

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

WEDNESDAY  
THURSDAY



A20 \*A8ØPGMXS\* #29  
07/03/2019  
COMPANIES HOUSE  
A08 \*A7ZPKX9N\* #134  
20/02/2019  
COMPANIES HOUSE

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panieshouse

<b>1</b>	<b>Company details</b>	
Company number	0 3 7 3 9 4 9 4	<b>→ Filling in this form</b> Please complete in typescript or in bold black capitals.
Company name in full	Larkin Windows Ltd t/a Apple & Larkin	
<b>2</b>	<b>Liquidator's name</b>	
Full forename(s)	David Patrick	
Surname	Meany	
<b>3</b>	<b>Liquidator's address</b>	
Building name/number	The Old Town Hall	
Street	71 Christchurch Road	
Post town	Ringwood	
County/Region		
Postcode	B H 2 4 1 D H	
Country		
<b>4</b>	<b>Liquidator's name ①</b>	
Full forename(s)		<b>① Other liquidator</b> Use this section to tell us about another liquidator.
Surname		
<b>5</b>	<b>Liquidator's address ②</b>	
Building name/number		<b>② Other liquidator</b> Use this section to tell us about another liquidator.
Street		
Post town		
County/Region		
Postcode		
Country		

LIQ03

Notice of progress report in voluntary winding up

**6** Period of progress report

From date	d	2	d	3	m	1	m	2	y	2	y	0	y	1	y	7
To date	d	2	d	2	m	1	m	2	y	2	y	0	y	1	y	8

**7** Progress report

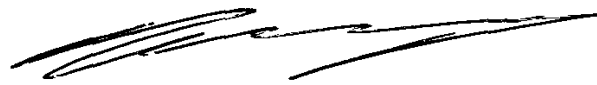
☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

d	1	d	8	m	0	m	2	y	2	y	0	y	1	y	9
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LIQ03

## Notice of progress report in voluntary winding up

**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

Company name

Quantuma LLP

Address

The Old Town Hall

71 Christchurch Road

Post town

Ringwood

County/Region

Postcode

B H 2 4 1 D H

Country

DX

Telephone

01202 970430

**Checklist**

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

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

**Important information**

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

**Where to send**

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

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

**Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

## **LARKIN WINDOWS LTD T/A APPLE & LARKIN (IN LIQUIDATION)**

### **THE LIQUIDATOR'S PROGRESS REPORT**

**18 February 2019**

**This report has been prepared for the sole purpose of updating the members and 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 members and creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.**

**David Meany of Quantuma LLP, The Old Town Hall, 71 Christchurch Road, Ringwood, BH24 1DH, was appointed Liquidator of Larkin Windows Ltd t/a Apple & Larkin on 23 December 2015.**

**David Meany is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales.**



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## **ABBREVIATIONS**

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Liquidator"	David Meany of Quantuma LLP
"the Company"	Larkin Windows Ltd t/a Apple & Larkin (in Liquidation)
EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 23 December 2017 to 22 December 2018

## **1. INTRODUCTION**

### **Introduction**

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since my last report dated 16 February 2018.

Given the information previously provided to members and creditors in my earlier report, I have not included detailed background information in respect of the Company and have focussed on the progress of the Liquidation subsequent to those reports.

*A schedule of statutory information in respect of the Company is attached at Appendix 1.*

### **Details of the Appointment of the Liquidator**

David Meany of Quantuma LLP was appointed Liquidator of the Company on 23 December 2015.

## **2. THE PROGRESS OF THE LIQUIDATION**

### **The Liquidator's Receipts and Payments Account**

Attached at Appendix 2 is a receipts and payments account covering the Review Period together with a summary of the transactions in the previous Review Periods.

The rest of this report describes the key developments in the Liquidation over the Review Period.

I have summarised the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### **VAT Basis**

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately.

### **Administrative, Statutory & Regulatory Tasks**

The Liquidator has met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Liquidator and his staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Liquidator that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.



## **Realisation of Assets**

### **Book Debts**

The only remaining unrealised assets indicated in the statement of affairs, are in respect of the outstanding book debts. To date, the sum of £21,838.48 has been received. The balance of the debts are subject to dispute and counter claims and consideration has been given to passing the debts to solicitors. However, we understand that satisfaction notes were not issued or signed by customers on those contracts without which it is considered that the debts are uncollectable and have now been written off.

### **Estimated Future Realisations**

There are no further realisations anticipated in this matter.

### **Payments**

No payments have been made other than those to the Liquidator or his professional advisors.

### **Costs incurred but remaining unpaid**

Storage costs of £30.96 have incurred during the Review Period, but remains unpaid.

During the Review Period, the Liquidator has also incurred fees and category 2 disbursements, not all of which have yet been discharged. Further details of these costs are set out below.

## **3. CREDITORS: CLAIMS AND DISTRIBUTIONS**

### **Secured Creditors**

The Company granted a debenture to NatWest Bank Plc in July 2004, creating a fixed and floating charge.

At the date of my appointment the Bank account was in credit, therefore the charge was not applied.

### **Preferential Creditors**

Preferential claims relating to unpaid holiday pay and wage arrears were estimated at £34,994.00 in the Director's Estimated Statement of Affairs. To date, 17 claims have been received totalling £29,279.04.

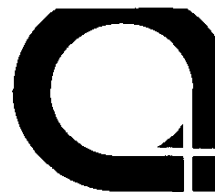
During the Review Period, the Liquidator agreed these claims at £29,279.04, and a dividend of 100p in the £ was paid to preferential creditors on 26 September 2018.

### **Prescribed Part**

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 must be made available purely for the unsecured creditors. This equates to:

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

There will be no prescribed part in this Liquidation as the secured creditor did not have a claim upon appointment.



### **Unsecured Creditors**

Unsecured claims were estimated at £129,265.00 in the Director's Estimated Statement of Affairs and, to date, 58 claims have been received totalling £512,396.94.

A dividend to unsecured creditors is expected. The quantum of any distribution will be dependent on the final costs and the level of agreed claims but I currently anticipate that the dividend will likely be in the range of c 0.5-0.6p in the £. I have begun the process of agreeing claims and a notice of intended dividend will be issued in due course.

### **Claims Process**

Due to the possible distribution to unsecured creditors, you are requested to submit claims to the address on the front of this report, marked for the attention of Tim Hollingsworth.

A Proof of Debt form is attached at Appendix 7.

## **4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS**

### **Investigations**

As part of the Liquidator's statutory duties, an investigation into the conduct of the Company Director was completed.

In this regard, a confidential report was submitted to The Insolvency Service on 21 June 2016.

### **SIP2 - Initial Assessment of Potential Recoveries**

As part of my duty as Liquidator, I am obliged to review shortly after appointment all the information available to us and conduct an initial assessment of whether there are any matters which may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This review is ongoing to ascertain whether there are any further assets or actions which would lead to a recovery for creditors, other than the additional Goodwill payment received in the previous Review Period.

### **EU Regulations (Whether Proceedings Are Main Proceedings or Territorial)**

The Company's centre of main interest was in the UK as their registered office address was Unit 397, Aviation Business Park, Christchurch, BH23 6NW and their trading address was 17 Jubilee Close, Weymouth, Dorset DT4 7BG and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

### **Further Information**

Please note that the Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Liquidator is also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>. Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk/>.





## **General Data Protection Regulation**

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link [www.quantuma.com/legal-notice/](http://www.quantuma.com/legal-notice/).

## **5. THE LIQUIDATOR'S REMUNERATION AND EXPENSES**

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 6 April 2017 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

### **Pre-Appointment Costs**

The creditors authorised the fee of £5,950.00 for assisting the Directors with placing the Company in Liquidation and with preparing the Statement of Affairs on 23 December 2015.

The fee was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

### **Liquidator's Remuneration**

The basis of the Liquidator's fees was fixed on 20 January 2016 at a meeting of creditors as follows:

- A fixed fee of £7,450 plus VAT to cover statutory, compliance and general administration of the Liquidation
- A sum equivalent to 25% of asset realisations to reflect the costs likely to be incurred in realising the assets including book debts subject to potential disputes and counterclaims
- A sum equivalent to 25% of funds distributed to any class of creditor to reflect the costs of agreeing potential disputed contractual claims and distributing funds to these creditors.
- That in addition, the Liquidator be authorised to draw Category 2 disbursements plus VAT, which will include such expenses of an incidental nature and are directly incurred in attending to matters arising in the winding up, together with the cost allocations on services supplied by the Liquidator or his firm in accordance with his normal published terms and conditions.

In accordance with this resolution, fees totalling £40,294.38 plus VAT have been drawn.

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience and I am satisfied that the basis and quantum of the fees are fair and reasonable given the circumstances of the case.

### **Comparison of Estimate**

A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 3.



The expenses incurred to date are compared with the original expenses estimate as follows:

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Statutory Advertising	341.00	Nil	409.20	Increase in notice fee
Specific Penalty Bond	396.00	Nil	396.00	
Postage	75.00	106.00	474.04	Estimated on the basis of one year
Photocopying*	75.00	Nil	544.01	Estimated on the basis of one year
Storage*	80.00	423.48	4,653.38	Quantity of customer records
Estate Accounting Fee*	Nil	50.00	150.00	Software Charge
Meeting Room Hire*	Nil	Nil	99.70	Room required due to interest in attending meeting of Creditors
Re-Direction of Mail	Nil	Nil	320.00	Required for former premises
Company Search Fees*	Nil	Nil	20.00	AML / Company Searches
Bank Charges	Nil	120.95	355.42	Increase in fees
Travel/Subsistence*	Nil	Nil	219.65	Attending Company premises
<b>TOTAL</b>	<b>967.00</b>	<b>700.43</b>	<b>2,988.02</b>	

\* Category 2 expenses.

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. Creditors approved the payment of Category 2 disbursements on these bases on 20 January 2016.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Liquidator considers that the original expenses estimate has been exceeded for the reasons given above.

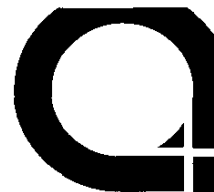
#### Sub Contracted Work

I have sub-contracted some of the work I am required to undertake as Liquidator, namely scheduling the Company's books and records. This work was sub-contracted to A Leech, an unconnected third party, who has charged £612.45 for undertaking that work, which has been paid in full.

#### Other Professional Costs

##### Agents & Valuers

Proudley Associates Limited were instructed as agents and valuers in relation the preparation of inventory, valuation and sale of chattel assets and vehicles. Their costs have been agreed on the basis of a fixed fee of £1,000 plus a commission of 10%, disbursements and VAT. The Agent's fees from the date of appointment amount to £12,220.50, inclusive of disbursements, and they have been paid in full.



### **Pension Advisors**

20/20 Pension Trustees were instructed to review the pension scheme and issue Section 120 and Section 22 letters to the Company's pension provider and others, as appropriate. The Advisor has charged a fixed fee of £250 for undertaking that work, which has been paid in full prior to the review period.

All professional costs are reviewed and analysed before payment is approved.

### **Creditors' Right to Request Information**

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Liquidator to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

### **Creditors' Right to Challenge Remuneration and/or Expenses**

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Liquidator is entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.


Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

### **Future of the Liquidation**

The process of adjudicating the claims of the unsecured creditors is reaching its conclusion. Where necessary, letters requesting further supporting documentation from creditors have been sent. It is anticipated that a *Notice of Intended Dividend* will be distributed to those creditors yet to prove their debts shortly. A first and final distribution will then be made to the unsecured creditors.

Once the dividend has been paid, the Liquidator will seek his release from office by issuing their final account to members and creditors.

Should you have any queries in regard to any of the above please do not hesitate to contact Tim Hollingsworth on 01202 970 435 or by e-mail at [tim.hollingsworth@quantuma.com](mailto:tim.hollingsworth@quantuma.com).



David Meany  
Liquidator

**LARKIN WINDOWS LTD T/A APPLE & LARKIN  
(IN LIQUIDATION)**

**STATUTORY INFORMATION**

Company Name	Larkin Windows Ltd t/a Apple & Larkin
Trading Addresses	17 Jubilee Close, Weymouth, DT4 7BG Goulds Garden Centre, Littlemoor Road, Weymouth, DT3 6AD
Proceedings	In Liquidation
Date of Appointment	23 December 2015
Liquidator	David Meany of Quantuma LLP, The Old Town Hall, 71 Christchurch Road, Ringwood BH24 1DH
Registered office Address	c/o Quantuma LLP, The Old Town Hall, 71 Christchurch Road, Ringwood BH24 1DH
Company Number	03739494
Incorporation Date	24 March 1999

**Appendix 2**

**LARKIN WINDOWS LTD T/A APPLE & LARKIN  
(IN LIQUIDATION)**

**THE LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT  
AS AT 22 DECEMBER 2018**

	ETR per S of A (£)	From 23/12/2017 To 22/12/2018 (£)	From 23/12/2015 To 22/12/2018 (£)
<b>RECEIPTS</b>			
Goodwill	Uncertain	Nil	2,000.00
Goodwill re surrender of tax losses	Nil	Nil	7,000.00
Book Debts	70,864	Nil	21,838.48
Stock & WIP	Uncertain	Nil	10,750.00
Equipment and Furniture	1,100	Nil	6,450.00
Owned Vehicles	25,300	Nil	20,000.00
Lease and Fixtures & Fittings	Nil	Nil	Nil
Cash at Bank	32,000	Nil	27,641.69
Tax Refund		Nil	581.25
Sundry Refunds		Nil	5,790.05
Bank Interest		Nil	47.00
	<b>129,264</b>	<b>Nil</b>	<b>102,098.47</b>
<b>PAYMENTS</b>			
Specific Bond		Nil	396.00
Preparation of the S of A		Nil	5,950.00
Liquidator's Admin Fee		Nil	7,450.00
Liquidator's Fees (% of Realisations)		2,351.68	25,524.62
Liquidator's Fees (% of Distributions)		7,319.76	7,319.76
Agent's Fees - Proudley Associates		Nil	4,920.00
Agent's Expenses - Proudley Associates - Collection, storage etc		Nil	7,300.50
Agent's Fees & Expenses - A Leach		Nil	612.45
Estate Accountancy Fee		50.00	150.00
Statutory Advertising		Nil	409.20
Postage		106.00	474.04
VAT Irrecoverable		Nil	5.91
Corporation Tax		1,282.12	1,282.12
Photocopies		Nil	544.01
Storage		392.52	1,522.42
Storage of assets in lieu of rent		Nil	3,100.00
Search fees		Nil	20.00
Postal redirection		Nil	320.00
Meeting room hire		Nil	99.70
Travel		Nil	219.65
Pension report		Nil	250.00
Bank Charges		120.95	355.42
<b>DIVIDENDS:</b>			
Preferential Creditors 100.00p/£ *		29,279.04	29,279.04
		<b>40,902.07</b>	<b>97,504.84</b>
<b>Net Receipts/(Payments)</b>		<b>(40,902.07)</b>	<b>4,593.63</b>

**MADE UP AS FOLLOWS**

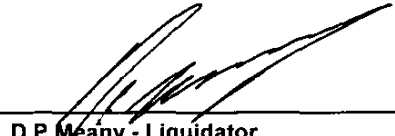
VAT recoverable

762.93

Bank non interest bearing

3,830.70

**4,593.63**

D P Meany - Liquidator

Dividend Type	Date	Admitted	Number	Paid	p in the £
Preferential Creditors	26/09/2018	29,279.04	17	29,279.04	100.00

<b>ADMINISTRATIVE TASKS</b>	
<b>Administrative Tasks</b>	
<b>Administrative Tasks</b>	
<b>Administrative Tasks</b>	
<b>Administrative Tasks</b>	
<b>VAT &amp; Corporation Tax Returns etc returns</b>	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
<b>VAT &amp; Corporation Tax Returns etc returns</b>	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<b>CREDITORS</b>	
<b>Creditors</b>	
<b>Dealing with creditor correspondence, claims and otherwise correspondence</b>	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
<b>Dealing with Pension Schemes</b>	Corresponding with the PPF and the Pensions Regulator
<b>Preparation of Cheques - including paying a dividend to creditors &amp; issuing the distribution notice</b>	Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting information on PAYE/Nl deductions from employee distributions and paying over to HMRC
<b>Receiving and allocating realisations, costs, fees and claims &amp; preparing winding-up statement at request of claimants</b>	Agreeing allocation of realisations and costs between fixed and floating charges Receipt of POD Adjudicating POD
<b>Dealing with HMRC/PPO claims</b>	
<b>Annual Progress Reports</b>	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
<b>INVESTIGATIONS</b>	
<b>Investigations</b>	
<b>Investigating &amp; Pursuing Antecedent Transactions</b>	

Responsibilities of company secretaries	Inclusions
Reviewing intercompany position	
Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book	
Issuing cheques/BACS payments	
Banking remittances	
Preparing and filing statutory receipts and payments accounts at Companies House	



PROOF OF DEBT - GENERAL FORM

**Larkin Windows Ltd T/A Apple & Larkin**

**Date of commencement of Creditors' Voluntary Liquidation: 23 December 2017**

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	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	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO