

The Insolvency Act 1986

Administrator's progress report

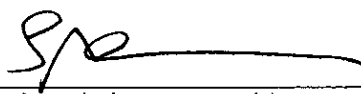
Name of Company Groundwork Bridgend and Neath Port Talbot	Company number 02388397
In the Birmingham District Registry [full name of court]	Court case number 8424 of 2014

(a) Insert full name(s) and address(es) of administrator(s)

I/We (a) Simon Edward Jex Girling and Ian J Gould of BDO LLP 5th Floor, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX

administrator(s) of the above company attach a progress report for the period

(b) Insert date	From (b) 5 September 2015	to (b) 4 March 2016
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Signed 
Joint/administrator(s)

Dated 22 MARCH 2016

Contact details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

BDO LLP, 5th Floor Bridgewater House, Finzels Reach,	
Counterslip, Bristol, BS1 6BX	
Our Ref SG/JD/Document18/A6	Tel 0117 930 1500
DX Number	DX Exchange

When you have completed and signed this form please send it to the Registrar of Companies at Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff



A15 23/03/2016 #104
COMPANIES HOUSE

WEDNESDAY

22 March 2016

Your Ref
Our Ref SG/JD/246812/A6Please ask for
Jonathan Dunn
0117 930 1556**TO ALL CREDITORS**

Dear Sirs

Groundwork Bridgend and Neath Port Talbot - In Administration ("the Company")

It is now sixteen months since my appointment in respect of the Company. In accordance with Rule 2.47 of the Insolvency Rules 1986 I am now reporting the progress made in implementing the approved proposals and achieving the statutory purpose of the Administration.

1 Statutory Information

- 1.1 The Joint Administrators are Simon Edward Jex Girling and Ian J Gould of BDO LLP, 5th Floor, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX and they were appointed in respect of the Company on 6 November 2014. Under the provisions of paragraph 100(2) of Schedule B1 of the Insolvency Act 1986 the Administrators carry out their functions jointly and severally.
- 1.2 The Administrators were appointed by Brian Rees, a Director, pursuant to Paragraph 22 of Schedule B1 of the Insolvency Act 1986. The Administration proceedings are dealt with in the Birmingham District Registry and the court case number is 8424 of 2014.
- 1.3 The Company's registered office is situated at Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX, and was previously The Engine House, Parc Tondy, Maesteg Road, Bridgend, Mid Glamorgan and the registered number is 02388397. The Company was also a registered charity under charity registration number 701896.
- 1.4 I enclose, for your information, a summary of my receipts and payments to 4 March 2016 showing a balance in hand of £84,351, together with a copy of my abstract account covering the last six month period, and report as follows:

2 Receipts

- 2.1 The receipts shown in the period are largely self-explanatory, although I would comment specifically on the book debt receipt of £5,763 which was received from a debtor that was not included on the Company's ledger at the time of our appointment. We do not anticipate any further recoveries in this regard.



3 Costs in the Administration

- 3.1 Payments made in the period have primarily related to holding costs of the Company's freehold property, and as such have been settled from a new overdraft facility provided by Barclays Bank Plc ("the Bank"). The Bank holds fixed and floating security over the Company's assets and as such will be the primary beneficiary from any realisations from the properties.
- 3.2 Other costs settled include pre appointment legal fees of £2,846 approved as expenses of the administration by the secured and preferential creditors following a postal vote in September 2015. We are yet to draw this firm's pre appointment fees and disbursements of £6,085 plus VAT which were also approved by secured and preferential creditors in the same vote.
- 3.3 Given the nature of the Company's activities, the Company employed a partial exemption approach to its VAT affairs and as such only certain items of VAT will be recoverable. In line with HMRC guidance, VAT on fees such as those paid in relation to pre-appointment legal fees (referenced above) are not recoverable and as such are included as an expense on the receipts and payment account.
- 3.4 I additionally provide, within the attached 'Supplementary Information', a Statement of Remuneration and Expenses which summarises the professional fees and other expenses which have been paid in the last period of this Administration and the costs which have accrued and not yet been paid.

4 Future of the Administration

- 4.1 The Administrators have a duty to investigate the affairs of the Company and also the conduct of the directors and in this latter respect to submit a confidential statutory report to the Secretary of State. I confirm that a report has been submitted.
- 4.2 We have completed our review of the Company's affairs and assets to establish whether there are any actions that can be investigated for the benefit of the creditors and concluded there are no causes of action to be pursued.
- 4.3 We remain confident of achieving the third statutory purpose as discussed in our previous report, namely to realise property in order to make a distribution to one or more secured or preferential creditors.
- 4.4 Remaining Assets - Freehold Property

The Engine House, Resource Centre and surrounding land ("the Engine House")

- 4.5 As previously reported our appointed agents, Alder King LLP, having concluded their investigations with local authorities and HM Land Registry, were instructed to commence marketing the Engine House property. Whilst it is anticipated that a sale will be concluded to a purchaser for the plot as a whole, Alder King are instructed to entertain any and all interest including any interest for specific parts of the wider plot.

- 4.6 Brochures have been prepared and issued to possible interested parties. Alder King have also erected marketing boards on site and have run a number of adverts in appropriate publications.
- 4.7 I am unable to disclose the anticipated realisations as advised by Alder King so as not to prejudice the ongoing sale process. However, I can advise that an indicative offer was received but subsequently withdrawn following detailed due diligence on the site.
- 4.8 Alder King continue to entertain interest in the site including one party who has undertaken significant due diligence and has commissioned a number of site surveys and valuations although are yet to submit a formal offer.
- 4.9 We have also received an offer in respect of part of the site, however, the bidder in question is aware that we are seeking to progress interest in the site as a whole and is content to leave their offer on the table whilst such a sale is being pursued.
- 4.10 I would again encourage creditors to provide me with contact details of any potential interested parties such that they may be included in the sale process.

The Environment Centre

- 4.11 Progress in relation to this site has been disappointing with the neighbouring land owner responding very slowly to requests to address and clarify certain matters which Alder King were keen to clarify prior to marketing the site.
- 4.12 As a result we have instructed Alder King to commence marketing the site 'as is' whilst looking to clarify these matters in parallel. We are advised that the majority of matters considered by the neighbour are done by committee given the nature of the organisation which is contributing to their slow response.

5 Extension of Administration

- 5.1 In September 2015 the secured and preferential creditors of the Company approved a proposal to extend the initial term of the Administration by 12 months to 5 November 2016.
- 5.2 We continue to progress the key outstanding issue of the sale of the freehold properties with a view to being able to conclude the administration before the expiry of the Administration in November 2016, however, given the protracted nature of these property sales, we shall assess in August 2016 the need to apply to court for a further extension and shall report to creditors accordingly at that point.

6 Prospects for Creditors

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company (after settlement of costs and preferential claims) must be made available purely for the unsecured creditors although these provisions do not apply if the net property is less than a prescribed minimum amount (currently £10,000).

In this case, whilst the Trust granted fixed and floating charges to the Bank on 1 June 2006, I estimate that the Trust's net property, after allowing for preferential claims and

costs, will be less than the prescribed minimum and as such I do not expect that the provision of section 176A of the Insolvency Act 1986 will apply.

However, in the event that, after costs and full repayment of the Bank, there are surplus realisations from fixed charge assets (i.e. the freehold properties), these surplus funds may enable a distribution to unsecured creditors

The Trust's records identify amounts due to the Bank of approximately £306,000 although this claim remains subject to verification with the Bank

Preferential claims totalling £49,205 have been received and admitted to rank for dividends. This includes the claim of the Redundancy Payments Office of £43,315

The Insolvency Service has established a central gateway for considering complaints in respect of Insolvency practitioners. In the event that you make a complaint to me but are not satisfied with the response from me then you should visit <https://www.gov.uk/complain-about-insolvency-practitioner> where you will find further information on how you may pursue the complaint.

