

AM10

Notice of administrator's progress report



Companies House

WEDNESDAY



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A11

22/01/2020

#362

COMPANIES HOUSE

1 Company details

Company number 02102901
Company name in full Freshfield Contracting Limited

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

2 Administrator's name

Full forename(s) Arron
Surname Kendall

3 Administrator's address

Building name/number 88 Wood Street
Street London
Post town EC2V 7QF
County/Region
Postcode
Country

4 Administrator's name ①

Full forename(s) Simon
Surname Thomas

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

5 Administrator's address ②

Building name/number 88 Wood Street
Street London
Post town EC2V 7QF
County/Region
Postcode
Country

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

AM10

Notice of administrator's progress report

6 Period of progress report

From date	^d 0	^d 6	^m 0	^m 7	^y 2	^y 0	^y 1	^y 9
To date	^d 0	^d 5	^m 0	^m 1	^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 2	^d 1	^m 0	^m 1	^y 2	^y 0	^y 2	^y 0
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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 **Michelle Sanchez**

Company name **Moorfields**

Address **88 Wood Street**

London

Post town **EC2V 7QF**

County/Region

Postcode

Country

DX

Telephone **0207 186 1144**



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



Freshfield Contracting Limited (In Administration)

Joint Administrators' Eighth Progress Report

in accordance with

Rule 18.6 of the Insolvency (England & Wales) Rules 2016

21 January 2020

Delivered to Creditors on 23 January 2020

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Disclaimer:

This report has been prepared for the sole purpose of updating creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever

Freshfield Contracting Limited – In Administration (“The Company”)

1. Background and Statutory Information

This is the Joint Administrators’ eighth progress report on the conduct of the Administration from 6 July 2019 to 5 January 2020 in accordance with the requirements of Rule 18.6 of the Insolvency (England & Wales) Rules 2016 (“the Rules”).

This report should be read in conjunction with the Joint Administrators’ previous reports dated 26 July 2016, 27 January 2017, 2 August 2017, 1 February 2018, 26 July 2018, 29 January 2019 and 22 July 2019. There has been no major deviation from the strategy as proposed.

As previously advised Kirstie Jane Provan and Jonathan James Beard (“the former Administrators”) of Begbies Traynor (Central) Limited were appointed to act as Joint Administrators on 28 November 2012.

Arron Kendall and Simon Thomas (“the Administrators”), both Licensed Insolvency Practitioners of Moorfields Advisory Limited (“Moorfields”), 88 Wood Street, London, EC2V 7QF, were subsequently appointed to act as replacement Joint Administrators on 6 January 2016.

To date, fees of £120,000 have been drawn in respect of the Administration by the current Administrators. The former Administrators drew fees of £227,972 in relation to fees incurred during their time in office. Further information regarding fees is given in Section 4.

Due to the outstanding matters relating to the property known as Harbour Club Apartments, the Administration was further extended with the consent of the Court until 30 November 2021.

Based on current information, there will not be a distribution available to the unsecured creditors.

Statutory information relating to the Company and the Administrators’ appointment is attached at Appendix I.

The affairs, business and property of the Company are managed by the Administrators who act as agents of the Company and contract without personal liability.

2. Progress of the Administration

The Administrators’ receipts and payments account for the period 6 July 2019 to 5 January 2020 is attached at Appendix II, together with a cumulative receipts and payments account for the period from 6 January 2016, the date of the Administrators appointment. Transactions are shown net of VAT, unless specially stated.

The Administrators would comment specifically as follows:

2.1 Realisation of Assets

Sale of Leasehold – Flat 10

The leasehold property at 10 Harbour Club Apartments was sold for a consideration of £355,000, during the period.

Rental Income – Harbour Club Apartments

Rental income of £31,898 was received during the period, in respect of the unsold apartments which are let and managed by agents Leaders.

Bank Interest

Bank interest totalling £71 was realised during the period.

2.2 Assets Still to be Realised

Harbour Club Apartments - Harbour Quay, Eastbourne BN23 5QG

10 apartments remain unsold at the development at Harbour Quay. Of the 10 remaining apartments, eight apartments are let, and two apartments have been left vacant at the request of the secured creditor.

