

LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY



A27 *A7A3GRQW* #112
13/07/2018
COMPANIES HOUSE

1 Company details

Company number 04732727

Company name in full Security and Facilities Management Services Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Annette

Surname Reeve

3 Liquidator's address

Building name/number 1st Floor Spire Walk

Street Chesterfield

Post town S40 2WG

County/Region

Postcode

Country

4 Liquidator's name

Full forename(s)

Surname

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other liquidator

Use this section to tell us about
another liquidator.

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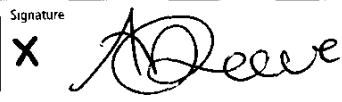
6 Period of progress report

From date	^d 2	^d 5	^m 0	^m 5	^y 2	^y 0	^y 1	^y 7	
To date	^d 2	^d 4	^m 0	^m 5	^y 2	^y 0	^y 1	^y 8	

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature	Signature							
								
Signature date	^d 1	^d 1	^m 0	^m 7	^y 2	^y 0	^y 1	^y 8

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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 **Sabina Fox**

Company name **Heath Clark**

Address **1st Floor Spire Walk**

Chesterfield

Post town **S40 2WG**

County/Region

Postcode

Country

DX

Telephone **01246 224399**



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

Security and Facilities Management Services Limite
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 25/05/2017 To 24/05/2018 £	From 25/05/2017 To 24/05/2018 £
	SECURED ASSETS		
58,346.11	Book Debts	NIL	NIL
		NIL	NIL
	SECURED CREDITORS		
(130,995.00)	HSBC Bank plc	NIL	NIL
(64,077.83)	Bibby Financial Services Ltd	NIL	NIL
		NIL	NIL
	HIRE PURCHASE		
22,800.00	Landrover Discovery OV13EAO	NIL	NIL
(21,024.52)	Conister Bank Limited	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
5,200.00	Office equipment	NIL	NIL
650.00	Plant and machinery	NIL	NIL
2,500.00	Stock	NIL	NIL
	Book Debts	313.55	313.55
	Cash at Bank	5,339.82	5,339.82
	Director contribution to costs	5,270.00	5,270.00
		10,923.37	10,923.37
	COST OF REALISATIONS		
	Specific Bond	230.00	230.00
	Statement of Affairs Fee	8,866.67	8,866.67
	Legal Fees	850.00	850.00
	Statutory Advertising	207.00	207.00
		(10,153.67)	(10,153.67)
	PREFERENTIAL CREDITORS		
(33,406.14)	Employee arrears of wages/holiday pa	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(224,579.04)	Trade & Expense Creditors	NIL	NIL
(62,028.18)	Employee redundancy/notice pay	NIL	NIL
(725.70)	Paul Birch Director's loan account	NIL	NIL
(30,038.77)	HM Revenue & Customs	NIL	NIL
(24,881.95)	Consumer Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(2.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(502,263.02)		769.70	769.70
	REPRESENTED BY		
	Vat Receivable		740.00
	Bank 1 Current		29.70
			769.70


Annette Reeve
Liquidator

Security and Facilities Management Services Limited
Liquidator's Annual Progress Report to Members and Creditors

For the period 25 May 2017 to 24 May 2018

Report Dated 11 July 2018

Private & Confidential

Heath Clark
1st Floor Spire Walk,
Chesterfield,
Derbyshire,
S40 2WG

SECURITY AND FACILITIES MANAGEMENT SERVICES LIMITED - IN LIQUIDATION

CONTENTS

- 1** Introduction and Statutory Information
- 2** Progress of the Liquidation
- 3** Creditors
- 4** Liquidator's Remuneration
- 5** Creditors' Rights
- 6** Next Report

APPENDICES

- A** Receipts and Payments Account for the Period from 25 May 2017 to 24 May 2018
- B** Time Analysis for the Period from 25 May 2017 to 24 May 2018
- C** Additional information in relation to Liquidator's Fees, Expenses & Disbursements