7 Administrators' Remuneration

The secured and preferential creditors have approved the Administrators' remuneration on a time costs basis. Time costs of £127,192 have accrued in the period 6 November 2014 to 4 March 2016, of which £15,221 have accrued in the six month period to which this report relates (being 5 September 2015 to 4 March 2016). I can confirm that I have not yet drawn any fees

Attached are schedules which summarise the aforementioned time costs both for the administration as a whole and for the latest six month period and indicate the nature of the work undertaken in that respect

More specifically I can advise that work undertaken in this last six month period has included

- Dealing with property matters including ensuring compliance with unoccupied insurance requirements, liaising with local police, insurers and security providers re vacant property issues and minor damage / vandalism on site
- Liaising with legal and property advisors as regards appropriate sales strategy for the freehold properties
- Liaising with agents and secured lender re interest in property, offers received and ongoing strategy
- Agreeing preferential creditor claims
- Liaising with pension scheme in relation to possible claims and any remaining issues re winding up of scheme.


- Arranging postal vote of secured and preferential creditors in relation to pre administration costs, post administration remuneration, post administration disbursements and a formal extension request including preparation and circulation of all necessary supporting information in relation to the same
- Other ad hoc, statutory and compliance matters including press enquiries, receipts and payments, bank reconciliations, VAT returns and statutory reporting.

Whilst approval for the basis of our remuneration has already been received from creditors, in accordance with best practice I attach this firm's policy on fees. Furthermore, further copies of creditors' guides to fees can be found on line at

www.r3.org.uk/what-we-do/publications/professional/creditors-guides

I provide at the end of this report an extract from the Insolvency Rules 1986 setting out the rights of creditors to request further information and/or challenge the remuneration or fees within the Administration.

Yours faithfully
for and on behalf of
Groundwork Bridgend and Neath Port Talbot



Simon Girling
Joint Administrator
Authorised by the Insolvency Practitioners Association in the UK

Enc

Statement from the Insolvency Rules 1986 (as amended) regarding the rights of creditors in respect of the Joint Administrators' fees and expenses:-

Rule 2.48A Creditors' request for further information

(1) If—

- (a)** within 21 days of receipt of a progress report under Rule 2.47—
 - (i)** a secured creditor, or
 - (ii)** an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or
- (b)** with the permission of the court upon an application made within that period of 21 days, any unsecured creditor, makes a request in writing to the administrator for further information about remuneration or expenses (other than pre-administration costs) set out in a statement required by Rule 2.47(1)(db) or (dc), the administrator must, within 14 days of receipt of the request, comply with paragraph (2)

(2) The administrator complies with this paragraph by either—

- (a)** providing all of the information asked for, or
- (b)** so far as the administrator considers that—
 - (i)** the time or cost of preparation of the information would be excessive, or
 - (ii)** disclosure of the information would be prejudicial to the conduct of the administration or might reasonably be expected to lead to violence against any person, or
 - (iii)** the administrator is subject to an obligation of confidentiality in respect of the information, giving reasons for not providing all of the information

(3) Any creditor, who need not be the same as the creditor who requested further information under paragraph (1), may apply to the court within 21 days of—

- (a)** the giving by the administrator of reasons for not providing all of the information asked for, or
- (b)** the expiry of the 14 days provided for in paragraph (1),
and the court may make such order as it thinks just

(4) Without prejudice to the generality of paragraph (3), the order of the court under that paragraph may extend the period of 8 weeks provided for in Rule 2.109(1B) by such further period as the court thinks just

Rule 2.109 Creditors' claim that remuneration is or other expenses are excessive

(1) Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court for one or more of the orders in paragraph (4)

(1A) Application may be made on the grounds that—

- (a)** the remuneration charged by the administrator,
- (b)** the basis fixed for the administrator's remuneration under Rule 2.106, or
- (c)** expenses incurred by the administrator,
is or are, in all the circumstances, excessive or, in the case of an application under sub-paragraph (b), inappropriate

(1B) The application must, subject to any order of the court under Rule 2.48A(4), be made no later than 8 weeks after receipt by the applicant of the progress report which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report")

(2) The court may, if it thinks that no sufficient cause is shown for a reduction, dismiss it without a hearing but it shall not do so without giving the applicant at least 5 business days notice, upon receipt of which the applicant may require the court to list the application for a without notice hearing. If the application is not dismissed, the court shall fix a venue for it to be heard, and give notice to the applicant accordingly