The Administrators obtained instructions from Promontoria (Chestnut) Limited, the secured creditor, to pursue a sale of the freehold, including the 10 unsold apartments, and instructed Allsop to market the asset. Allsop set a best bids deadline for 5 December 2019, and eight offers were submitted. The Administrators accepted an offer and subsequently instructed Clarke Willmott solicitors to issue section 5 notices to the leaseholders, pursuant to the Landlord and Tenant Act 1987, to offer the leaseholders first refusal, which were served on 30 December. The sale remains on-going.

2.3 Sale of Assets to a Connected Party

In accordance with Statement of Insolvency Practice ("SIP") 13, England & Wales, the Administrators can confirm they are not aware of any sales to connected parties in the period of the Administration or in the two years preceding the Administration Order.

2.4 Joint Administrators' Expenses

The expenses paid by the Administrators in the period of this report are reflected in the receipts and payments account at Appendix II. The Administrators would comment specifically on the following:

Service Charge Voids

£19,750 has been paid in respect of landlord contribution for the unsold units for 2019 during the reporting period.

Property Disbursements

Costs for maintenance and repairs for the apartments totalled £4,506 during the period.

Heat & Light Costs

Utility costs paid during the period total £441.

The statement excludes any potential tax liabilities that may be payable as an expense of the Administration in due course because amounts due will depend upon the position at the end of the tax accounting period.

2.5 Professional Advisers

The Administrators have used the professional advisers listed below, during the period:

Fox & Sons	Sale agents (Flat 10)	1% of purchase price	3,550	3,550	-
Walker Morris	Administration Extension	Fixed Fee	2,095	2,095	-
Drydens Fairfax	Sale of Flat 10	Fixed Fee	1,500 469	1,500 469	-
Leaders	Letting Agents	% of rent collected	3,254	3,254	-

The Administrators' choice was based upon their perception of the advisers' experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of the fee arrangement with them. The Administrators have reviewed the fees charged and are satisfied that they are reasonable in the circumstances of the case.

3. Pre-administration Costs

As previously reported, the pre-administration costs will be written off.

4 Joint Administrators' Remuneration

The statutory provisions relating to remuneration are set out in Rule 18.16 of the Rules. Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with SIP 9, and they can be accessed at <http://www.icaew.com/en/technical/insolvency/creditors-guides>. Please refer to the

April 2017 version. Please note that we have also provided further details in the practice fee recovery sheet.

The former Administrators remuneration was agreed by the secured creditors in accordance with Rule 2.106(5A) of the Insolvency (England & Wales) Rules 1986, and by reference to time properly given by them (as Administrators) and the various grades of their staff. The former Administrators were also authorised to draw Category 2 disbursements.

Following legal advice and in accordance with Rule 18.31 of the Rules, the Administrators are entitled to rely on the fee approval obtained by the former Administrators.

Attached at Appendix III is a SIP 9 time and cost analysis which provides details of the activity costs incurred by staff grade by reference to time properly spent by the Administrators in managing the Administration during this period. Time costs for the period 6 July 2019 to 5 January 2020 are £33,790. This represents 101 hours at an average hourly rate of £336 per hour.

Also attached as Appendix III is a cumulative time analysis for the period from 6 January 2016 to 5 January 2020 which shows time costs of £335,800, representing 1,069 hours at an average hourly rate of £314.

To date, the Administrators have drawn fees totalling £120,000, of which £40,000 was drawn during the reporting period. Fees drawn by the former Administrators totalled £227,972 in relation to time costs incurred during their period in office.

It is the Administrators' policy to delegate the routine administrative tasks to less senior staff in order to maximise the cost effectiveness of the work performed. These staff are supervised by senior staff and the Administrators. Any matter of complexity or significance is dealt with by the senior staff on the team and the Administrators.

There is certain work that the Administrators are required by the insolvency legislation to undertake in connection with the administration that provides no financial benefit for the creditors. Attached at Appendix IV is a schedule detailing activities undertaken together with supporting information in accordance with SIP 9. This also contains additional information in relation to this firm's policy on staffing, disbursements and details of our current charge-out rates by staff grade.

5. Joint Administrators' Disbursements

All expenses and disbursements paid by the Administrators are reflected in the receipts and payments account at Appendix II.

In accordance with SIP 9, where expenses are incurred by Moorfields in respect of the insolvent estate they may be recharged. Such expenses can be divided into two categories, details of which are provided at Appendix IV.

Category 1 Disbursements

In line with SIP 9 , it is our policy to disclose Category 1 disbursements drawn but not to seek approval for their payment. We are prepared to provide such additional information as may reasonably be required to support the disbursements drawn.

The Administrators' have incurred Category 1 disbursements of £3 during the period details of which are below:

Courier	3	3	-
Total	3	3	-

Category 1 disbursement drawn in the period total £359 and include costs outstanding from previous periods.

Category 2 Disbursements

The Administrators' have incurred Category 2 disbursements of £27 during the period details of which are below:

Postage	27	27	-
Total	27	27	-

Category 2 disbursement drawn in the period total £27 and include costs outstanding from previous periods.

6. Prescribed Part

Under the provisions of Section 176A of the Insolvency Act 1986 the Administrators must state the amount of funds available to unsecured creditors in respect of the Prescribed Part. This provision only applies where the company has granted a floating charge to a creditor after 15 September 2003.

The Prescribed Part (section 176A of the Insolvency Act 1986 (Prescribed Part) Order 2003) applies where there are floating charge realisations, net of costs and preferential claims (the 'net property'), to be set aside for unsecured creditors. This equates to:

- 50% of net property up to £10,000
- Plus, 20% of net property in excess of £10,000
- Up to a maximum of £600,000.

The Company's net property is the amount of its property subject to any floating charges created by the Company after allowing for costs and claims of preferential creditors.

A floating charge was granted in favour of Clydesdale Bank Plc, the former secured creditor, on 5 September 2005 and subsequently the charge was assigned to Promontoria (Chestnut) Limited ("Promontoria") therefore the Prescribed Part would ordinarily apply.

Based on present information the Administrators estimate that, after allowing for costs, there will be no net property from which to retain and distribute the Prescribed Part.

Please note that the net property and Prescribed Part calculation can only be estimated at this stage. The value of any prescribed part may be subject to change once creditor claims and the Administrators' costs and expenses have been finalised.

7. Estimated Outcome for Creditors

Secured Creditors

To date £969,362 has been distributed to Promontoria. Based on current information the secured creditor is expected to suffer a shortfall.

As detailed in Section 6, a floating charge was granted on 5 September 2005 and the Prescribed Part would therefore ordinarily apply. However, based on present information the Administrators estimate that, after allowing for costs, there will be no net property from which to retain and distribute the Prescribed Part.

Preferential Creditors

The Administrators are not aware of any preferential creditors of the Company.

Unsecured Creditors

The director's Statement of Affairs, provided to the former Administrators and filed at the Registrar of Companies, lists 19 unsecured creditors with debts totalling £1,103,000.

To date, no unsecured claims have been received by the Administrators.

Based on current information, and in accordance with information available at the time of the former Administrators' proposals, the Administrators do not anticipate there being sufficient funds to enable a dividend to be paid to the unsecured creditors of the Company.

8. Investigations

The Administrators enquiries into the affairs of the Company have not highlighted any matters which require further investigation. The Administrators investigations have therefore been concluded.

If creditors wish to bring any matters, they believe to be relevant to the attention of the Administrators, they are invited to do so in writing to Arron Kendall and Simon Thomas at Moorfields, 88 Wood Street, London EC2V 7QF.

9. Exit from Administration

The Court made an Order extending the Administration to 30 November 2021 to enable the Joint Administrators to complete the outstanding tasks in the Administration, as outlined in this report.

As outlined in the initial report to creditors, circulated by the former Administrators, the Company is expected to exit the Administration by way of dissolution or Creditors Voluntary Liquidation.

The Joint Administrators will seek to be discharged from liability under Paragraph 98(3) of Schedule B1 to the Insolvency Act 1986 immediately upon their appointment as Joint Administrators ceasing to have effect.

10. Creditors' Rights

Within 21 Days of the delivery of this report, a secured creditor, or an unsecured creditor (with concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Joint Administrators provide further information about their remuneration or expenses (other than pre-administration costs) which have been itemised in this progress report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that the basis fixed for the Joint Administrators' remuneration, the remuneration charged or the expenses incurred by the Joint Administrators as set out in the progress report are excessive (Rule 18.34).

Further Information

To comply with the Provision of Services Regulations, some general information about Moorfields, including about our complaints policy and Professional Indemnity Insurance, can be found at <http://www.moorfieldscr.com/terms-and-conditions>.

In accordance with the provisions of the General Data Protection Regulations the lawful basis for processing your personal data is in order to comply with my legal obligations set out in the Insolvency Legislation, the purpose of processing the data is to administer the insolvent estate. Your data will be retained by me for 6 years and 3 months following my vacation of office. Further details regarding how we process your personal data can be found in our Privacy policy located here: <https://www.moorfieldscr.com/privacy-policy>

Ethics

Finally, as an Insolvency Practitioner, when carrying out all professional work relating to my appointment as Joint Administrator, I would confirm that I am bound by the Insolvency Code of Ethics. I can confirm that no threats to the Fundamental Principles exist.

Freshfield Contracting Limited – In Administration
Joint Administrators Eighth Progress Report

If you have any queries regarding this report, please contact Michelle Sanchez of this office in the first instance.

I will report to you again at the conclusion of the Administration or in six months' time, whichever is the sooner.

For and on behalf of
Freshfield Contracting Limited

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

A S Kendall
Joint Administrator

DDI 0207 186 1175
Fax 0207 186 1177
Email msanchez@moorfieldscr.com

The Administrators now manage the affairs, business and property of the Company. The Administrators act as agents only and without personal liability.

Freshfield Contracting Limited Statutory Information

Company Information

Company Name	Freshfield Contracting Limited
Registered Office:	Moorfields Advisory Limited, 88 Wood Street, London, EC2V 7QF
Company Number:	02102901
Trading Address:	Harbour Club Apartments, Harbour Quay, Eastbourne, BN23 5QF
Principal Activity:	Development and Sale of Real Estate

Previous Appointment Details

Previous Administrators:	Kirstie Jane Provan and Jonathan James Beard (IP numbers 9681 & 9552)
Previous Administrators Address:	Begbies Traynor (Central) LLP, 32 Cornhill, London, EC3V 3BT
Court:	In the High Court of Justice, Chancery Division
Court Number:	9103 of 2012
Appointed By:	Clydesdale Bank Plc
Date of Appointment:	28 November 2012
Date of Resignation:	6 January 2016

Appointment details

Current Appointment Details

Current Joint Administrators:	Arron Kendall and Simon Thomas (IP numbers 16050 & 8920)
Current Joint Administrators address:	Moorfields, 88 Wood Street, London, EC2V 7QF
Date of appointment:	6 January 2016
Court:	In the High Court of Justice, Chancery Division
Court Reference:	000060 of 2016

Freshfield Contracting Limited – In Administration
Joint Administrators Eighth Progress Report

Appointed by:	Promontoria (Chestnut) Limited
Functions:	Any act required or authorised under any enactment to be done by an Administrator may be done by either or both of the Joint Administrators acting jointly or alone.
EU Regulations:	The Company's registered office is from where the Company carries on its business. Therefore, in the absence of proof to the contrary, the Company's centre of main interests is in the United Kingdom and as such these proceedings will be the main proceedings as defined in article 3 of the EU regulation.
Extensions:	<ul style="list-style-type: none">(1) Court application – 12 Months until 28 May 2014(2) Court application – 18 Months until 30 November 2015(3) Court application – 18 Months until 30 November 2017(4) Court application – 12 Months until 30 November 2018(5) Court application – 12 Months until 30 November 2019(6) Court application – 24 months until 30 November 2021

Freshfield Contracting Limited
(In Administration)
Joint Administrators' Receipts And Payments Account

Appendix II

	Statement of affairs £	From 06/07/2019 To 05/01/2020 £	From 06/01/2016 To 05/01/2020 £
RECEIPTS			
Internet		0.00	80.55
Sale of Leasehold - Flat 4		0.00	350,000.00
Sale of leasehold - Flat 23		0.00	340,000.00
Sale of Leasehold - Flat 17		0.00	330,000.00
Misc Income		0.00	1,655.75
Sale of Leasehold - Flat 10		355,000.00	355,000.00
Bank Interest		71.46	669.47
Service charge contribution		116.20	3.91
Rental income		31,898.15	429,800.59
Surplus from Begbies		0.00	160,253.84
Refund of landlords building reserve		0.00	1,950.00
Ground Rent		0.00	8,126.40
		<u>387,085.81</u>	<u>1,977,540.51</u>
PAYMENTS			
Heat & Light		440.59	1,377.52
Office Holders Fees		40,000.00	120,000.00
Office Holders' Cat 1 disbursements		358.49	741.59
Office Holders' Cat 2 disbursements		27.47	184.25
Legal Fees		3,505.00	27,181.50
Agents/Valuers Fees		0.00	9,392.00
Insurance of assets		0.00	5,915.18
Agents - sales commission		3,550.00	13,750.00
Postage & Stationery		0.00	70.00
Retention		0.00	768.35
Service charge voids		19,750.38	79,236.63
Agents - letting commission		3,253.76	39,244.53
Property disbursements		4,505.75	22,447.37
Stat advertising		0.00	84.60
Property expenditure		0.00	230,224.83
Chargeholder (1)		0.00	969,362.00
Legal Disbursements		469.00	469.00
Trade & Expense Creditors	(1,102,965.45)	NIL	NIL
		<u>75,860.44</u>	<u>1,520,449.35</u>
Net Receipts/(Payments)		<u>311,225.37</u>	<u>457,091.16</u>

MADE UP AS FOLLOWS

Bank 1 Current	(3,201.38)	2,971.27
Bank 1 Current	303,983.65	363,985.29
Fixed Ch Vat Receivable	10,443.10	90,134.60
	<u>311,225.37</u>	<u>457,091.16</u>

Note

- Funds are held in interest-bearing bank accounts
- The receipts and payments account does not incorporate transactions completed by the former Administrators, during their time in office
- The Statement of Affairs figures are not included in the receipts and payment account. A Statement of Affairs for the Company was provided to the former Administrators, showing the Company's position as at 28 November 2012. Please refer to the former Administrators Statements of Proposals dated 18 January 2013 for a comparison.
- Transactions are shown net of VAT, unless otherwise stated

Appendix III

FRES001 - Freshfield Contracting Limited
Project Code: POST
From: 06/07/2019 To: 05/01/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.00	5.50	16.80	5.10	28.40	7,888.50	277.76
Asset Realisation	3.00	47.00	12.90	0.00	62.90	22,784.50	362.23
Case Specific Matters	0.00	2.50	0.30	0.00	2.80	1,026.50	366.61
Chargeable - expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	2.00	2.10	0.00	4.10	1,295.50	315.98
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-chargeable - expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	1.50	1.00	0.00	2.50	795.00	318.00
Total Hours	4.00	58.50	33.10	5.10	100.70	33,790.00	335.55
Total Fees Claimed						40,000.00	
Total Disbursements Claimed						385.96	

Time Entry - Detailed SIP9 Time & Cost Summary

FRES001 - Freshfield Contracting Limited
From: 06/01/2016 To 05/01/2020
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
10 Case Planning	0.00	3.75	6.30	0.00	10.05	3,161.75	314.60
11 Administrative Set Up	0.00	0.00	1.00	0.00	1.00	257.00	257.00
12 Appointment Notification	0.00	0.00	3.90	0.00	3.90	958.50	245.77
13 Maintenance of Records	0.00	0.00	7.40	0.00	7.40	1,197.00	161.76
14 Statutory Reporting	0.00	15.15	50.60	0.00	65.75	18,772.50	285.51
15 Case Monitoring	8.50	18.65	6.20	23.30	56.65	17,310.75	305.57
16 IPS Case Set Up	0.00	0.00	0.70	0.00	0.70	178.50	255.00
17 General Administration	0.00	0.40	20.75	31.70	52.85	10,583.75	200.26
18 Cashiering	1.30	1.45	26.90	52.80	82.45	18,101.75	219.55
19 Partner Review	2.00	0.00	0.00	0.00	2.00	1,090.00	545.00
70 Post appoint VAT and CT returns	0.00	3.25	4.70	0.00	7.95	2,427.75	305.38
Admin & Planning	11.80	42.65	128.45	107.80	290.70	74,039.25	254.69
71 Other Assets	0.00	4.75	1.30	0.00	6.05	2,017.75	333.51
47 Intangible Assets - Intellectual Property, etc	0.00	0.75	0.00	0.00	0.75	266.25	355.00
77 Managing Agent	0.00	0.00	90.70	0.00	90.70	23,145.50	255.19
30 Freehold / Leasehold Property	28.50	391.15	77.15	0.30	497.10	181,790.75	365.70
34 Debtors	0.00	0.00	0.10	0.00	0.10	25.50	255.00
35 Sale of Business	0.00	0.50	0.00	0.00	0.50	177.50	355.00
36 Identifying, Securing, Insuring	0.00	5.00	4.95	0.00	9.95	3,132.00	314.77
38 Asset related legal matters	0.00	2.50	0.10	0.00	2.60	913.00	351.15
Asset Realisation	28.50	404.65	174.30	0.30	607.75	211,468.25	347.95
60 Case Specific	0.00	1.50	0.00	0.00	1.50	532.50	355.00
72 Legal Matters	0.00	16.50	8.30	0.00	24.80	8,467.00	341.41
Case Specific Matters	0.00	18.00	8.30	0.00	26.30	8,999.50	342.19
73 Preferential creditor claims	0.00	0.50	0.00	0.00	0.50	190.00	380.00
50 Creditor Correspondence	0.00	1.25	0.90	0.00	2.15	704.75	327.79
51 Unsecured creditor claims	0.00	0.00	0.30	0.00	0.30	90.00	300.00
52 Secured creditor claims/Reporting	0.00	14.25	3.50	0.00	17.75	6,383.75	359.65
63 Secured creditor reports	1.00	0.50	78.45	0.00	79.95	21,386.25	267.50
Creditors	1.00	16.50	93.15	0.00	100.65	28,754.75	285.69
65 Director's Correspondence	0.00	0.00	0.50	0.00	0.50	127.50	255.00
21 CDDA Reports	0.00	0.00	0.70	0.00	0.70	178.50	255.00
22 Antecedent Transactions	2.00	1.15	13.78	0.00	16.93	4,610.75	272.34
Investigations	2.00	1.15	14.98	0.00	18.13	4,916.75	271.19
40 Management of Operations	0.00	0.50	0.50	1.30	2.30	593.50	258.04
41 Accounting for Trading	0.00	4.00	0.00	0.00	4.00	1,420.00	355.00
43 Planning Trading	0.00	1.00	0.00	0.00	1.00	355.00	355.00

Time Entry - Detailed SIP9 Time & Cost Summary

Appendix III

FRES001 - Freshfield Contracting Limited
From 06/01/2016 To 05/01/2020
Project Code. POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
45 Negotiating with Suppliers	0.00	0.00	9.45	0.00	9.45	2,126.25	225.00
49 Tax on post appointment trading	0.00	7.25	1.90	0.00	9.15	3,127.00	341.75
Trading	0.00	12.75	11.85	1.30	25.90	7,621.75	294.28
Total Hours	43.30	496.70	421.03	109.40	1,069.43	336,800.25	314.00
Total Fees Claimed						120,000.00	

Freshfield Contracting Limited – In Administration

Explanation of office-holders charging and disbursement recovery policies

In accordance with best practice we provide below details of policies of Moorfields, in respect of fees and disbursements for work in relation to insolvency estates.

This summary outlines the activities undertaken during this matter during the period together with details of charge out rates for time costs incurred and the basis of disbursements incurred and recharged.

The activities are summarised as follows:

Administration and planning

The following activities have been undertaken:

- Maintaining case files;
- Reviewing available information to determine the appropriate strategy;
- Maintaining bank accounts;
- Implementing the strategy for the Administration;
- 6 monthly progress reviews of the case;
- Cashiering; and
- Filing of 6 monthly returns at Companies House.

Staff of different levels were involved in the above activities depending upon the experience required.

Realisation of assets

Appendix II shows the realisations made for the benefit of the creditors. The time spent includes the following matters:

- Liaising with Leaders to let vacant units;
- Liaising with Leaders in respect of rent collection and maintenance issues;
- Correspondence and meetings with Ross & Co and contractors in respect of lift replacement and budgeting;
- Liaising with solicitors and marketing agents regarding the proposed sale of remaining flats and freehold.

Creditors

The time spent includes the following matters:

- Reporting to creditors;
- Communicating with the secured creditor in respect of assets subject to fixed charge.

Investigations and communications

The time spent includes the following matters:

- Reviewing the Company records.

Trading

- Management of operations
- Tax on post appointment trading

Time recording

The Partners will engage managers and other staff to work on the insolvent estate and statutory compliance diaries. The work required is delegated to the most appropriate level of staff taking account of the nature of the work and the individual's experience. Additional assistance is provided by accounting and treasury executives dealing with the estate's bank accounts. Work carried out by all staff is subject to the overall supervision of the Partners.

All time spent by staff working directly on case related matters is charged to a time code established for the case. Each member of staff has a specific hourly rate, which is subject to change over time.

The current charge out rates per hour of staff within the firm who may be involved in working on the insolvency follows, this in no way implies that staff at all such grades will work on the case:

GRADE	£
Partner	545
Director/ Senior Manager	450
Manager	380
Assistant Manager	300
Senior Associate	255
Associate	225
Cashier/ Support	195

The rates charged by Moorfields are reviewed periodically in January & July each year and are adjusted to take account of inflation and the firm's overheads.

Our rates increased on 1 January 2018. The charge out rates per hour for the period from 1 January 2017 to 31 December 2017 were:

GRADE	£
Partner	530
Director/ Senior Manager	450
Manager	355
Assistant Manager	300
Senior Administrator	255
Administrator	195-225
Cashier/ Support	195

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time in units of 6 minutes.

Where an officeholder's remuneration is approved on a time cost basis the time invoiced to the case will be subject to VAT at the prevailing rate.

Where remuneration has been approved on a time cost basis the time invoiced will be provided to any committee appointed by the creditors or in the absence of a committee to the creditors, the report will provide a breakdown of the remuneration drawn and will enable the recipients to see the average rates of such costs. The current hourly rates may be higher than the average rates, if hourly rates have increased over the period covered by the fee request.

Approved remuneration will be drawn at such times that sufficient funds are available.

For your information, A Creditor's Guide to Administrators' Fees can be obtained at <https://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2017/administration-creditor-fee-guide-6-april-2017.ashx?la=en>

Disbursement Recovery

Category 1 Disbursements

Separate charges are made in respect of directly attributable expenses (Category 1 disbursements) such as travelling, postage, photocopying if external provider, statutory advertising and other expenses made on behalf of the assignment.

Such disbursements can be paid from the insolvent's assets without approval from the Creditors' Committee or the general body of creditors. In line with SIP 9, it is our policy to disclose Category 1 disbursements drawn but not to seek approval for their payment. We are prepared to provide such additional information as may reasonably be required to support the disbursements drawn.

Category 2 Disbursements

Category 2 disbursements do require approval from creditors. These disbursements can include costs incurred by Moorfields for the provision of services which include an element of recharged overhead, for example, room hire or document storage. SIP 9 provides that

such disbursements are subject to approval as if they were remuneration. It is our policy, in line with the Statement, to seek approval for Category 2 disbursements before they are drawn.

The following Category 2 disbursements may be charged by this firm

- Stationery and postage charge for sending out circulars – 5 pence per sheet plus postage at cost.
- A set-up charge of £50 per case for online creditor reporting where applicable
- Mileage allowances are paid at HM Revenue & Customs approved rates. For personnel using their own vehicles, these are currently 45 pence per mile for the first 10,000 miles and 25 pence per mile thereafter.
- A charge of £10 for identification search's per director to comply with Money Laundering Regulations.

It should be noted that disbursements costs might increase from time to time, however, increases would only be in line with inflation or increases from our supplier.