SECURITY AND FACILITIES MANAGEMENT SERVICES LIMITED - IN LIQUIDATION

1 Introduction and Statutory Information

- 1.1 I, Annette Reeve of Heath Clark, 1st Floor Spire Walk, Chesterfield S40 2WG, was appointed as Liquidator of Security and Facilities Management Services Limited (the **Company**) on 25 May 2017. This progress report covers the period from 25 May 2017 to 24 May 2018 (the **Period**) and should be read in conjunction with any previous progress reports which have been issued.
- 1.2 Information about the way that we will use and store personal data on insolvency appointments can be found at www.heathclark.co.uk. If you are unable to download this, please contact us and a hard copy will be provided to you.
- 1.3 The principal trading address of the Company was Systems House, Tupton Way, Holmewood Industrial Park, Holmewood, Chesterfield S42 5UZ.
- 1.4 The registered office of the Company has been changed to 1st Floor Spire Walk, Chesterfield S40 2WG and its registered number is 04732727.

2 Progress of the Liquidation

- 2.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Liquidator and his staff.
- 2.2 At Appendix A is my Receipts and Payments Account for the Period.

Following my appointment, my initial assessment of the assignment was that there were no complicated matters to deal with and that I had the staff and resources to proceed with the formalities of winding up the Company.

I have spent the majority of time dealing with statutory administration, Creditor claims and asset realisation strategy. Further time was spent collecting the Company's books and records and gaining basic information from the Company Director.

Administration (including statutory compliance & reporting)

- 2.3 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined to creditors in my initial fees estimate/information.
- 2.4 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidator.
- 2.5 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

Realisation of Assets

- 2.6 *Office equipment, plant & machinery and stock*

The Company owned a large amount of office equipment, plant & machinery, and stock. This was valued by JPS Chartered Surveyors and a sale was agreed to SFM Security Limited (10750864) which is connected by way of a common Director and Shareholder.

The sale amount of £15,000 plus VAT is being paid in instalments, and £4,250 has been received to date. At the time of drafting this report, SFM Security Limited is believed to have not made a payment to JPS Chartered Surveyors since 15 June 2018.

SECURITY AND FACILITIES MANAGEMENT SERVICES LIMITED - IN LIQUIDATION

Book debts

The Director believed that the Company had valid breaches of contract with two former customers. The information received has been passed to MD Law to investigate further, to ascertain if a claim can be made on behalf of the Company.

An amount of £313.55 was also received from Derbyshire Council as a refund of business rates.

Cash at bank

The Company had leased a vehicle through Lombard. The vehicle was collected and sold, and the surplus proceeds were introduced into the Liquidation estate for the benefit of Creditors.

Director contribution to costs

This represents moneys paid by the Director personally.

Vehicle on hire purchase

The Company had a vehicle which was subject to a hire purchase agreement with Connister Bank Limited ("Connister").

The vehicle was collected and sold by Connister, and they have lodged a claim in the Liquidation for the shortfall.

Creditors (claims and distributions)

- 2.7 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. A Liquidator is not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 2.8 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.9 The above work will not necessarily bring any financial benefit to creditors generally, however a Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidator in dealing with those claims.
- 2.10 I consider the following matters worth noting in my report to creditors at this stage:
- Creditor balances have increased to approximately £786,235.62 with claims received totalling £449,628.25.
 - I have dealt with the claims of 20 employees.
 - I have received preferential claims from the Redundancy Payments Service totalling £7,692.54

SECURITY AND FACILITIES MANAGEMENT SERVICES LIMITED - IN LIQUIDATION

Investigations

- 2.11 Some of the work the Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (**CDDA 1986**) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.
- 2.12 I can confirm that I have submitted a report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents. A disqualification order has not been made
- 2.13 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account any information provided by creditors. My investigations have not revealed any issues requiring further report or any further potential recoveries which could be pursued for the benefit of creditors.

Matters still to be dealt with

- 2.14 The Liquidation will remain open until the balance of the sale proceeds has been paid to JPS Chartered Surveyors by SFM Security Limited, in order for title of the Company assets to pass, and until all investigations into the Company's potential claims for breach of contract have been fully examined.

Connected Party Transactions

- 2.15 In accordance with Statement of Insolvency Practice 13, I would advise you that the following assets are being sold to SFM Security Limited, during the period covered by this report:

Date of first transaction	Assets involved & nature of transaction	Sale price agreed	Sold to	Relationship
19 May 2017	Office equipment, plant & machinery, stock	£15,000 plus VAT	SFM Security Limited	Connected by way of a common Shareholder and Director

3 Creditors

Secured Creditors

- 3.1 HSBC Bank plc and Bibby Financial Services Ltd hold fixed and floating charges over the Company's assets. At the date of the liquidation the indebtedness to the secured creditors was estimated at £130,995 and £64,077 83 respectively. Claims from the secured Creditors have not been received.

Preferential Creditors

- 3.2 A summary of preferential claims is detailed below.

Preferential claim	Agreed Claim £	Statement of Affairs Claim £	Dividend paid p in the £1
Employee claims (Total number of claims = 20)	7,692.54	33,406.14	Nil

Unsecured Creditors

- 3.3 I have received claims totalling £441,935.71 from 36 creditors. I have yet to receive claims from 73 creditors whose debts total £336,607.37 as per the Company's statement of affairs.

SECURITY AND FACILITIES MANAGEMENT SERVICES LIMITED - IN LIQUIDATION

- 3.4 I would confirm that it is anticipated there will be insufficient funds realised after defraying the expenses of the liquidation to pay a dividend to unsecured creditors.

4 Liquidator's Remuneration

- 4.1 Creditors approved that the basis of the Liquidator's remuneration be agreed on the basis of time spent by the Liquidator and her staff attending to matters arising in the Liquidation in accordance with the fees estimate. My fees estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.

- 4.2 A copy of that estimate is reproduced below:

Category of work	Estimated Number of Hours	
Administration (inc statutory compliance & reporting)	23	
Realisation of assets	17	
Creditors (claims & distributions)	13	
Investigations	18	
Total estimated fees		£18,700

- 4.3 My time costs for the Period are £22,045. This represents 95.5 hours at an average rate of £230.84 per hour. Attached as Appendix C is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the liquidation. To date, I have not drawn any fees on account. Disbursements of £1,287 have been drawn on account.
- 4.4 At the date of this report, I would confirm that my fees estimate for the liquidation remains unchanged. This is because I consider my estimate to be sufficient or because I intend restricting the Liquidator's time costs to be drawn from the estate to the level of my estimate and as a result, any time incurred in excess of this will not be borne by creditors.
- 4.5 A copy of 'A Creditors Guide to Liquidator's Fees' published by the Association of Business Recovery Professionals and 'A Statement of Insolvency Practice 9 (Revised)' are available at the link <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>. Please note that there are different versions for cases that commenced before or after 6 April 2010 and in this case you should refer to the post October 2015 version. A hard copy of the Creditors Guide and my charging and disbursement policy can be obtained from my office on request.
- 4.6 Attached as Appendix C is additional information in relation to the Liquidator's fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

5 Creditors' Rights

- 5.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.
- 5.2 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, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

SECURITY AND FACILITIES MANAGEMENT SERVICES LIMITED - IN LIQUIDATION

6 Next Report

6.1 I am required to provide a further report on the progress of the Liquidation within two months of the next anniversary of the Liquidation, unless I have concluded matters prior to this.

6.2 To minimise costs in the Liquidation, I am giving notice that all future documents in relation to the Liquidation are to be made available for viewing and downloading at www.ips-docs.com using password Gcq72HSX without further notice to creditors and that I will not be obliged to deliver any such documentation, unless it relates to:

- A notice of intention to declare a dividend
- A document for which personal delivery is required
- A document which is not delivered generally to all, or a class of creditors or members
- A document which I consider should be brought to the attention of creditors in the Liquidation

Please see below for an indication as to when documents may be posted online:

Document	Availability
Periodic progress report	Within 2 months of each 12-month period from the date of appointment of the Liquidator

The Liquidator's final account will also be made available on the above website as soon as the Company's affairs are fully wound-up. It is not possible at this stage to predict when this will be available.

Creditors may at any time request a hard copy of any documents currently available for viewing on the above website and all future documents by contacting Sabina Fox on 01246 2283884 or sabina@heathclark.co.uk or by writing to my office.

6.3 If you have any queries in relation to the contents of this report, please contact Sabina Fox at this office.

Yours faithfully



Annette Reeve
Liquidator

SECURITY AND FACILITIES MANAGEMENT SERVICES LIMITED - IN LIQUIDATION

Appendix C

Additional Information in Relation to the Liquidator's Fees, Expenses & Disbursements

1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 We have not utilised the services of any sub-contractors in this case.

2 Professional Advisors

- 2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
MD Law	Fixed fee

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

3 Liquidator's Expenses & Disbursements

Current position of Liquidator's expenses

- 3.1 An analysis of the expenses paid to the date of this report is detailed below:

Name of agent	Purpose	Basis of payment
TMP Reynell	Statutory advertising	Fixed fee

Category 2 disbursements do require approval from Creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by Creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

SECURITY AND FACILITIES MANAGEMENT SERVICES LIMITED - IN LIQUIDATION

4 Charge-Out Rates

- 4.1 Heath Clark's current charge-out rates are detailed below. Please note this firm records its time in minimum units of 6 minutes.

	(Per hour) £
Partner/Appointment taker	350
Senior Manager	275
Manager	200
Supervisor/Senior Administrator	175
Case administrator/Cashier	150
Other assistants and support staff	100

Security and Facilities Management Services Limite
(In Liquidation)
Liquidator's Summary of Receipts & Payments
To 24/05/2018

S of A £		£	£
58,346.11	SECURED ASSETS Book Debts	NIL	NIL
(130,995.00)	SECURED CREDITORS HSBC Bank plc	NIL	
(64,077.83)	Bibby Financial Services Ltd	NIL	NIL
22,800.00	HIRE PURCHASE Landrover Discovery OV13EAO	NIL	
(21,024.52)	Conister Bank Limited	NIL	NIL
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650.00	Plant and machinery	NIL	
2,500.00	Stock	NIL	
	Book Debts	313.55	
	Cash at Bank	5,339.82	
	Director contribution to costs	5,270.00	10,923.37
	COST OF REALISATIONS Specific Bond	230.00	
	Statement of Affairs Fee	8,866.67	
	Legal Fees	850.00	
	Statutory Advertising	207.00	(10,153.67)
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(2.00)	DISTRIBUTIONS Ordinary Shareholders	NIL	NIL
(502,263.02)			769.70
	REPRESENTED BY Vat Receivable		740.00
	Bank 1 Current		29.70
			769.70

Time Entry - SIP9 Time & Cost Summary

0182 - Security and Facilities Management Services Limite
All Post Appointment Project Codes
From: 25/05/2017 To: 24/05/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	2.00	13.40	0.00	0.10	15.50	3,732.50	240.81
Case Specific Matters	0.00	0.30	0.00	0.00	0.30	67.50	225.00
Creditors	1.00	22.80	0.00	0.00	23.80	5,480.00	230.25
Investigations	1.00	2.50	0.00	0.00	3.50	912.50	260.71
Realisation of Assets	0.50	51.90	0.00	0.00	52.40	11,852.50	226.19
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	4.50	90.90	0.00	0.10	95.50	22,045.00	230.84
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	