Statement from the Insolvency Rules 1986 (as amended) regarding the rights of creditors in respect of the Joint Administrators' fees and expenses (continued):-**Rule 2 109 (continued)**

- (3) The applicant shall, at least 14 days before the hearing, send to the administrator a notice stating the venue and accompanied by a copy of the application, and of any evidence which the applicant intends to adduce in support of it
- (4) If the court considers the application to be well-founded, it must make one or more of the following orders--
- (a) an order reducing the amount of remuneration which the administrator was entitled to charge,
 - (b) an order fixing the basis of remuneration at a reduced rate or amount,
 - (c) an order changing the basis of remuneration,
 - (d) an order that some or all of the remuneration or expenses in question be treated as not being expenses of the administration,
 - (e) an order that the administrator or the administrator's personal representative pay to the company the amount of the excess of remuneration or expenses or such part of the excess as the court may specify,
- and may make any other order that it thinks just, but an order under sub-paragraph (b) or (c) may be made only in respect of periods after the period covered by the relevant report
- (5) Unless the court orders otherwise, the costs of the application shall be paid by the applicant, and are not payable as an expense of the administration

The Insolvency Act 1986

Administrator's progress report

Name of Company

Groundwork Bridgend and Neath Port Talbot

Company number

02388397

In the

Birmingham District Registry

{full name of court}

Court case number

8424 of 2014

(a) Insert full name(s) and
address(es) of administrator(s)I/We (a) Simon Edward Jex Girling and Ian J Gould of BDO LLP 5th Floor,
Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX

administrator(s) of the above company attach a progress report for the period

(b) Insert date

from

(b)

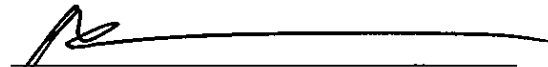
5 September 2015

to

(b)

4 March 2016

Signed


Joint/administrator(s)

Dated

22 March 2016

**Groundwork Bridgend and Neath Port Talbot
(In Administration)
Joint Administrators' Abstract of Receipts & Payments**

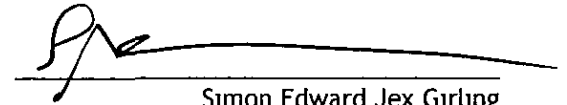
Statement of Affairs		From 05/09/2015 To 04/03/2016	From 06/11/2014 To 04/03/2016
400,000.00	FIXED CHARGE ASSETS		
	Freehold Land & Property	NIL	NIL
		NIL	NIL
	FIXED CHARGE COSTS		
	Agents' Fees & Disbs	8,917 20	8,917 20
	Insurance & Service Chgs	115 12	115 12
	Utilities	187 95	397 33
	Security and Fire Alarm	1,499.87	1,499.87
		(10,720.14)	(10,929.52)
(285,000.00)	FIXED CHARGE CREDITORS		
	Barclays Bank plc	NIL	NIL
		NIL	NIL
75,000.00	ASSET REALISATIONS		
10,000 00	Resource Centre & pre-fab buildings	NIL	NIL
	Chattel assets	NIL	25,850 00
	Work in Progress	NIL	67,473.91
	Book debts	5,762 89	22,754.02
	Utilities Refund	77 60	77.60
	Petty Cash	NIL	3,089.03
	Interest Gross	36.16	106.40
	Sundry Refunds	NIL	566 59
		5,876.65	119,917 55
	COST OF REALISATIONS		
	Specific Bond	NIL	105.00
	Agents' Fees & Disbs	NIL	9,893 00
	Debt Collection Fees	NIL	1,302 41
	Pre App Legal Fees & Disbs	2,846.00	2,846 00
	Irrecoverable VAT	569.20	569 20
	Commission	NIL	3,237.60
	Collection & Storage of Records	NIL	1,988.71
	Re-direction of Mail	NIL	510.00
	Statutory Advertising	NIL	198.56
	Bank Charges	19 84	19.84
	IT Support	NIL	966 30
		(3,435 04)	(21,636 62)
(30,000 00)	PREFERENTIAL CREDITORS		
(10,000 00)	Preferential Wages	NIL	NIL
(15,000.00)	Preferential Hol. Pay	NIL	NIL
	Pension Schemes	NIL	NIL
		NIL	NIL
(209,000 00)	UNSECURED CREDITORS		
(32,000.00)	Trade & Expense Creditors	NIL	NIL
	Unsecured Employees	NIL	NIL
		NIL	NIL
(96,000.00)		(8,278.53)	87,351.41

REPRESENTED BY

Input VAT
Royal Bank of Scotland "Floating Acc"
Fixed Acc - Barclays overdraft

176.61
97,970.25
(10,795.45)

87,351.41



Simon Edward Jex Girling
Joint Administrator

**Groundwork Bridgend & Neath Port Talbot
(In Administration)**

Supplementary Information

Registered Office / Home Address

Bridgewater House
Finzels Reach
Counterslip
Bristol
BS1 6BX

Registered Number

02388397

Appointment Details

First Partner Simon Edward Jex Girling
BDO LLP, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX
Appointment Date 6 November 2014

Second Partner Ian James Gould

BDO LLP, 125 Colmore Row, Birmingham, B3 3SD
Appointment Date - 6 November 2014

Changes to Office Holders

None

Court Details

Birmingham District Registry
8424 of 2014

Dividends / Distributions / Consigned Funds

No Dividends Paid

Unrealisable Assets

Debts of c £32,000 due to heavy disputes and counterclaims
Chattel assets of nominal value - as discussed within previous reports

Details of Basis of Remuneration

Time costs per Administrators proposals dated 16 December 2014
Approved by Secured and Preferential creditors in a postal vote on 23 September 2015

Statement of Remuneration / Expenses

For period 5 September 2015 to 4 March 2016

	Incurred and Paid To Date	Accrued In Previous Periods (but not paid)	Accrued In Current Period (but not paid)	Total
	£	£	£	£
Pre Administration fee		6,000 00	-	6,000 00
Pre Administration disbursements		84 44	-	84 44
Pre Appointment legal fees and disbursements	2,846 00	-	-	2,846 00
Administrators fees	-	111,970 60	15,220 90	127,191 50
Administrators disbursements	-	5,083 73	993 57	6,077 30
Legal fees and disbursements	-	11,876 08	554 00	12,430 08
Specific Bond	105 00	-	-	105 00
Agents Fees & Disbs	9,893 00	-	-	9,893 00
Debt Collection Fees	1,302 41	-	-	1,302 41
Commission on WIP collections	3,237 60	-	-	3,237 60
IT Backup Costs	966 30	-	-	966 30
Records Collection & Storage Costs	1,988 71	-	-	1,988 71
Statutory Advertising	198 56	-	-	198 56
Utilities (estimated)	397 33	-	-	397 33
Security Alarm and Fire Alarm	1,499 87	300 00	-	1,799 87
Site Security (estimated)	8,917 20	2,000 00	2,155 80	13,073 00
Bank Charges	19 84	-	-	19 84
Mail Redirection	510 00	-	-	510 00
Insurance	115 12	14,202 84	11,712 89	26,030 85
Irrecoverable VAT	569 20	-	-	569 20
	<u>32,566 14</u>	<u>151,517 69</u>	<u>30,637 16</u>	<u>214,720 99</u>

Summary of Time Charged and Rates Applicable for the Period From 5 September 2015 to 4 March 2016

[illegible]

Name of Assignment: Groundwork Bridgend & Neath Port Talbot (In Administration)

Summary of Time Charged and Rates Applicable for the Period From 6 November 2014 to 4 March 2016

	PARTNER		MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
B Steps on Appointment											
02 Statutory Documentation	3 25	1,498 25			15 00	2,580 00	2 00	276 00	17 00	2,856 00	
04 Meet Directors/Debtors etc									3 25	1,498 25	
07 Attendance at Premises					29 00	4,988 00			29 00	4,988 00	
08 Detail Documentation Review					7 00	1,204 00			7 00	1,204 00	
09. Preparation of Proposals			6 25	1,693.75					6 25	1,693 75	
12 Setting up Internal Files							3 00	414 00	3 00	414 00	
SUB TOTAL Steps on Appointment	3 25	1,498 25	6 25	1,693.75	51 00	8,772 00	5 00	690 00	65.50	12,654 00	193 19
C Planning and Strategy											
05 Review Options Available			19 00	5,149 00					19 00	5,149.00	
07 Strategy Planning	1 85	852 85	1 75	474 25	1 00	172 00			4 60	1,499.10	
99 Other Matters	1 00	461 00							1 00	461.00	
SUB TOTAL Planning and Strategy	2 85	1,313.85	20 75	5,623.25	1 00	172 00	0 00	0 00	24 60	7,109 10	288 99

Name of Assignment: Groundwork Bridgend & Neath Port Talbot (In Administration)

Summary of Time Charged and Rates Applicable for the Period From 6 November 2014 to 4 March 2016

	PARTNER		MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
D General Administration											
01 Insurance Matters			4 00	1,087.50	3 75	645 00	0 65	100 75	8 40	1,833 25	
02 VAT			3 95	1,532.90	4 00	688 00	3 10	557.30	11 05	2,778 20	
03 Taxation			1.75	481 25			1 10	321 60	2 85	802 85	
05 Investigations	4 70	2,166 70	19 50	5,284 50	4.50	774 00			28 70	8,225 20	
06 Conduct Reports	0 50	230 50	0 50	135.50					1 00	366 00	
07 Receipts/Payments Accounts			2 30	474.90	2 40	452 70	18 65	2,119 00	23 35	3,046 60	
09 Statutory Matters			4 00	1,140 00	3 50	602 00			7 50	1,742 00	
12 Press/PR Matters			1 75	488 25					1.75	488 25	
14 General Discussions					1 00	172 00			1 00	172 00	
15 General Admin/Correspondence	0 10	46 10	18 00	4,878 00	20.50	3,526.00	4 85	669.30	43 45	9,119 40	
16 Maintain Internal Files			2 50	677 50					2 50	677 50	
99 Other Matters							0 75	103.50	0 75	103 50	
SUB TOTAL General Admin	5 30	2,443 30	58 25	16,180 30	39 65	6,859 70	29 10	3,871 45	132 30	29,354 75	221 88

Name of Assignment: Groundwork Bridgend & Neath Port Talbot (In Administration)

Summary of Time Charged and Rates Applicable for the Period From 6 November 2014 to 4 March 2016

	PARTNER		MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
E Assets Realisation/Dealing											
03 Asset Tracing			2 25	609 75					2 25	609 75	
04 Agent Instruction/Liasing			7 75	2,100 25	0.50	86 00			8 25	2,186 25	
06 Property Related Matters			98 00	27,009 50	33.75	5,805 00	2.30	356 50	134 05	33,171 00	
07 Debt Collection			13 50	3,658 50	15 75	2,709 00			29 25	6,367 50	
08 Dealing with Chattel Assets			6 50	1,761 50	0 50	86.00			7 00	1,847 50	
09 Dealing with Other Assets	2 50	1,175 50			0 75	129 00			3 25	1,304 50	
12 Retention of Title			4 75	1,287 25					4 75	1,287 25	
14 Sale of Business/Assets			0 50	135 50					0 50	135 50	
99 Other Matters			0 50	135.50	6 25	1,075 00	0 30	54 30	7 05	1,264 80	
SUB TOTAL Asset Realisation/Dealing	2 50	1,175 50	133 75	36,697 75	57 50	9,890 00	2 60	410 80	196 35	48,174 05	245 35

Name of Assignment: Groundwork Bridgend & Neath Port Talbot (In Administration)

Summary of Time Charged and Rates Applicable for the Period From 6 November 2014 to 4 March 2016

	PARTNER		MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
G Employee Matters											
02 Dealing with Employees	0 10	46 10	6 70	1,420 60	3 50	602 00			10 30	2,068 70	
03 EPA Matters			15 85	3,258 55			25 10	2,495 75	40 95	5,754 30	
04 Pension Issues			1 75	474 25			4 50	445 50	6 25	919 75	
99 Other Matters					0 25	43 00			0 25	43 00	
SUB TOTAL Employee Matters	0 10	46 10	24.30	5,153.40	3.75	645.00	29 60	2,941 25	57 75	8,785 75	152 13
H Creditor Claims											
01 Preferential Creditors			1 65	351 45					1 65	351 45	
04 Non-Preferential Creditors			3 00	813.00	6.75	1,166 00	0 70	126 70	10 45	2,105 70	
SUB TOTAL Creditor Claims	0 00	0 00	4 65	1,164.45	6 75	1,166 00	0 70	126 70	12 10	2,457 15	203 07

Summary of Time Charged and Rates Applicable for the Period From 6 November 2014 to 4 March 2016

	PARTNER		MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		GRAND TOTAL		AV RT
	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	
I Reporting											£
02 Reporting to Appointor			9 25	2,506 75					9 25	2,506 75	
04 Reporting to Creditors			38 25	10,523 25	19 50	3,354 00	1 70	307 70	59 45	14,184,95	
06 Reporting to Other Bodies	4 25	1,965 00							4 25	1,965 00	
SUB TOTAL Reporting	4 25	1,965 00	47 50	13,030 00	19 50	3,354 00	1 70	307 70	72 95	18,656 70	255 75
	18 25	8,442 00	295.45	79,542 90	179.15	30,858 70	68 70	8,347 90			
											226 50
											£
											561 55
											0 00
											127,191 50
											Net Total
											Billed
											Grand Total
											127,191 50



Groundwork Bridgend and Neath Port Talbot - In Administration

In accordance with best practice I provide below details of policies of BDO LLP in respect of fees and expenses for work in relation to the above insolvency

The current charge out rates per hour of staff within my 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	484
Director	335
Senior Manager	285-310
Manager	213-242
Executive	119-181
Junior Executive	66-82
Cashier	181-192
Support Staff	66

The rates charged by BDO LLP, 5th Floor, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX are reviewed in December and July each year and are adjusted to take account of inflation and the firm's overheads

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. Units of time can be as small as 3 minutes. BDO LLP records work in respect of insolvency work under the following categories -

- Pre Appointment
- Steps upon Appointment
- Planning and Strategy
- General Administration
- Asset Realisation/Management
- Trading Related Matters
- Employee Matters
- Creditor Claims
- Reporting
- Distribution and Closure
- Other Issues

Under each of the above categories the work is recorded in greater detail in sub categories. Please note that the 11 categories provide greater detail than the six categories recommended by the Recognised Professional Bodies who are responsible for licensing and monitoring insolvency practitioners.

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 costs basis a periodic report 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.

1) Other Costs

Where expenses are incurred in respect of the insolvent estate they will be recharged. Such expenses can be divided into two categories.



2) Category 1

This heading covers expenses where BDO LLP has met a specific cost in respect of the insolvent estate where payment has been made to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), land registry searches, fees in respect of swearing legal documents etc. In each case the recharge will be reimbursement of a specific expense incurred.

3) Category 2

Insolvency practice additionally provides for the recharge of expenses such as postage, stationery, photocopying charges, telephone, fax and other electronic communications, which cannot be economically recorded in respect of each specific case. Such expenses, which are apportioned to cases, must be approved by the creditors in accordance with the Insolvency Rules 1986, before they can be drawn, and these are known as category 2 disbursements. The current policy BDO LLP is to recharge this expense on the basis of a figure based upon the number of creditors with whom we have to communicate and report during the insolvency. This is the method of calculation that was historically provided under statutory orders for the Official Receiver.

In respect of the Administration of Groundwork Bridgend and Neath Port Talbot we propose to charge £12.50 (plus VAT) for the first year and £6.25 (plus VAT) for each subsequent year, per creditor. This will cover the disbursement costs of postage and stationery for all reports and letters, together with all copying charges and telephone and email costs. Secured and preferential creditors have approved a resolution to this effect. During the first year the Administrators will issue 3 reports and in successive years 2 reports.

A further disbursement under this heading is the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. In these cases a charge of 45p per mile is raised which is in line with the Inland Revenue Approved Mileage Rates (median - less than 10,000 miles per annum) which is the amount the firm pays to staff. Where costs are incurred in respect of mileage, approval will be sought in accordance with the Insolvency Rules 1986 to recover this disbursement.

Where applicable, all disbursements will be subject to VAT at the prevailing rate.

BDO LLP
21 March 2016