

LIQ03

Notice of progress report in voluntary winding up



Companies House

TUESDAY



A66JH15D

A23

16/05/2017

#245

COMPANIES HOUSE

1 Company details

Company number 0 4 4 9 4 0 3 2

Company name in full Nucleus Healthcare Limited

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

2 Liquidator's name

Full forename(s) Andrew

Surname Pear

3 Liquidator's address

Building name/number 82 St John Street

Street London

Post town

County/Region

Postcode E C 1 M 4 J N

Country

4 Liquidator's name ①

Full forename(s) Michael

Surname Solomons

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

5 Liquidator's address ②

Building name/number 82 St John Street

Street London

Post town

County/Region

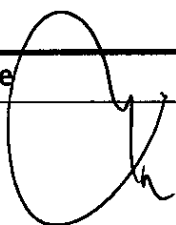
Postcode E C 1 M 4 J N

Country

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

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report											
From date	^d 0	^d 1	^m 0	^m 5	^y 2	^y 0	^y 1	^y 6				
To date	^d 3	^d 0	^m 0	^m 4	^y 2	^y 0	^y 1	^y 7				
7	Progress report											
<input checked="" type="checkbox"/> The progress report is attached												
8	Sign and date											
Liquidator's signature											X	
Signature date	^d 1	^d 5	^m 0	^m 5	^y 2	^y 0	^y 1	^y 7				

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	Amber Walker
Company name	BM Advisory
Address	82 St John Street
	London
Post town	
County/Region	
Postcode	E C 1 M 4 J N
Country	
DX	
Telephone	020 7549 8050

**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**

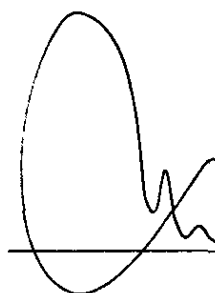
For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

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

Nucleus Healthcare Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 01/05/2016 To 30/04/2017 £	From 01/05/2013 To 30/04/2017 £
SECURED ASSETS		
Fixed charge realisations from adminis	NIL	10,000.00
	NIL	10,000.00
SECURED CREDITORS		
Palm European Investments LLC	NIL	10,000.00
	NIL	(10,000.00)
ASSET REALISATIONS		
Funds from Administration	NIL	32,485.08
Book Debts	NIL	5,053.13
Cash at Bank	NIL	3,500.00
Bank Interest Gross	7.28	22.41
Director settlement	21,000.00	21,000.00
27,000.00	21,007.28	62,060.62
COST OF REALISATIONS		
Joint Administrators' Fees	NIL	15,000.00
Joint Liquidators' Fees	5,000.00	10,000.00
Joint Liquidators' Expenses	NIL	2,039.67
Legal Fees	6,125.00	14,827.82
Palm European Investments LLC	5,353.13	5,353.13
VAT - Irrecoverable	2,326.08	8,741.78
Debt Collection Agent's Commission	NIL	386.01
Agent's Fees - Investigatory Services	NIL	950.00
Storage Costs	505.42	505.42
	(19,309.63)	(57,803.83)
27,000.00	1,697.65	4,256.79
REPRESENTED BY		
Estate bank account - interest bearing		4,256.79
		4,256.79

Note:



Andrew Pear
Joint Liquidator

TO ALL MEMBERS AND KNOWN CREDITORS

Our ref: AW/NUC003AP

15 May 2017

Dear Sirs

Nucleus Healthcare Limited – In Creditors’ Voluntary Liquidation (“the Company”)

As you are aware, Michael Solomons and I were appointed Joint Liquidators of the Company on 1 May 2013, following the Company’s conversion from Administration to Liquidation.

I have prepared my fourth annual progress report on the Company for the period 1 May 2016 to 30 April 2017. Statutory information regarding the Company is attached at **Appendix I**.

The Liquidators have acted jointly and severally in all matters relating to the Liquidation and there have been no changes in the office holders since my last report. This report should be read in conjunction with my previous reports, copies of which are available on request. Further information can also be found at www.creditorinsolvencyguide.co.uk which is designed to provide creditors with a step by step guide to the insolvency process.

