therefore it is considered that there are no Secured Creditors.

Fishguard granted a fixed and floating charge to Barclays which was created on 17 December 2015 and delivered on 23 December 2015. A further fixed and floating charge was granted on 6 April 2016 and delivered on 9 April 2016.

These charges remain outstanding at Companies House, however, the Joint Administrators understand that there is no indebtedness to Barclays. The Joint Administrators have sought this confirmation from Barclays and Barclays have confirmed that they hold no indebtedness in regard to the above debentures.

4.2 Preferential Creditors

Wyncliffe does not employ any staff and therefore there are no Preferential Creditors.

All 46 employees at Fishguard were made redundant on 7 May 2020

As the employees had been retained by the Joint Administrators since the Appointment Date, wages and holiday pay were paid up to date and therefore no preferential claims are anticipated.

4.3 Unsecured Creditors

According to the Joint Administrators' Estimated Financial Position included in the Joint Administrators' Statement of Proposals, Wyncliffe's Unsecured Creditors total £3,274,000 and no claims have been received to date.

Claims have been received from investors in Wyncliffe totaling £1,965,000. We have not yet received claims from all investors listed on Wyncliffe records and the Joint Administrators' investigations into the investments are ongoing.

According to the Joint Administrators' Estimated Financial Position included in the Joint Administrators' Statement of Proposals Fishguard's Unsecured Creditors total £443,000 and claims received to date total £59,604.

Based on the current information available to the Joint Administrators, it is uncertain whether there will be sufficient realisations to enable a distribution to the Unsecured Creditors.

If not already done so, creditors of the Companies should complete the appropriate proof of debt form at Appendix 10 and return this to the Joint Administrators at manchester@duffandphelps.com or Duff & Phelps, The Chancery, 58 Spring Gardens, Manchester, M2 1EW.

4.4 Prescribed part

Wyncliffe is not subject to any floating charges and therefore, the Prescribed Part provisions will not apply.

As detailed in section 4.1 of this report, Fishguard granted a floating charge to Barclays on 6 April 2016 and therefore the prescribed part provisions would apply, however, the Joint Administrators understand that the liability to Barclays was paid in full prior to the Joint Administrators' appointment and therefore the Prescribed Part provisions will not apply.

5. Other matters

5.1 Creditors' Committee

No Creditors' Committee has been established in the Administrations.

5.2 Joint Administrators' Receipts and Payments accounts

A detailed Receipts and Payments account in respect of Wyncliffe for the period 7 February 2020 to 6 August 2020 is shown in Appendix 3.

A detailed Receipts and Payments account in respect of Fishguard for the period 16 February 2020 to 15 August 2020 is shown in Appendix 3.

5.3 Creditors' rights

Further information regarding the remuneration and disbursements of the Joint Administrators, including Creditors' rights to challenge such costs is provided at Appendix 7.

6. Joint Administrators' fees and expenses and pre-Administration costs

6.1 Fees and expenses

6.1.1 Time costs

It was proposed that the Joint Administrators' fee basis was based on time costs and remuneration will be drawn on the basis of time properly given by the Joint Administrators and their staff in accordance with the fee estimate provided in the Joint Administrators' Proposals and Duff & Phelps' usual charge-out rates for work of this nature.

It was reported in the Previous Progress Report that approval of the Joint Administrators Fee Estimate being £62,337 in respect of Wyncliffe and £85,375 in respect of Fishguard was being sought from the Unsecured Creditors of the Companies.

Following a review of the time costs incurred and the estimated future time costs, an updated fee estimate in the sum of £136,983 was prepared in regard to Wyncliffe and approval of this has been sought from the Unsecured Creditors. An updated fee estimate in the sum of £205,064 has been prepared in regard to Fishguard and approval was sought from the Unsecured Creditors.

The requests sought the approval of 75% of the updated fee estimate with the balance of the 25% to be voted on by creditors at the end of the Administration, should sufficient funds be available.

No responses have been received from the Unsecured Creditors in both estates in respect of the fee approvals. Further correspondence will be sent to the creditors and the investors in this regard in due course. Should no response be received, the Joint Administrators will consider making an application to Court for approval of these fees following any sale of the Hotel.

Time has been charged in six-minute units. Details of the time charged for the Reporting Period are attached at Appendix 5.

In respect of Wyncliffe, time costs incurred in the Reporting Period total £47,531, which represents £10,930 of post appointment time representing 38 hours at an average hourly rate of £288 and £36,601 of specialist investigations time representing 93 hours at an average hourly rate of £393.

Time costs incurred since the appointment date total £110,276 which represents £28,123 of post

appointment time representing 105 hours at an average hourly rate of £269 and £82,153 of specialist investigations time representing 208 hours at an average hourly rate of £395.

In respect of Fishguard, time costs incurred in the Reporting Period total £89,658, which represents £54,342 of post appointment time representing 192 hours at an average hourly rate of £283 and £35,316 of specialist investigations time representing 90 hours at an average hourly rate of £392.

Time costs incurred since the appointment date total £191,751, which represents £112,030 of post appointment time representing 409 hours at an average hourly rate of £274 and £79,721 of specialist investigations time representing 202 hours at an average hourly rate of £394.

In accordance with SIP 9, the Joint Administrators have provided further narrative detail of the time costs incurred at Appendix 6.

6.1.2 Fees

No fees have been drawn in the Reporting Period or at any other time.

The Joint Administrators may seek approval of additional time costs following the sale of the Hotel. Details of any further costs and the approval of these costs will be included in the next report to creditors.

6.1.3 Expenses

Details of the expenses charged for the Reporting Period are attached at Appendix 4.

6.1.4 Disbursements

During the Reporting Period no disbursements have been incurred.

6.1.5 Additional information

Also attached at Appendix 6 is a narrative of work carried out in the Reporting Period to assist Creditors in understanding the progress of the Administrations, the associated costs and expenses of the related activities and the financial benefit to Creditors.

Details of how to obtain further information relating to the fees and disbursements of the Joint Administrators is set out in Appendix 7.

6.2 Pre-Administration costs

Pre-Administration costs are fees, charges and expenses incurred by the Joint Administrators or their firm, or another person qualified to act as an insolvency practitioner, before the Companies entered Administration but with a view to it doing so.

Any pre-Administration costs incurred by Duff & Phelps were incurred in their capacity as Interim Managers of Giant and therefore, no pre-Administration costs have been incurred by the Joint Administrators.

Legal costs of £650 are due to DLA in respect of advice in respect of placing Wyncliffe into Administration.

7. Future strategy

The Joint Administrators will continue to manage the affairs, the business and the property of the Companies in order to achieve the purpose of the Administrations. This will include but not be limited to:

- Agreeing a sale of the Hotel;
- Seeking approval to the Joint Administrators' fees;

- Paying outstanding costs of the Administrations;
- Dealing with other statutory matters and duties including accounting for VAT and completing corporation tax returns; and
- Paying an unsecured dividend to creditors if applicable following the sale of the Hotel.

7.2 Extension of the Administrations

An Administration automatically comes to an end after one year, unless an extension is granted by the Court or with the Creditors' consent.

The Joint Administrators sought approval from the Unsecured Creditors of the Companies for the extension of the Administrations of Wyncliffe and Fishguard for a 12-month period. In the case of Fishguard the Joint Administrators also sought approval from Barclays due to the outstanding charge filed at Companies House.

Approval for the extension of the 12-month period was received from the Unsecured Creditors on the 18 June 2020 in respect of Wyncliffe, therefore the Administration has been extended to 6 August 2021.

Approval for the extension of the 12-month period was received from the Unsecured Creditors and Barclays on 25 June 2020 in respect of Fishguard, therefore the Administration has been extended to 15 August 2021.


Should matters not be resolved before 6 August 2021 and 15 August 2021 in the Administrations of Wyncliffe and Fishguard, the Joint Administrators will make an application to Court to extend the Administrations in order to finalise outstanding matters.

7.3 Future reporting

The Joint Administrators will provide a further progress report within one month of 6 February 2021 in the Administration of Wyncliffe and within one month of 16 February 2021 in the Administration of Fishguard or earlier if the Administration has been completed prior to that time.

Philip Duffy
Joint Administrator

Enc.



The affairs, business and property of the Companies are being managed by the Joint Administrators, Philip Francis Duffy and Sarah Helen Bell, who act as agents for the Companies and without personal liability. Both are licensed by the Insolvency Practitioners Association.

Appendix 1 – Statutory information- Wyncliffe

COMPANY INFORMATION

Company and trading name	Wyncliffe House Hotel Limited	
Date of incorporation	1 May 2016	
Registered Number	10158073	
Company Director	Iain Shelton was appointed by the interim Managers of NPD in their capacity as shareholders of the company Gavin Woodhouse (removed as director on 9 July 2019)	
Company Secretary	None Appointed	
Shareholders	NPD	
Trading address	Quay Rd Goodwick Wales SA64 0BT	
Registered office	Current: Duff & Phelps The Chancery 58 Spring Gardens Manchester M2 1EW	Former: Northern Pd Unit D2 Elland Riorges Link Lowfields Business Park Elland HX5 9DG

Any Other trading names

ADMINISTRATION INFORMATION

Administration Appointment	The Administration appointment granted High Court of Justice, 5268 of 2019.	
Appointor	Director	
Date of Appointment	7 August 2019	
Joint Administrators	Philip Francis Duffy and Sarah Helen Bell	
Original purpose	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)	
Functions	The functions of the Joint Administrators are being exercised by them individually or together in accordance with Paragraph 100(2) of Schedule B1	
Current Administration expiry date	6 August 2021	
Prescribed part	The prescribed part is not applicable in this case.	
Application of EC Regulations	EC Regulations apply and these proceedings will be the Main Proceedings as defined in Article 3 of the EC Regulations.	

Appendix 1 – Statutory information- Fishguard

COMPANY INFORMATION

Company and trading name	Fishguard Bay Hotel Limited
Date of incorporation	24 November 1967
Registered Number	00923726
Company Director	Iain Shelton was appointed by the interim Managers of NPD in their capacity as shareholders of the company Gavin Woodhouse (removed as director on 9 July 2019)
Company Secretary	None Appointed
Shareholders	NPD
Trading address	Quay Rd Goodwick Wales SA64 0BT
Registered office	<div> Current: Duff & Phelps The Chancery 58 Spring Gardens Manchester M2 1EW </div> <div> Former: Northern Pd Unit D2 Elland Riorges Link Lowfields Business Park Elland HX5 9DG </div>
Any Other trading names	

ADMINISTRATION INFORMATION

Administration Appointment	The Administration appointment granted High Court of Justice, 5270 of 2019.
Appointor	Director
Date of Appointment	16 August 2019
Joint Administrators	Philip Francis Duffy and Sarah Helen Bell
Original purpose	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)
Functions	The functions of the Joint Administrators are being exercised by them individually or together in accordance with Paragraph 100(2) of Schedule B1
Current Administration expiry date	15 August 2021
Prescribed part	The prescribed part is not applicable in this case.
Application of EC Regulations	EC Regulations apply and these proceedings will be the Main Proceedings as defined in Article 3 of the EC Regulations.

Appendix 2 – Approved Proposals

The following Joint Administrators' Proposals in respect of both Companies were deemed approved by the creditors on 7 October 2019 in respect of the Companies.

- That the Joint Administrators continue the Administrations to deal with such outstanding matters in relation to the Companies as the Joint Administrators consider necessary until such time as the Administrations cease to have effect.
- That the Joint Administrators do all such other things and generally exercise all of their powers as contained in Schedule 1 of the Act, as they, in their sole and absolute discretion consider desirable or expedient in order to achieve the purpose of the Administrations.
- That the Joint Administrators, once all outstanding matters have been satisfactorily completed, take the necessary steps to give notice under Paragraph 84 of Schedule B1 of the Act to the Registrar of Companies to the effect that the Companies have no remaining property which might permit a distribution to its creditors, at which stage the Administrations will cease.
- That the Joint Administrators, where they consider that there are funds available to be distributed to the Unsecured Creditors (other than under the Prescribed Part) take the necessary steps to put the Companies into either creditors' voluntary liquidation or into compulsory liquidation as they deem appropriate. It is proposed that the Joint Administrators, currently Philip Duffy and Sarah Bell of Duff & Phelps would act as Joint Liquidators should the Companies be placed into creditors' voluntary liquidation. In accordance with Paragraph 83(7) of Schedule B1 to the Act and Rule 3.60(6)(b) of the Rules creditors may nominate a different person as the proposed liquidator, provided the nomination is received at this office prior to the approval of these Proposals. In the absence of such nomination, the Joint Administrators will be appointed Joint Liquidators and in accordance with Section 231 of the Act any act required or authorised under any enactment to be done by the Joint Liquidators is to be done by all or any one or more of them.

Appendix 3 – Receipts and Payments accounts

Wyncliffe House Hotel Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 07/02/2020 To 06/08/2020 £	From 07/08/2019 To 06/08/2020 £
	NIL	NIL
REPRESENTED BY		NIL

Note:

Fishguard Bay Hotel Limited
(In Administration)
Joint Administrators' Trading Account

Statement of Affairs £	From 16/02/2020 To 15/08/2020 £	From 16/08/2019 To 15/08/2020 £
POST APPOINTMENT SALES		
Sales	51,115.38	275,596.63
Credit card sales	24,885.20	168,665.87
Till Float	2,485.45	2,485.45
Job Retention Scheme Claim	44,457.28	44,457.28
	<u>122,943.31</u>	<u>491,205.23</u>
OTHER DIRECT COSTS		
Wages	101,486.29	306,095.82
Consumable Stores	275.40	2,472.33
	<u>(101,761.69)</u>	<u>(308,568.15)</u>
TRADING EXPENDITURE		
Agency staff	558.80	2,535.20
Rates	20,592.00	20,592.00
Heat & Light	8,541.56	28,293.83
Premises Licence Fee	236.00	531.00
Telephone	1,219.59	5,444.54
Giant Hospitality Recharge	3,042.83	17,272.77
Insurance	5,268.83	10,588.21
Professional Fees	26,879.84	47,929.05
Ransom payments	NIL	4,229.66
Customer refunds	416.67	416.67
Hire of Equipment	1,679.40	7,315.55
Repairs & Maintenance	6,882.57	22,091.95
Sales Commission	1,870.48	21,439.26
Stationery	65.84	65.84
IT Costs	3,162.19	3,324.92
Food	803.81	45,231.53
Laundry	2,976.21	12,683.47
Drink	1,738.80	13,750.63
Cash Collection Charges	212.00	966.00
Attachment of Earnings	756.47	855.69
Payroll Costs	850.34	1,558.67
Staff Training	50.95	152.85
Merchant Services	20.00	120.00
	<u>(87,825.18)</u>	<u>(267,389.29)</u>
TRADING SURPLUS/(DEFICIT)	<u>(66,643.56)</u>	<u>(84,752.21)</u>

Fishguard Bay Hotel Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £	From 16/02/2020 To 15/08/2020 £	From 16/08/2019 To 15/08/2020 £
ASSET REALISATIONS		
Bank Interest Gross	77.17	173.37
Cash at Bank	NIL	69,829.51
Debtors	1,354.50	4,577.32
Trading Surplus/(Deficit)	(66,643.56)	(84,752.21)
	(65,211.89)	(10,172.01)
COST OF REALISATIONS		
NPD Investor Meeting Recharge	NIL	222.22
Statutory Advertising	NIL	174.96
	NIL	(397.18)
	(65,211.89)	(10,569.19)
REPRESENTED BY		
Floating/main current account		10,112.82
General VAT control account		(20,689.66)
VAT payable		(1,545.57)
VAT Receivable		1,553.22
		(10,569.19)

Appendix 4 – Schedule of expenses

Wyncliffe

A summary of expenses incurred during the period of this report is set out below:

Schedule of Expenses	Incurred and paid in the period (£)	Incurred in the period and not yet paid (£)
Expenses		
Agents/Valuers fees		2,515
Legal fees		529
Total		3,044

Fishguard

Schedule of Expenses	Incurred and paid in the period (£)	Incurred in the period and not yet paid (£)
Expenses		
Legal fees		1,529
VAT paid/payable		1,546
Total		3,075

The Joint Administrators choice of professional advisors was based on their perception of the experience and ability of the respective firms/individuals to perform their work, the complexity and nature of the assignment and basis of their fee.

The above costs exclude VAT.

Appendix 5 – Analysis of time charged and expenses incurred

Refer to the table overleaf for a detailed breakdown on the Joint Administrators' time and cost summary in accordance with SIP 9.

We have not incurred any disbursements during the Reporting Period.

107540 WYNCLIFFE HOUSE HOTEL LIMITED
ANALYSIS OF TIME COSTS FOR THE PERIOD 07/08/2019 to 06/08/2020

ADM-Admin. - Post Appt.

Classification of Work Function	Hours					Total Hours	Time Cost £	Avg Hourly Rate £
	Managing Director	Manager	Senior	Assistant	Support			
Administration and Planning								
Case review & Case Diary management	1.10	1.45	0.00	5.50	0.00	8.05	2,047.50	254
Cashiering & accounting	0.00	0.20	0.00	0.65	0.00	0.85	196.75	231
IPS set up & maintenance	0.00	0.00	0.00	2.20	0.00	2.20	277.00	125
Insurance	0.00	0.00	0.00	1.00	0.00	1.00	235.00	235
Statutory matters (Meetings & Reports & Notices)	0.00	6.55	5.30	34.35	0.00	46.20	10,505.50	227
Strategy planning & control	1.30	0.75	2.10	3.60	0.00	7.75	2,607.00	336
Tax Compliance / Planning	0.00	0.00	0.00	0.20	0.00	0.20	47.00	235
Creditors								
Communications with Creditors / Employees	1.00	3.50	4.70	15.85	0.00	25.05	7,277.00	290
Investigations								
CDDA & reports & Communication	0.00	0.00	0.00	0.40	0.00	0.40	94.00	235
Financial review and investigations (S238/239 etc)	0.00	0.25	2.00	0.00	0.00	2.25	697.50	310
Realisation of Assets								
Freehold and Leasehold Property	0.00	3.00	3.70	0.75	0.00	7.45	2,927.50	392
Sale of business	0.00	0.00	3.20	0.00	0.00	3.20	1,200.00	375
Trading								
Trading - Operations	0.00	0.00	0.00	0.10	0.00	0.10	11.50	115
Total Hours:	3.40	15.70	21.00	64.60	0.00	104.70		268
Total Fees Claimed: £	1,946.00	5,694.75	8,075.00	12,407.50	0.00		28,123.25	

Category 2 Disbursements:

ANALYSIS OF TIME COSTS FOR THE PERIOD 07/08/2019 to 06/08/2020

Investigations

Classification of Work Function	Hours					Total Hours	Time Cost £	Avg Hourly Rate £
	Managing Director	Manager	Senior	Assistant	Support			
	0.00	102.80	14.05	2.35	88.80	208.00	82,153.21	394
Total Hours:	0.00	102.80	14.05	2.35	88.80	208.00		394
Total Fees Claimed: £	0.00	54,059.93	4,805.50	643.78	22,644.00		82,153.21	

Category 2 Disbursements:

107540 WYNCLIFFE HOUSE HOTEL LIMITED

ANALYSIS OF TIME COSTS FOR THE PERIOD 07/02/2020 to 06/08/2020

ADM-Admin. - Post Appt.

Classification of Work Function	Hours					Total Hours	Time Cost £	Avg Hourly Rate £
	Managing Director	Manager	Senior	Assistant	Support			
Administration and Planning								
Case review & Case Diary management	0.00	0.20	0.00	1.15	0.00	1.35	335.50	248
Statutory matters (Meetings & Reports & Notices)	0.00	1.80	1.00	10.80	0.00	13.60	3,262.00	239
Strategy planning & control	0.50	0.00	0.00	1.05	0.00	1.55	587.50	379
Creditors								
Communications with Creditors / Employees	0.70	3.50	1.50	11.55	0.00	17.25	4,989.50	289
Realisation of Assets								
Freehold and Leasehold Property	0.00	0.00	3.70	0.55	0.00	4.25	1,755.50	413
Total Hours:	1.20	5.50	6.20	25.10	0.00	38.00		287
Total Fees Claimed: £	780.00	2,145.00	2,618.00	5,387.00	0.00		10,930.00	

Category 2 Disbursements:

ANALYSIS OF TIME COSTS FOR THE PERIOD 07/02/2020 to 06/08/2020

Investigations

Classification of Work Function	Hours					Total Hours	Time Cost £	Avg Hourly Rate £
	Managing Director	Manager	Senior	Assistant	Support			
	0.00	45.75	1.00	0.35	46.15	93.25	36,600.99	392
Total Hours:	0.00	45.75	1.00	0.35	46.15	93.25		392
Total Fees Claimed: £	0.00	24,427.27	310.00	95.47	11,768.25		36,600.99	

Category 2 Disbursements:

107866 FISHGUARD BAY HOTEL LIMITED
ANALYSIS OF TIME COSTS FOR THE PERIOD 16/08/2019 to 15/08/2020

ADM-Admin. - Post Appt.

Classification of Work Function	Hours					Total Hours	Time Cost £	Avg Hourly Rate £
	Managing Director	Manager	Senior	Assistant	Support			
Administration and Planning								
Case review & Case Diary management	1.20	2.25	0.00	9.40	0.00	12.85	3,465.00	269
Cashiering & accounting	0.00	29.45	20.30	64.70	0.00	114.45	31,311.00	273
IPS set up & maintenance	0.00	0.00	0.00	8.10	0.00	8.10	1,003.00	123
Insurance	0.00	7.60	0.00	2.90	0.00	10.50	3,655.00	348
Statement of affairs	0.00	0.00	0.00	0.10	0.00	0.10	11.50	115
Statutory matters (Meetings & Reports & Notices)	0.00	10.30	5.70	54.70	0.00	70.70	15,255.75	215
Strategy planning & control	0.80	2.90	7.20	8.45	0.00	19.35	5,954.75	307
Tax Compliance / Planning	0.00	0.25	0.00	0.00	0.00	0.25	83.75	335
Creditors								
Communications with Creditors / Employees	1.00	0.00	0.00	25.05	0.00	26.05	6,411.50	246
Non Pref Creditors / Employee claims handling	0.00	0.00	0.00	3.55	0.00	3.55	887.50	250
Pref claims adjudication & distribution	0.00	0.00	0.00	0.20	0.00	0.20	50.00	250
Secured Creditors	0.00	0.00	1.20	0.00	0.00	1.20	528.00	440
Investigations								
CDDA & reports & Communication	0.00	0.00	0.00	0.70	0.00	0.70	157.00	224
Financial review and investigations (S238/239 etc)	0.00	0.00	2.00	3.70	0.00	5.70	1,056.00	185
Realisation of Assets								
Book debts	0.00	4.00	0.00	5.60	0.00	9.60	2,341.00	243
Freehold and Leasehold Property	0.00	5.00	0.90	0.25	0.00	6.15	2,294.50	373
Sale of business	0.00	0.50	1.60	0.10	0.00	2.20	882.00	400
Trading								
Trading - Accounting	0.00	32.35	7.10	11.55	0.00	51.00	16,068.50	315
Trading - Employees	0.00	5.70	0.00	29.65	0.00	35.35	9,502.50	268
Trading - Insurance	0.00	0.00	0.00	4.70	0.00	4.70	1,110.50	236
Trading - Operations	0.50	9.85	12.30	3.80	0.00	26.45	10,001.50	378
Total Hours:	3.50	110.15	58.30	237.20	0.00	409.15		273
Total Fees Claimed: £	1,939.00	42,791.50	22,066.00	45,233.75	0.00		112,030.25	

Category 2 Disbursements:

ANALYSIS OF TIME COSTS FOR THE PERIOD 16/08/2019 to 15/08/2020

Investigations

Classification of Work Function	Hours					Total Hours	Time Cost £	Avg Hourly Rate £
	Managing Director	Manager	Senior	Assistant	Support			
	0.00	100.40	11.55	2.35	88.15	202.45	79,720.90	393
Total Hours:	0.00	100.40	11.55	2.35	88.15	202.45		393
Total Fees Claimed: £	0.00	52,568.37	4,030.50	643.78	22,478.25		79,720.90	

Category 2 Disbursements:

ANALYSIS OF TIME COSTS FOR THE PERIOD 16/02/2020 to 15/08/2020

ADM-Admin. - Post Appt.

Classification of Work Function	Hours					Total Hours	Time Cost £	Avg Hourly Rate £
	Managing Director	Manager	Senior	Assistant	Support			
Administration and Planning								
Case review & Case Diary management	0.00	0.50	0.00	4.45	0.00	4.95	1,307.50	264
Cashiering & accounting	0.00	13.95	5.20	30.50	0.00	49.65	14,247.50	286
Insurance	0.00	6.60	0.00	0.80	0.00	7.40	2,774.00	374
Statutory matters (Meetings & Reports & Notices)	0.00	6.55	1.00	21.50	0.00	29.05	6,713.50	231
Strategy planning & control	0.50	0.75	0.00	4.05	0.00	5.30	1,550.00	292
Creditors								
Communications with Creditors / Employees	0.00	0.00	0.00	23.25	0.00	23.25	5,537.50	238
Non Pref Creditors / Employee claims handling	0.00	0.00	0.00	3.55	0.00	3.55	887.50	250
Pref claims adjudication & distribution	0.00	0.00	0.00	0.20	0.00	0.20	50.00	250
Secured Creditors	0.00	0.00	1.20	0.00	0.00	1.20	528.00	440
Investigations								
Financial review and investigations (S238/239 etc)	0.00	0.00	0.00	0.30	0.00	0.30	45.00	150
Realisation of Assets								
Book debts	0.00	0.50	0.00	2.70	0.00	3.20	600.00	187
Freehold and Leasehold Property	0.00	0.00	0.30	0.25	0.00	0.55	194.50	353
Sale of business	0.00	0.00	1.20	0.00	0.00	1.20	528.00	440
Trading								
Trading - Accounting	0.00	9.10	0.00	10.85	0.00	19.95	5,411.50	271
Trading - Employees	0.00	5.45	0.00	21.00	0.00	26.45	7,375.50	278
Trading - Insurance	0.00	0.00	0.00	0.10	0.00	0.10	25.00	250
Trading - Operations	0.00	3.35	11.70	0.45	0.00	15.50	6,567.00	423
Total Hours:	0.50	46.75	20.60	123.95	0.00	191.80		283
Total Fees Claimed: £	325.00	19,600.50	8,642.00	25,774.50	0.00		54,342.00	

Category 2 Disbursements:

ANALYSIS OF TIME COSTS FOR THE PERIOD 16/02/2020 to 15/08/2020

Investigations

Classification of Work Function	Hours					Total Hours	Time Cost £	Avg Hourly Rate £
	Managing Director	Manager	Senior	Assistant	Support			
	0.00	44.20	0.25	0.05	45.50	90.00	35,316.49	392
Total Hours:	0.00	44.20	0.25	0.05	45.50	90.00		392
Total Fees Claimed: £	0.00	23,622.96	77.50	13.53	11,602.50		35,316.49	

Category 2 Disbursements:

Appendix 6 – Wyncliffe - Narrative of work carried out for the period 7 February 2020 to 6 August 2020

SIP 9 narrative	
Administration and planning	<ul style="list-style-type: none"> • Monitoring and reviewing the Administration strategy; • Briefing staff on the Administration strategy and matters in relation to workstreams; • Regular case management and reviewing of process including regular team update meetings and calls; • Meeting with management to review and update strategy and monitor progress; • Reviewing and authorising junior staff correspondence and other work; • Dealing with queries arising during the appointment; • Reviewing matters affecting the outcome of the Administration; • Allocating and managing staff/ case resourcing and budgeting exercises and reviews; • Liaising with legal advisors regarding various instructions, including agreeing content of engagement letters; and • Complying with internal filing and information recording practices, including documenting strategy decisions.
Creditors	<ul style="list-style-type: none"> • Updating the list of investors; • Responding to enquiries from investors regarding the Administration and submission of their claims; • Reviewing completed forms submitted by investors and any other Creditors, recording claim amounts and maintaining claim records; and • Drafting progress statutory progress reports. • Providing written and oral updates to the investors regarding the progress of the Administration and cases strategy;
Investigations	<ul style="list-style-type: none"> • Managing and reviewing the Company books and records; • Investigating the affairs of the Company to identify any actions available to the Company against third parties in respect of antecedent transactions or other litigation; • Obtaining records from third parties; • Conducting interviews with counterparties and officeholders; • Enquiring with counterparties who has raised disputes against the Company; • Reviewing pre-appointment transactions; and • Documenting investigations.
Statutory and compliance	<ul style="list-style-type: none"> • Ensuring compliance with all statutory obligations within the relevant timescales; • Uploading information to the Creditors' Portal/Website; • Drafting and publishing progress reports; • Running decision procedures; • Reviewing time costs to date and producing analysis of time incurred which is compliant with SIP 9; • Monitoring the fees estimate; and • Monitoring the expenses estimate.

Asset realisations	<ul style="list-style-type: none">• Collating information from the Company's records regarding assets, specifically compiling historical Company records• Liaising with agents regarding the sale of Hotel;• Seeking legal advice in relation to a sale of the Hotel;
--------------------	---

Appendix 6 –Fishguard - Narrative of work carried out for the period 16 February 2020 to 15 August 2020

SIP 9 narrative	
Administration and planning	<ul style="list-style-type: none"> • Monitoring and reviewing the Administration strategy; • Briefing staff on the Administration strategy and matters in relation to workstreams; • Regular case management and reviewing of process including regular team update meetings and calls; • Meeting with management to review and update strategy and monitor progress; • Reviewing and authorising junior staff correspondence and other work; • Dealing with queries arising during the appointment; • Reviewing matters affecting the outcome of the Administration; • Allocating and managing staff/ case resourcing and budgeting exercises and reviews; • Liaising with legal advisors regarding various instructions, including agreeing content of engagement letters; and • Complying with internal filing and information recording practices, including documenting strategy decisions.
Creditors	<ul style="list-style-type: none"> • Updating the list of Unsecured Creditors; • Responding to enquiries from Creditors regarding the Administration and submission of their claims; • Dealing with claims from employees in respect of Redundancy and Notice pay; • Dealing with claims in respect of employee pensions; • Reviewing completed forms submitted by Creditors, recording claim amounts and maintaining claim records; and • Drafting progress statutory progress reports. • Providing written and oral updates to the Secured Lenders regarding the progress of the Administration and cases strategy; • Filing notice of the extension of the Administration; and
Investigations	<ul style="list-style-type: none"> • Managing and reviewing the Company books and records; • Investigating the affairs of the Company to identify any actions available to the Company against third parties in respect of antecedent transactions or other litigation; • Obtaining records from third parties; • Conducting interviews with counterparties and officeholders; • Enquiring with counterparties who has raised disputes against the Company; • Reviewing pre-appointment transactions; and • Documenting investigations.
Statutory and compliance	<ul style="list-style-type: none"> • Ensuring compliance with all statutory obligations within the relevant timescales; • Uploading information to the Creditors' Portal/Website; • Drafting and publishing progress reports; • Running decision procedures; • Reviewing time costs to date and producing analysis of time incurred which is compliant with SIP 9; • Monitoring the fees estimate; and

	<ul style="list-style-type: none"> Monitoring the expenses' estimate.
Cashiering	<ul style="list-style-type: none"> Preparing statutory receipts and payments accounts; Renewing bonding and complying with statutory requirements; Dealing with receipt of all sales funds and payment of all trading costs
Asset realisations	<ul style="list-style-type: none"> Collating information from the Company's records regarding assets, specifically compiling historical Company records on assets Liaising with agents regarding the sale of assets; Liaising with suppliers on retention of title claims; Reviewing outstanding debtors and management of debt collection strategy; Seeking legal advice in relation to book debt collections; Liaising with third parties regarding costs incurred; Reviewing and agreeing invoices; Reviewing costs incurred to ensure recorded accurately; and Arranging payments to agents and solicitors in a timely manner.
Trading	<ul style="list-style-type: none"> Attending to supplier and customer queries and correspondence; Reviewing invoices to ensure they correspond with the relevant purchase orders; Raising payments to suppliers in respect of Administration costs; and
Tax	<ul style="list-style-type: none"> Analysing and considering the tax effects of asset sales; Working on tax returns relating to the periods affected by the Administrator; Analysing VAT related transactions; reviewing the Company's duty position to ensure compliance with duty requirements; and Dealing with post appointment tax compliance.

Appendix 7 – Statement of Creditors' rights

Rule numbers refer to Insolvency (England & Wales) Rules 2016 (as amended)

Section or paragraph numbers refer to Insolvency Act 1986

If you require a copy of any relevant rule or section, please contact Amy Summerfield at Amy.Summerfield@duffandphelps.com.

Information for Creditors on remuneration and disbursements of Administrators

Information regarding the fees and disbursements of Administrators, including details of the Duff & Phelps' disbursements policy and hourly charge out rates for each grade of staff that may undertake work on this case, is in a document called "Administration: A Creditor's Guide to Insolvency Practitioner Fees". This can be viewed and downloaded from the Duff & Phelps' website at:

<https://www.duffandphelps.co.uk/services/disputes-and-investigations/restructuring/corporate-restructuring/creditor-guides-and-employee-fact-sheets>.

(Click on 'Administrations' under the heading 'Creditor Guides')

Should you require a copy, please contact this office.

Creditors' requests for further information

If you would like to request more information about the Joint Administrators' remuneration and disbursements disclosed in this progress report, you must do so in writing within 21 days of receiving this progress report.

Requests from Unsecured Creditors must be made with the concurrence of at least 5% in value of Unsecured Creditors (including, the Unsecured Creditor making the request) or with the permission of the Court.

Creditors' right to challenge our remuneration and expenses

If you wish to challenge the basis of the Joint Administrators' remuneration, the remuneration charged, or the expenses incurred during the period covered by this progress report, you must do so by making an application to Court within eight weeks of receiving this progress report.

Applications by Unsecured Creditors (including the Unsecured Creditors making the challenge) or with the permission of the Court.

The full text of the relevant rules can be provided on request by writing to Heather Barnes at Duff & Phelps, The Chancery, 58 Spring Gardens, Manchester, M2 1EW.

Appendix 8 – Definitions

Word or Phrase	Definition
the Act	The Insolvency Act 1986 (as amended)
the Agents	Sanderson Weatherall, independent agents who were instructed to value and sell the assets of the Companies
the Appointment Date	7 August 2019 in respect of Wyncliffe and 16 August 2019 in respect of Fishguard, being the date of appointment of the Joint Administrators
Assured	Assured Hotels Limited, independent agents who are instructed to oversee the operational management of the Hotel
Barclays	Barclays Bank plc the holder of a fixed and floating charge over Fishguard's assets
Category 2 Disbursements	The Joint Administrators' internal costs and expenses in dealing with the Administration
the Companies	Wyncliffe House Hotel Limited (In Administration) (Company Number: 10158073) and Fishguard Bay Hotel Limited (In Administration) (Company Number: 00923726)
DBEIS	Department for Business, Energy & Industrial Strategy
the Director	Iain Shelton is currently the sole director of the Companies. Gavin Woodhouse was removed as Director of the Companies and Iain Shelton was appointed by the Interim Managers of NPD in their capacity as shareholder of the Companies
DLA	DLA Piper, the Joint Administrators legal advisors
EC Regulation	EC Regulation on Insolvency Proceedings 2000
HMRC	HM Revenue and Customs
the Hotel	Fishguard Bay Hotel, Quay Rd, Goodwick SA64 0BT
Interim Managers	Philip Duffy and Sarah Bell of Duff & Phelps Ltd, The Chancery, 58 Spring Gardens, Manchester, M2 1EW appointed interim managers of NPD on 7 July 2019 and interim managers of Giant on 12 July 2019 by order of the Court
FDMS	First Data Merchant Services
Fishguard	Fishguard Bay Hotel Limited (In Administration), the Company operating the Hotel
Giant	Giant Hospitality Limited (in Administration) (Company number: 0989283)
the Joint Administrators	Philip Francis Duffy and Sarah Helen Bell of Duff & Phelps Ltd, The Chancery, 58 Spring Gardens, Manchester M2 1EW

NPD	Northern Powerhouse Developments Limited (in Administration) (Company Number: 09940469)
the Reporting Period	Wyncliffe, 7 February 2020 to 6 August 2020 Fishguard, 16 February 2020 to 15 August 2020
the Prescribed Part	Pursuant to Section 176A of the Act, where a floating charge is created after 15 September 2003, a designated amount of the Company's net property (floating charge assets less costs of realisation) shall be made available to Unsecured Creditors
the Rules	The Insolvency (England & Wales) Rules 2016 (as amended)
SIP 9	Statement of Insolvency Practice 9 – Industry best practice for Insolvency Practitioners in relation to disclosure of remuneration and disbursements
Wyncliffe/PropCo	Wyncliffe House Hotel Limited (In Administration), the Company in which the freehold of the property is held

Appendix 9 – Notice about this report

This report has been prepared by Philip Francis Duffy and Sarah Helen Bell, the Joint Administrators of the Companies, solely to comply with their statutory duty to report to Creditors under the Insolvency Rules (England and Wales) 2016 on the progress of the Administrations, and for no other purpose. It is not suitable to be relied upon by any other person, or for any other purposes, or in any other context.

This report has not been prepared in contemplation of it being used, and is not suitable to be used, to inform any investment decision in relation to the debt of any financial interest in the Companies or any other company in the same group.

Any estimated outcomes for Creditors included in this report are illustrative only and cannot be relied upon as guidance as to the actual outcomes for Creditors.

Any person that chooses to rely on this report for any purpose or in any context other than under the Insolvency Rules (England and Wales) 2016 does so at their own risk. To the fullest extent permitted by law, the Joint Administrators do not assume any responsibility and will not accept any liability in respect of this report to any such person.

Philip Francis Duffy and Sarah Helen Bell are authorised to act as insolvency practitioners by the Insolvency Practitioners Association.

The Joint Administrators are bound by the Insolvency Code of Ethics.

The Joint Administrators act as agents for the Companies and contract without personal liability. The appointments of the Joint Administrators are personal to them and, to the fullest extent permitted by law, Duff & Phelps Ltd. does not assume any responsibility and will not accept any liability to any person in respect of this Progress Report or the conduct of the Administrations.

Appendix 10 – Proof of Debt Forms

PROOF OF DEBT - GENERAL FORM

Wyncliffe House Hotel Limited - in Administration Company Registration No. 10158073	
Date of Administration: 7 August 2019	
1.	Name of Creditor (If a company please also give company registration number and if non-UK, country of registration)
2.	Address of Creditor for correspondence
	Contact telephone number of creditor
	Email address of creditor
	REF
3.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25
4.	Details of any documents by reference to which the debt can be substantiated (please attach)
5.	If amount in 3 above includes outstanding uncapitalised interest please state amount £
6.	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)
7.	Particulars of any security held, the value of the security, and the date it was given
8.	Particulars of any reservation of title claimed; in respect of goods supplied to which the claim relates
9.	Signature of creditor or person authorised to act on his behalf
	Name in BLOCK LETTERS
	DATE
	Are you the sole member of the creditor?
	YES / NO
	Position with or in relation to creditor
	Address of person signing (if different from 2 above)
Admitted to vote for £	
Admitted for dividend for £	
Date	Date
Administrator	Administrator

PROOF OF DEBT - GENERAL FORM

Fishguard Bay Hotel Limited - in Administration	
Company Registration No. 00923726	
Date of Administration: 16 August 2019	
1.	Name of Creditor (If a company please also give company registration number and if non-UK, country of registration)
2.	Address of Creditor for correspondence
	Contact telephone number of creditor
	Email address of creditor
	REF
3.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25
4.	Details of any documents by reference to which the debt can be substantiated (please attach)
5.	If amount in 3 above includes outstanding uncapitalised interest please state amount
	£
6.	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)
7.	Particulars of any security held, the value of the security, and the date it was given
8.	Particulars of any reservation of title claimed, in respect of goods supplied to which the claim relates
9.	Signature of creditor or person authorised to act on his behalf
	Name in BLOCK LETTERS
	DATE
	Are you the sole member of the creditor?
	YES / NO
	Position with or in relation to creditor
	Address of person signing (if different from 2 above)
Admitted to vote for £	
Admitted for dividend for £	
Date	
Date	
Administrator	
Administrator	