CONDUCT OF LIQUIDATION

I was appointed Joint Liquidator of Nucleus Healthcare Limited (“the Company”) on 1 May 2013, following the Company’s conversion from Administration to Liquidation.

During this reporting period, I have attended to the statutory matters incumbent upon liquidators generally, including (but not limited to) drafting and issuing my annual report to members and creditors, and preparing and submitting all necessary tax returns. I have also dealt with matters relating to the former directors’ settlement, including monitoring the collection of funds and liaising with solicitors. Further information can be found in this report.

The only matter still to deal with in the Liquidation is the collection of the remainder of the director’ settlement. It is then my intention to settle any compliance matters, including submitting final tax returns and seeking the appropriate clearance from HM Revenue & Customs and then look to close my files.

RECEIPTS AND PAYMENTS ACCOUNT

A receipts and payments account for the period 1 May 2016 to 30 April 2017, and the whole period of the Liquidation, is attached as **Appendix II** and shows a balance on hand of £4,257.

Estate funds were banked into a designated interest bearing estate account at a UK bank and accordingly there is no account held by the Secretary of State to reconcile the attached account.

ASSETS

All of the Company's assets have been realised, except for the remaining balance of the former Company director's settlement agreement. As previously reported, a full and final offer of £27,000 was accepted on 14 April 2016.

During this reporting period, the sum of £21,000 has been received and £6,000 remains outstanding. Unfortunately, whilst it was anticipated that the final payment would be made no later than 31 January 2017, there have been numerous issues in the collection of the consideration, resulting in an extension to the previously agreed timescale. This has been carefully monitored and ongoing strategy reviews have taken place to ensure this debt is realised in full. Further action will be taken in the event the director does not settle the remaining balance.

LIABILITIES

Secured creditor

The Company's mortgage register held by the Registrar of Companies shows that the Company granted the following charges:

Palm European Investments LLC ("PEI")
Debenture (fixed and floating charge) - £3,052,581 owed as at 1 May 2013
Created: 02/05/2012
Registered: 05/05/2012

Finance Wales Investments (6) Limited ("FWI")
Debenture (fixed and floating charge) - £360,000 owed as at 1 May 2013
Created: 01/09/2010
Registered: 07/09/2010

There is a ranking agreement in place whereby the security in favour of FWI is subrogated to the security in favour of PEI unless and until the sums owing to PEI have been paid in full.

A security review was undertaken and both debentures are valid.

Preferential creditors

All preferential creditors were paid in full in the Administration.

Unsecured Creditors

To date, I have received claims from trade and expense creditors totalling £313,503 and a claim from HM Revenue & Customs in the amount of £16,872, which relates to unpaid PAYE and National Insurance Contributions. It is not anticipated that there will be a dividend available for unsecured creditors and therefore, I have not taken steps to adjudicate claims at this time.

DIVIDENDS

Notice is given that no distribution will be made to unsecured creditors in this matter because net asset realisations will be insufficient to cover the costs and expenses of the Liquidation.

Preferential creditors were paid in full in the Administration and PEI was paid £10,000 on 7 May 2013 under its fixed charge.

PRESCRIBED PART

The Prescribed Part Fund is created out of the Company's net floating charge property pursuant to Section 176A of the Insolvency Act 1986, as long as the floating charge was registered later than 15 September 2003.

There will be no net floating charge property, as the costs and expenses of the Liquidation have been greater than asset realisations. Therefore, there will be no distribution of the prescribed part.

JOINT LIQUIDATORS' INVESTIGATIONS

Under the insolvency legislation, the Liquidators have a duty to consider the conduct of those persons who have been directors of the Company, shadow directors or de facto directors at any time within three years preceding the Liquidation and consider whether any civil proceedings should be taken.

As previously advised, I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation. A number of transactions were identified involving the Company and a former director, which have been detailed in my previous reports.

Within six months of my appointment as Liquidator, I was required to submit a confidential report to the Secretary of State to include any matters which came to my attention during the course of my work, which may have indicated that the conduct of any past or present director would make them unfit to be concerned with the management of the Company. I confirm that my report has been submitted.

PRE-APPOINTMENT REMUNERATION

The Joint Liquidators were appointed following the Company's conversion from Administration to Liquidation. In accordance with the agreement of the secured creditor, PEI, the sum of £15,000 was paid from the Liquidation in respect of the Joint Administrators' unpaid time costs.

JOINT LIQUIDATORS' REMUNERATION

The Joint Liquidators' remuneration is fixed on the same basis as the preceding Joint Administrators. Accordingly, as agreed by the secured creditor the Joint Liquidators are to be remunerated by reference to time properly spent by them and their staff in attending to matters arising from the Liquidation of the Company.

A total of 43.20 hours have been spent during this reporting period, from 1 May 2016 to 30 April 2017, at a cost of £8,789, resulting in an average hourly charge out rate of £203. A summary of my time costs for this reporting period is attached at **Appendix III**, together with my time costs for the whole period of the Liquidation and BM Advisory's policy on fees.

I have drawn £10,000 plus VAT to date, of which £5,000 plus VAT was drawn in this reporting period.

A description of the work undertaken in this reporting period is as follows:

Administration and planning

This is work involved in the routine administrative functions of the case. It does not give direct financial benefit to the creditors, but has to be undertaken to meet our statutory requirements and obligations under the insolvency legislation and the Statements of Insolvency Practice.

- Dealing with the formalities of appointment and preparing documentation required.
- Dealing with all routine correspondence.
- Maintaining physical case files and electronic case details on insolvency case management software.
- Case planning, administration and ongoing strategy reviews.
- Maintaining and managing the Liquidators' cashbook and bank account.

Statutory compliance and reporting

This is work involved in the statutory functions of the case, together with the necessary control and supervision by senior staff. It does not give direct financial benefit to the creditors, but has to be undertaken to meet our statutory obligations.

- Preparation and issue of reports to members and creditors.
- Case bordereau.
- Ensuring statutory lodgements are submitted and tax lodgement obligations are met.

Creditors

This is work required to deal with the various creditors of the Company and maintain records of each claim. All queries and correspondence are dealt with as part of our statutory obligations.

- Dealing with creditor correspondence and telephone calls.
- Maintaining creditor information on insolvency case management software, including proof of debts received from creditors.

Realisation of assets

This is work required to be undertaken to realise the known assets in the case for the benefit of the creditors, details of which are set out in this report.

- Liaising with Fletcher Day LLP regarding the director's settlement and monitoring and reviewing the proposal.
- Ongoing strategy reviews relating to the collection of the debt.

A copy of 'A Guide to Liquidators' Fees' can be found at www.bm-advisory.com/resources/ and provides information relating to Liquidators' remuneration. A hard copy is available on request.

Please note that a secured creditor, or unsecured creditor with the permission of the Court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), may request further details of the liquidators' remuneration and expenses, within 21 days of receipt of this report.

Furthermore, a secured creditor, or unsecured creditor with the permission of the Court or with the concurrence of 10% in value of the creditors (including the creditor in question), may apply to Court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report.

JOINT LIQUIDATORS' DISBURSEMENTS

The Joint Liquidators' disbursements are fixed on the same basis as the preceding Joint Administrators. However, Category 2 disbursements were agreed by the secured creditor, PEI, and are as detailed in my firm's policy on fees. Category 1 disbursements do not need approval and can be drawn at the Liquidators' discretion without authority.

During this reporting period, I have incurred disbursements of £157, a breakdown of which is detailed below. I have not drawn any expenses in this period but I intend to settle my outstanding disbursements from the balance of funds on hand. Details of disbursements already paid are reflected within my receipts and payments account.

	£	
Creditors portal	10.00	Category 2
Photocopying and printing	33.45	Category 2
Postage	113.73	Category 1
Total	<u>157.18</u>	

I expect to incur additional expenses during the Liquidation, which will include further printing and postage costs for the circulation of my final report and storage costs in accordance with our statutory obligations to preserve the books and records. I estimate that these costs will be in the region of £163 and £860 respectively.

The following professional advisors were engaged in this Liquidation and details of the payments made to them

are reported in my receipts and payments account:

Professional/Agent	Nature of work	Fee arrangement
Fletcher Day LLP	Legal assistance pursuing director settlement	Time costs & conditional success fee

Creditors should note the payment of £5,353 made to PEI detailed in the "costs of realisations" section of my receipts and payments account. This payment forms a commercial agreement between the Joint Liquidators and PEI, whereby PEI were paid an agreed sum from funds which would have been utilised to meet the Joint Liquidators' remuneration, in return for assistance provided by PEI in the formulation of the Joint Liquidators' claim against the former director detailed in the "assets" section of this report.

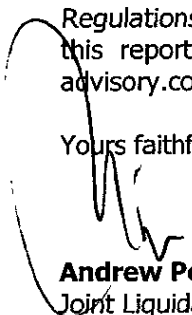
The choice of professional advisors was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances of this case.

SUMMARY

I shall report again on the next anniversary of my appointment, or the closure of the Liquidation, whichever is sooner.

Information about our complaints procedure, Professional Indemnity insurance and the Provision of Services Regulations, can be found at www.bm-advisory.com/about/legals-compliance/. If you have any queries regarding this report, please contact Amber Walker of this office on 020 7549 2366 or email amber.walker@bm-advisory.com.

Yours faithfully



Andrew Pear
Joint Liquidator

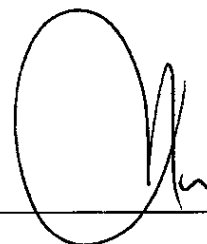
STATUTORY INFORMATION

Company name:	Nucleus Healthcare Limited
Registered office:	82 St John Street, London, EC1M 4JN
Former registered office:	5 th Floor, 15 Whitehall, London, SW1A 2DD
Former trading address:	Celtic Springs Clinic, Spooner Close, Celtic Springs, Newport, NP10 8FZ
Registered number:	04494032
Joint Liquidators' names:	Andrew Pear and Michael Solomons
Joint Liquidators' address:	82 St John Street, London, EC1M 4JN
Joint Liquidators' date of appointment:	1 May 2013

Nucleus Healthcare Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 01/05/2016 To 30/04/2017 £	From 01/05/2013 To 30/04/2017 £
SECURED ASSETS		
Fixed charge realisations from adminis	NIL	10,000.00
	NIL	10,000.00
SECURED CREDITORS		
Palm European Investments LLC	NIL	10,000.00
	NIL	(10,000.00)
ASSET REALISATIONS		
Funds from Administration	NIL	32,485.08
Book Debts	NIL	5,053.13
Cash at Bank	NIL	3,500.00
Bank Interest Gross	7.28	22.41
27,000.00 Director settlement	21,000.00	21,000.00
	21,007.28	62,060.62
COST OF REALISATIONS		
Joint Administrators' Fees	NIL	15,000.00
Joint Liquidators' Fees	5,000.00	10,000.00
Joint Liquidators' Expenses	NIL	2,039.67
Legal Fees	6,125.00	14,827.82
Palm European Investments LLC	5,353.13	5,353.13
VAT - Irrecoverable	2,326.08	8,741.78
Debt Collection Agent's Commission	NIL	386.01
Agent's Fees - Investigatory Services	NIL	950.00
Storage Costs	505.42	505.42
	(19,309.63)	(57,803.83)
27,000.00	1,697.65	4,256.79
REPRESENTED BY		
Estate bank account - interest bearing		4,256.79
		4,256.79

Note:



Andrew Pear
Joint Liquidator

Nucleus Healthcare Limited - In Liquidation

Joint Liquidators' time costs

For the period

1 May 2016 to 30 April 2017

Classification of Work	Work Analysis	Hours by Staff							Grand Total	Total Cost £	Average Hrlly Rate £
		Grade	Partner	Associate Director	Assistant Manager	Administrator 1	Administrator	Cashier			
Administration and Planning	Bill		0.00	0.10	0.00	0.00	0.00	0.00	0.10	36.00	360.00
	Case Accounting		0.00	1.00	1.10	0.80	4.80	4.20	11.90	1,925.50	161.81
	Partner Review		0.70	0.00	0.00	0.00	0.00	0.00	0.70	301.00	430.00
	Strategy and Planning		0.00	0.00	0.00	0.00	1.70	0.00	1.70	212.50	125.00
Asset Realisation	Asset Realisation (other)		0.00	1.20	0.20	0.00	5.90	0.00	7.30	1,226.50	168.01
Creditors	Asset Realisation (floating)		0.40	1.60	0.00	0.00	0.60	0.00	2.60	823.00	316.54
	Unsecured Creditors		0.00	0.10	0.00	0.00	1.80	0.00	1.90	282.00	148.42
Legal and Litigation	Secured Creditors		1.30	0.50	0.10	0.00	0.70	0.00	2.60	858.00	330.00
	Z_Legal / Litigation (floating)		0.30	0.00	0.50	0.00	0.00	0.00	0.80	271.50	339.38
Statutory Compliance	Z_Legal / Litigation (other)		0.00	0.00	0.70	0.00	0.00	0.00	0.70	199.50	285.00
	Statutory Compliance		0.00	0.60	3.10	0.00	5.60	0.00	9.30	1,799.50	193.49
	Statutory Reporting		0.30	0.50	0.50	0.00	1.90	0.00	3.20	732.50	228.91
Grand Total	Tax & VAT		0.00	0.10	0.30	0.00	0.00	0.00	0.40	121.50	303.75
			3.00	5.70	6.50	0.80	23.00	4.20	43.20	8,789.00	203.45

Nucleus Healthcare Limited - In Liquidation

Joint Liquidators' time costs

For the period

1 May 2013 to 30 April 2017

Classification of Work	Hours by Staff Grade										Grand Total	Total Cost £	Average Hnly Rate £
	Work Analysis	Partner	Associate Director	Assistant Manager	Senior Manager	Administrator	Administrator 1	Administrator	Cashier	Support Staff			
Administration and Planning	Bill	0.00	0.20	0.30	0.00	0.00	0.00	0.00	0.00	0.00	0.50	157.50	315.00
	Case Accounting	0.00	1.40	7.20	0.20	2.37	6.95	3.00	11.95	0.20	33.27	5,439.10	163.48
	Partner Review	9.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.80	3,994.00	407.55
	Strategy and Planning	0.80	1.40	19.60	2.20	0.00	29.10	3.45	0.00	0.20	56.75	10,979.00	193.46
Asset Realisation	Asset Realisation (other)	2.20	1.20	9.90	0.30	0.00	19.30	5.90	0.00	0.00	38.80	7,082.50	182.54
	Asset Realisation (floating)	0.40	1.60	0.20	0.00	0.00	0.60	0.00	0.00	0.00	2.80	880.00	314.29
	z Freehold/Leasehold Property	0.00	0.00	0.00	2.10	0.00	5.00	0.00	0.00	0.00	7.10	1,359.00	191.41
Creditors	Unsecured Creditors	2.00	0.10	0.50	2.50	0.00	21.50	1.80	0.00	0.00	28.40	5,164.00	181.83
	Preferential Creditors	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.00	0.00	0.30	45.00	150.00
	Secured Creditors	4.30	0.70	2.40	0.00	0.00	2.30	0.70	0.00	0.00	10.40	3,205.50	308.22
Investigation	Investigatory Work	24.30	0.00	43.80	1.60	0.00	74.40	0.10	0.00	0.00	144.20	31,667.50	219.61
	z Special Investigation	0.00	0.00	0.00	0.00	0.00	3.30	0.00	0.00	0.00	3.30	495.00	150.00
Legal and Litigation	z Legal / Litigation (other)	25.40	0.00	6.70	0.00	1.70	13.20	0.00	0.00	0.00	47.00	14,312.50	304.52
	z Legal / Litigation (floating)	2.20	0.00	5.10	0.00	0.00	0.00	0.00	0.00	0.00	7.30	2,399.50	328.70
Statutory Compliance	Statutory Compliance	0.00	2.50	8.70	1.00	0.20	6.50	6.00	0.00	0.00	24.90	5,414.00	217.43
	Statutory Reporting	1.30	1.20	13.10	0.00	0.00	0.00	7.35	0.00	0.00	22.95	5,101.00	222.27
	Tax & VAT	0.00	0.10	1.60	0.00	0.00	0.00	1.60	0.00	0.00	3.30	575.00	174.24
Trading	Trading	0.00	0.00	0.40	0.00	0.00	0.00	0.00	0.00	0.00	0.40	96.00	240.00
Controllable	Partner/Manager Meetings	0.00	0.00	0.00	0.00	0.00	0.40	0.00	0.00	0.00	0.40	60.00	150.00
Creditors	Employees	0.00	0.00	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.20	48.00	240.00
Grand Total		72.70	10.40	119.70	9.90	4.27	178.30	34.45	11.95	0.40	442.07	98,474.10	222.76

BM ADVISORY

STATEMENT OF POLICY ON FEES IN INSOLVENCY PROCEEDINGS

Introduction

This statement has been prepared in accordance with guidelines set out in Statement of Insolvency Practice 9 issued by the Association of Business Recovery Professionals (R3).

The following information applies to all appointments of partners, directors, consultants or staff of BM Advisory, to act as any of the following:-

Liquidator, Receiver, Administrator or Administrative Receiver of a Limited Company or Limited Liability Partnership
Trustee in Bankruptcy
Supervisor of an Individual, Company or Partnership Voluntary Arrangement
Administrator under the Insolvent Estates Order

When acting as Nominee, the provisions of the Insolvency Act 1986 ("the Act") require that the amount of the fees payable to the Office Holder be specified within the Debtor's proposals. Such fees will nevertheless be fixed to take account of the Office Holder's expected time costs arising as referred to below.

Policy on fees

In accordance with the Act, the Office Holder may seek approval of their remuneration either on a fixed fee basis, on a percentage basis or on a time costs basis. When an Office Holder's fees are charged by reference to time costs, they will be charged at the firm's usual rates applicable at the time the work is carried out. Rates may be varied from time to time, at the sole discretion of BM Advisory, and such changes will be notified in retrospect with each report to Creditors. It is the policy of BM Advisory to use as junior grade of staff as compatible with the efficient conduct of the matter in order to ensure costs are kept to a minimum. Time is recorded in 6 minute units with supporting narrative to explain the work undertaken.

As at 1st March 2014 the rates applicable are:

Grade	£
Partner 1	430
Partner 2	380
Associate Director	360
Senior Manager	340
Manager	310
Assistant Manager	285
Senior Administrator	240
Administrator 1	185
Administrator 2	155
Junior Administrator	125
Cashier	115
Support staff	85

Rates vary between individuals, reflecting experience and qualification. For certain more complex tasks, BM Advisory may seek to apply a higher rate in respect of work undertaken, but subject to prior authorisation in accordance with the Act.

Further information on the manner in which an Office Holder's fees may be fixed, can be found in the guidance notes on our website: www.bm-advisory.com/resources/.

Disbursements

Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the case or BM Advisory; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the case. These disbursements are recoverable in full from the case without the prior approval of creditors either by a direct payment from the case or, where BM Advisory has made payment on behalf of the case, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage and specific bond insurance.

Category 2 expenses are incurred by BM Advisory and recharged to the case; they are not attributed to the case by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the case, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of Category 2 disbursements are photocopying, internal room hire and internal storage.

It is proposed that the following Category 2 disbursements are recovered:

Meeting room hire	Up to £200
Creditors' Portal	£10 per report
Postage	£0.51 - £2.25
Mileage (per mile)	£0.45
Photocopies (per sheet)	£0.15
Storage (per box per month)	£0.35

The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally.