

In accordance with  
Rule 6.28 of the  
Insolvency (England &  
Wales) Rules 2016 and  
Section 106(3) of the  
Insolvency Act 1986.

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

MONDAY



A13 \*A7WNQR09\* 07/01/2019 #208  
COMPANIES HOUSE

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### 1 Company details

Company number 0 5 3 8 4 8 2 1

Company name in full Robinson & Sons (Building Services) Limited

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

### 2 Liquidator's name

Full forename(s) Samuel J

Surname Talby

### 3 Liquidator's address

Building name/number Bush House

Street 77A Alma Road

Post town Clifton

County/Region Bristol

Postcode B S 8 2 D P

Country

### 4 Liquidator's name ①

Full forename(s) Julie

Surname Swan

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

### 5 Liquidator's address ②

Building name/number Bush House

Street 77A Alma Road

Post town Clifton

County/Region Bristol

Postcode B S 8 2 D P

Country

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

# LIQ14

Notice of final account prior to dissolution in CVL

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## Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

7

## Final account

☒ I attach a copy of the final account.

8

## Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup>0

<sup>d</sup>3

<sup>m</sup>0

<sup>m</sup>1

<sup>y</sup>2

<sup>y</sup>0

<sup>y</sup>1

<sup>y</sup>9

# LIQ14

Notice of final account prior to dissolution in CVL

## 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 **Keith Hewison**

Company name **PCR (Newcastle) Limited**

Address **Suite 108, Collingwood Buildings  
38 Collingwood Street**

Post town **Newcastle upon Tyne**

County/Region

Postcode **N E 1 1 J F**

Country

DX

Telephone **0191 229 9656**

## 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)



**Robinson & Sons (Building Services) Limited  
(In Creditors' Voluntary Liquidation)**

**Joint Liquidators' Final Account to the Members and Creditors  
for the period 22 December 2017 to 6 November 2018 prepared in accordance with Section 106  
of The Insolvency Act 1986 and  
Rule 6.28 of the Insolvency Rules (England and Wales) 2016**

**PCR (Bristol) LLP  
77A Alma Road  
Clifton  
Bristol  
BS8 2DP  
Tel: 0117 239 0343  
Ref: ST/JAS/SR /KH/CB/BOROB00/04**

## **Robinson & Sons (Building Services) Limited - In Creditors' Voluntary Liquidation**

### **JOINT LIQUIDATORS' FINAL ACCOUNT TO CREDITORS AND MEMBERS**

#### **EXECUTIVE SUMMARY**

We, Samuel Talby and Julie Swan both of PCR (Bristol) Limited, 77A Alma Road, Clifton, Bristol, BS8 2DP, were appointed Joint Liquidators of Robinson & Sons (Building Services) Limited ("the Company") by creditors at a meeting held on 22 December 2015. The Company was placed into Creditors' Voluntary Liquidation in accordance with Section 98 of the Insolvency Act 1986.

The Liquidation is for all practical and statutory purposes complete and we now report pursuant to Section 106 of the Insolvency Act 1986 and Rule 6.28 of Insolvency Rules 2016 and provide our final account on the administration of this matter.

#### **STATUTORY INFORMATION**

Company Name: Robinson & Sons (Building Services) Limited

Company Number: 05384821

Date of Incorporation: 8 March 2005

Registered Office: The Basement, 77A Alma Road, Clifton, Bristol. BS8 2DP

Former Registered Office: Moderna Cottage, 5 Wells Road, Corston, Bath, Avon. BA2 9AZ

Nature of Business: Building and Maintenance Services

Company Directors:

<b>Directors</b>	<b>Appointed</b>	<b>Resigned</b>
Adrian Robinson	8 March 2005	In office
Lorna Robinson	8 March 2005	In office
Stephen Robinson	8 March 2005	In office

Shareholding: 3 ordinary shares of £1 each, held as follows:

<b>Name</b>	<b>Shareholding</b>
Adrian Robinson	1 Ordinary Share A
Lorna Robinson	1 Ordinary Share B
Stephen Robinson	1 Ordinary Share C

Charges: Having reviewed the information at Companies House, there are no charges registered over the Company.

## **Appointment Details**

Joint Liquidators Names:	Samuel Talby and Julie Swan
Liquidators' Address:	PCR (Bristol) LLP 77A Alma Road Clifton Bristol BS8 2DP
Date of Appointment:	22 December 2015
Actions of Joint Liquidators	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both Liquidators acting jointly or separately.

## **JOINT LIQUIDATOR'S ACTIONS SINCE APPOINTMENT**

During our appointment, as Joint Liquidators we have fulfilled our statutory duties in relation to statutory filings with Companies House and made arrangements to deregister the Company's VAT and tax registrations.

We have realised all the known assets in the estate, as detailed per the Statement of Affairs and we have made enquiries into potential claims the Liquidators may have against the directors and/or other third parties.

We have undertaken an investigation into tangible and current assets listed on the Company's last set of accounts, to ascertain whether any realisations can be made in the liquidation.

During the period, we have complied with various statutory obligations and taken steps necessary to wind up the Company's affairs.

There is certain work that we are required by the insolvency legislation to undertake work in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my last progress report is contained in Appendix I.

## **RECEIPTS AND PAYMENTS ACCOUNT**

Our Receipts and Payments accounts for the period 22 December 2017 to 6 November 2018, being the period under review in this report and for the entire period of the liquidation from 22 December 2015 to 6 November 2018 are attached at Appendix II.

## **ASSET REALISATION**

Upon our appointment, we instructed independent valuation agents, namely Asset Management Services (UK) Limited ("AMS") to undertake a valuation of the assets of the business, which were valued at the sum of £2,070.

Upon the Liquidators' appointment, Adrian Robinson ("the Director") expressed an interest in purchasing the business as a going concern. The Liquidators did not receive any other offers and as the Company's name was also the surname of the Director, it was determined that the sale back to

the Director would result in the best outcome for the benefit of the estate. As a result, the Liquidators completed a sale of the business and assets as a going concern on the 14 January 2016 to the Director, who set up a new Company; Robinson's Building Services Limited. The sale was agreed as follows:

<b>Asset</b>	<b>Valuation</b>	<b>Agreed Sale Price</b>
Tools & Equipment	£750	£750
IT Equipment	£300	£299
Motor Vehicles	£1,020	£1,020
Goodwill	-	£1
<b>Total</b>	<b>£2,070</b>	<b>£2,070</b>

The consideration of £2,070 has been received and is detailed on the attached Receipts and Payments account.

#### **Cash at Bank**

Following appointment, the Liquidators realised the cash at bank in the sum of £6,500.

#### **Directors Loan Account**

As detailed on the Directors' Statement of Affairs, there was an outstanding Director's Loan Account due to the Company of £5,835. Upon appointment, the Liquidators took steps to recover this sum for the estate.

To date, the Joint Liquidators have received £430 and therefore a balance of £5,405 remained outstanding. Due to a change in circumstances the Director is unable to settle the balance and does not have sufficient assets to justify pursuing this matter further. It is not considered cost effective to do so as there would be no likely benefit for creditors.

#### **PPI Claim**

The Joint Liquidators were contacted by Lloyds Bank in relation to an outstanding PPI Claim due to the Company and the sum of £1,882.64 was received in full and final settlement.

#### **Bank Interest**

Interest of £2.66 has been received to date.

#### **Other Assets**

We have conducted investigations into the Company's affairs and no additional assets or antecedent transactions have been identified.

### **LIABILITIES**

#### **Secured Creditors**

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

There are provisions of the insolvency legislation that require a Liquidator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over its assets to a lender on or after 15 September 2003. This is known as the

“prescribed part of the net property” (“prescribed part”). A Company’s net property is that left after paying the preferential creditors, but before paying the lender who holds a floating charge. Any costs of the Liquidation that are payable before the Liquidator has reached a position to make a distribution to the floating charge holder have to be deducted from floating charge realisations before arriving at an amount for the “net property” of the Company. As a result, the costs associated with realising floating charge assets, paying preferential claims in full, the general costs of winding up and the costs of confirming the validity of the floating charge will have to be deducted before the “net property” is calculated. The “prescribed part” that the Liquidator then has to set aside for unsecured creditors is:

- 50% of the first £10,000 of the net property; and
- 20% of the remaining net property up to a maximum of £600,000.

As there are no charges registered over the assets of the Company, the prescribed part provisions will not apply.

#### **Preferential Creditors**

The statement of affairs does not identify any preferential creditors and no preferential claims have been received.

#### **Crown Creditors**

The statement of affairs included £15,027 owed to HM Revenue and Customs, made up of £6,977 for VAT and £8,050 for Corporation Tax. HMRC has not submitted a claim in the Liquidation.

#### **Unsecured Creditors**

A creditors’ claims summary is attached at Appendix III.

#### **Trade and Expense Creditors**

The Company has eight known trade and expense creditors owed a total of approximately £2,713. Claims totalling £1,722 have been received to date.

#### **Other unsecured creditors**

According to the information provided by the Directors, Lloyds Bank PLC were owed £6,530 and Lloyds Credit Services were owed £5,609. A claim in the sum of £12,440 has been received.

#### **DIVIDENDS**

There will not be a dividend to any class of creditor due to insufficient funds in the estate and as such, please find attached in Appendix IV notice to creditors that no dividend will be declared.

#### **INVESTIGATION INTO THE AFFAIRS OF THE COMPANY**

We 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, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.

There were no matters which justified further investigation in the circumstances of this appointment.



Within six months of our appointment as Liquidators, we are required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during my work which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. We confirm that our report has been submitted.

#### **PRE-APPOINTMENT REMUNERATION**

The payment of a fee of £5,000 plus VAT and disbarments for assistance with preparing the statement of affairs, producing and circulating the notices for the meetings of members and creditors prior to our appointment to be paid by the Company was authorised by creditors at a meeting held on 22 December 2015.

The fee for preparing the statement of affairs had been agreed to be paid from first realisation on appointment and this is shown in the enclosed receipts and payments account.

#### **JOINT LIQUIDATORS' REMUNERATION**

The sum of £4,539.50 representing 24.50 hours work was charged in the period covered by this report, giving an average charge out rate of £185.29 per hour across all grades has been incurred.

In the liquidation period up to the 6 November 2018, the sum of £24,366.75 representing 149.05 hours of work, giving an average charge out rate of £163.48 per hour across all grades has been incurred.

We obtained approval from the creditors on 24 February 2016 to draw remuneration on the following basis.

- A fixed fee of £7,000;
- 40% of any assets realised up to £25,000;
- 30% of any assets realised from £25,001 to £50,000;
- 25% of any assets realised from £50,001 to £75,000; and
- 20% of any assets realised from £75,001 and above.

We can confirm that the sum of £10,299.19 has been drawn in respect of our remuneration of which £286 has been drawn during the period of this report.

A schedule of our time costs incurred to date is attached as Appendix V

A copy of 'A Creditors Guide to Liquidators' Fees' published by R3, The Association of Business Recovery Professionals is available at the link [www.icaew/en/technical/insolvency/creditors-guides](http://www.icaew/en/technical/insolvency/creditors-guides). A paper copy is available on request to this office.

A copy of PCR's Statement on Remuneration and Expenses in Insolvency Proceedings which details the charging and expenses recovery policy of PCR is attached for your information

#### **JOINT LIQUIDATORS' EXPENSES**

We have incurred total expenses of £322.00 since our appointment. No expenses were incurred in the period of this report.

The following expenses have been incurred.

Type of Expense	Amount incurred	Amount Paid	Amount still to be paid
Statutory Bond	£70.00	70.00	0.00
Statutory Advertising	£213.00	213.00	0.00
Company Searches	£3.00	3.00	0.00
<b>TOTAL</b>	<b>£322.00</b>	<b>£322.00</b>	<b>£0.00</b>

With regard to disbursements, specific expenditure relating to the liquidation of the insolvent estate and payable to an independent third party is recoverable without creditor approval. Such expenditure is made if funds are available from the insolvent estate. If funds are not available, then payment is made from this firm's office account and reimbursed from the estate should funds become available.

Expenditure incidental to the administration of the insolvent estate which by its nature includes an element of shared or allocated costs is recoverable with creditor approval. Payments in respect of these costs are defined as Category 2 disbursements. This office has a policy of not charging for any Category 2 disbursements. For the avoidance of doubt no Category 2 disbursements have been charged in this case.

The following agents or professional advisors have been utilised in this matter:

Agent	Disbursement	Incurred (£)	Paid (£)	Balance (£)
AMS	Valuers Fees	300.00	300.00	0.00
<b>Total</b>		<b>300.00</b>	<b>300.00</b>	<b>0.00</b>

The choice of professionals 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.

## **FURTHER INFORMATION**

In accordance with Rule 18.9 of the Insolvency Rules (England and Wales) 2016 and within twenty-one days of 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 Joint Liquidators' provide further information about their remuneration or expenses, which have been itemised in this report.

In accordance with Rule 18.9 of the Insolvency Rules (England and Wales) 1986 any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within eight weeks of receipt of this report make an application to Court on the grounds that the basis fixed for the Liquidators' remuneration, the remuneration charged or the expenses incurred by the Liquidators as set out in this report are excessive.

At PCR we always strive to provide a professional and efficient service, however we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. If you should have cause to complain about the way that we are acting, you should, in the first instance, put details of your complaint in writing to our complaints officer Mark Phillips of PCR, Unit 1, First Floor, Brook Business Centre, Cowley Mill Road, Uxbridge, UB8 2FX, Middlesex, HA4 6SE. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior partner unconnected with the appointment.

Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences the insolvency practitioner concerned. Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA; or you may email [ip.complaints@insolvency.gsi.gov.uk](mailto:ip.complaints@insolvency.gsi.gov.uk); or you may phone 0300 678 0015 - calls are charged at between 1p and 10.5p per minute from a land line, for mobiles, between 12p and 41p per minute if you're calling from the UK.

## **SUMMARY**

The winding up of the Company is now for all practical purposes complete and we are seeking the release of myself and Samuel Talby as Joint Liquidators of the Company. Creditors and members should note that provided no objections to our release are received we shall obtain our release as Joint Liquidators following the delivery of the final notice to the Registrar of Companies, following which our case files will be placed in storage.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Keith Hewison by email at [keithhewison@pcrllp.co.uk](mailto:keithhewison@pcrllp.co.uk), or by phone on 0191 229 9520 before our release.



**Julie Swan**  
**Joint Liquidator**

## **APPENDIX I**

### **Work undertaken during the period 22 December 2015 to 6 November 2018**

1. **Administration and Planning**

- Preparing documentation required.
- Dealing with all routine correspondence.
- Maintaining physical case files and electronic case details on IPS.
- Review and storage.
- Case bordereau.
- Case administration.
- Preparing reports to members and creditors.

2. **Cashiering**

- Maintaining and managing the Liquidator's cashbook and bank account.
- Ensuring statutory lodgements and tax lodgement obligations are met.

3. **Creditors**

- Dealing with creditor correspondence and telephone conversations.
- Preparing reports to creditors.
- Maintaining creditor information on IPS.
- Reviewing proofs of debt received from creditors.

4. **Realisation of Assets**

- Corresponding with Bibby's regarding the outstanding book debts owing to the Company.
- Liaising with the Company's bank regarding the closure of the account.
- Corresponding with Ventures regarding the sale of the Company's stock and goodwill
- Corresponding with the agent re the valuation of the Company's stock.

5. **Investigations**

- Review and storage of books and records.
- Preparing a return pursuant to the Company Directors Disqualification Act.
- Review books and records to identify any transactions or actions a Liquidator may take against a third party in order to recover funds for the benefit of creditors.

## **APPENDIX II**

### **Receipts and Payments Account**

**Joint Liquidator's Receipts and Payments account  
for the period 22 December 2017 to 6 November 2018  
AND  
For the period 22 December 2015 to 6 November 2018**

### **SCHEDULE OF HOURLY RATES**

**Robinson & Sons (Building Services) Limited  
(In Liquidation)**

**Joint Liquidators' Summary of Receipts and Payments**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>From 22/12/2015 To 22/12/2017 (£)</b>	<b>From 23/12/2017 To 06/11/2018 (£)</b>	<b>Total (£)</b>
Tools & Equipment	750.00	750.00	0.00	750.00
Motor Vehicles	1,020.00	1,020.00	0.00	1,020.00
IT Equipment	300.00	299.00	0.00	299.00
Goodwill		1.00	0.00	1.00
Cash at Bank		6,500.00	0.00	6,500.00
Debtors - Directors Loan Account	Uncertain	430.00	0.00	430.00
Debtors	Uncertain	0.00	0.00	0.00
Bank Interest Gross		2.15	0.51	2.66
PPI Claim		1,882.64	0.00	1,882.64
		<b>10,884.79</b>	<b>0.51</b>	<b>10,885.30</b>

**PAYMENTS**

Sundry Expenses		0.00	0.11	0.11
Specific Bond		70.00	0.00	70.00
Statement of Affairs and Meeting Fee		5,000.00	0.00	5,000.00
Office Holders Fees		3,000.00	2,299.19	5,299.19
Companies House Search		3.00	0.00	3.00
Agents/Valuers Fees		300.00	0.00	300.00
Statutory Advertising		213.00	0.00	213.00
Employees Wage Arrears	(234.50)	0.00	0.00	0.00
Employees Holiday Pay	(938.00)	0.00	0.00	0.00
Trade & Expense Creditors	(14,373.00)	0.00	0.00	0.00
HM Revenue & Customs (VAT)	(6,977.00)	0.00	0.00	0.00
HM Revenue & Customs (Corp Tax)	(8,050.00)	0.00	0.00	0.00
Employees Other Unsecured Claims	(4,690.00)	0.00	0.00	0.00
Ordinary Shareholders	(3.00)	0.00	0.00	0.00
		<b>8,586.00</b>	<b>2,299.30</b>	<b>10,885.30</b>

<b>Net Receipts/(Payments)</b>	<b>2,298.79</b>	<b>(2,298.79)</b>	<b>0.00</b>
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**MADE UP AS FOLLOWS**

Liquidation Bank Account	2,298.79	(2,298.79)	0.00
	<b>2,298.79</b>	<b>(2,298.79)</b>	<b>0.00</b>

**Robinson & Sons (Building Services) Limited  
(In Liquidation)**

**Joint Liquidators' Summary of Receipts and Payments**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>From 22/12/2015 To 22/12/2015 (£)</b>	<b>From 23/12/2015 To 06/11/2018 (£)</b>	<b>Total (£)</b>
Tools & Equipment	750.00	0.00	750.00	750.00
Motor Vehicles	1,020.00	0.00	1,020.00	1,020.00
IT Equipment	300.00	0.00	299.00	299.00
Goodwill		0.00	1.00	1.00
Cash at Bank		6,500.00	0.00	6,500.00
Debtors - Directors Loan Account	Uncertain	0.00	430.00	430.00
Debtors	Uncertain	0.00	0.00	0.00
Bank Interest Gross		0.00	2.66	2.66
PPI Claim		0.00	1,882.64	1,882.64
		<b>6,500.00</b>	<b>4,385.30</b>	<b>10,885.30</b>

**PAYMENTS**

Sundry Expenses		0.00	0.11	0.11
Specific Bond		0.00	70.00	70.00
Statement of Affairs and Meeting Fee		5,000.00	0.00	5,000.00
Office Holders Fees		0.00	5,299.19	5,299.19
Companies House Search		0.00	3.00	3.00
Agents/Valuers Fees		0.00	300.00	300.00
Statutory Advertising		0.00	213.00	213.00
Employees Wage Arrears	(234.50)	0.00	0.00	0.00
Employees Holiday Pay	(938.00)	0.00	0.00	0.00
Trade & Expense Creditors	(14,373.00)	0.00	0.00	0.00
HM Revenue & Customs (VAT)	(6,977.00)	0.00	0.00	0.00
HM Revenue & Customs (Corp Tax)	(8,050.00)	0.00	0.00	0.00
Employees Other Unsecured Claims	(4,690.00)	0.00	0.00	0.00
Ordinary Shareholders	(3.00)	0.00	0.00	0.00
		<b>5,000.00</b>	<b>5,885.30</b>	<b>10,885.30</b>

<b>Net Receipts/(Payments)</b>	<b>1,500.00</b>	<b>(1,500.00)</b>	<b>0.00</b>
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**MADE UP AS FOLLOWS**

Liquidation Bank Account	500.00	(500.00)	0.00
VAT Receivable / (Payable)	1,000.00	(1,000.00)	0.00
	<b>1,500.00</b>	<b>(1,500.00)</b>	<b>0.00</b>



## **REMUNERATION POLICY**

### **Charge Out Rates Applicable to this Assignment**

The table below sets out charge out rates by grade of staff. Charge out rates are reviewed periodically and where an assignment covers more than one period the rates for each period relevant to that assignment are provided below.

	<b><i>01.04.2015 to 30.04.2016</i></b>	<b><i>01.05.2016 Onwards</i></b>
<b>Grade of Staff</b>	<b>£ Per Hour</b>	<b>£ Per Hour</b>
<b>Partners / Office Holders</b>	<b>285</b>	<b>295</b>
<b>Director</b>	<b>265</b>	<b>280</b>
<b>Manager</b>	<b>200-260</b>	<b>240-270</b>
<b>Administrator</b>	<b>120-160</b>	<b>115-190</b>
<b>Cashier &amp; Support</b>	<b>80-125</b>	<b>100-110</b>
<b>Average</b>	<b>205</b>	<b>218</b>

Time is charged in 6 minute units and recorded using an electronic time recording system.

Work is undertaken by the grade of staff most appropriate to the assignment or the task being dealt with.

Office Holder's fees may generally only be recovered with creditor approval. Creditors Guides to the calculation of Office Holder's fees, as provided by Statement of Insolvency Practice 9 (SIP9) published by R3, The Association of Business Recovery Professionals, are available at the link <http://www.icaew.com/en/technical/insolvency/creditors-guides> and paper copies are available on request.

## **DISBURSEMENTS POLICY**

### **Category 1 Disbursements**

Items of specific expenditure relating to the administration of the insolvent estate and payable to an independent third party (i.e. direct costs) are defined as "Category 1 disbursements". These are recoverable without creditor approval. Such items would include legal fees, agents' charges, bank charges and insurances. Such expenditure is made directly from the insolvent estate where funds are available. If funds are not available, then payment is made from this firm's office account and reimbursed from the estate when funds are available. All Category 1 disbursements are charged at the actual cost incurred, with no mark up or handling charge applied.

### **Category 2 Disbursements**

Expenditure incidental to the administration of the insolvent estate which by its nature includes an element of shared or allocated costs is recoverable only with creditor approval. Payments in respect of these costs are defined as Category 2 disbursements. This office has a policy of not charging for any Category 2 disbursements and no other charges are made for any items bearing an element of shared or allocated cost.



**Robinson & Sons (Building Services) Limited**  
**Creditor Claims Summary Report**

Key	Name	Rep. By	S of A £	Claim £	Agreed Claim £
CA00	Academy Insurance Services Limited		478.71	0.00	0.00
CB00	Bath and North East Somerset Council		1,166.00	840.00	0.00
CB01	Lite Tax Limited/Business Fundamentals		115.92	882.00	0.00
CB02	British Gas		1.00	0.00	0.00
CC00	Castle Scaffolding		0.00	0.00	0.00
CG00	Good Energy GE232408E		20.00	0.00	0.00
CH00	HM Revenue & Customs VAT 850 3053 59		6,977.00	0.00	0.00
CH01	HM Revenue & Customs Tax 7924113516		8,050.00	0.00	0.00
CH02	HM Revenue & Customs PAYE 034/NZ69566		0.00	0.00	0.00
CL00	Lloyds Bank PLC Account Number:04577499		6,530.40	12,440.42	0.00
CL01	Lloyds Credit Services Account Ref: 4177270010132452		5,608.61	0.00	0.00
CM00	MMA Insurance PLC Policy Number: CT02021078985		454.56	0.00	0.00
CZ00	Zurich Insurance Policy Number: 103/2P05/ER680724		476.95	0.00	0.00
ER00	Adrian Robinson		5,862.50	938.00	0.00
PP00	PCR LLP		0.00	0.00	0.00
<b>15 Entries Totalling</b>			<b>35,741.65</b>	<b>15,100.42</b>	<b>0.00</b>

**Notice about final dividend position**

**Robinson & Sons (Building Services) Limited ("the Company") – In Creditors' Voluntary Liquidation**

Company registered number: 05384821

Notice is given under rule 14.36 of The Insolvency (England and Wales) Rules 2016, by Samuel Talby and Julie Swan, the Joint Liquidators to the creditors of Robinson & Sons (Building Services) Limited that no dividend will be declared to unsecured creditors

A dividend will not be declared to unsecured creditors as insufficient assets were realised.

Creditors requiring further information regarding the above, should either contact me at PCR (Newcastle) Limited, Suite 108, Collingwood Buildings, Collingwood Street, Newcastle upon Tyne, NE1 1JE or contact Keith Hewison by telephone on 0191 2299656, or by email at [keithhewison@pcrllp.co.uk](mailto:keithhewison@pcrllp.co.uk)

6 November 2018



**Julie Swan**  
**Joint Liquidator**

## **APPENDIX V**

### **Schedule of Time Costs**

**for the period 22 December 2017 to 6 November 2018**  
**and**  
**For the period 22 December 2015 to 6 November 2018**

Time Entry - SIP9 Time & Cost Summary + Cumulative

3OROB00 - Robinson & Sons (Building Services) Limited  
From: 22/11/2015 To: 06/11/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)				
Administration & planning	2.25	8.40	66.90	8.70	86.25	14,405.25	167.02	73.95	12,340.25				
Base specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Baseline/Tax Returns	0.00	0.00	0.50	0.10	0.60	71.00	118.33	0.10	11.00				
Buildings	0.00	1.70	6.70	0.00	7.40	1,182.00	159.73	4.60	769.00				
Employees	0.00	0.30	0.50	0.00	0.80	142.50	178.13	0.00	0.00				
Information & Communications Technology	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Investigations	0.10	2.90	19.50	3.20	25.70	3,498.00	136.11	25.70	3,498.00				
Litigation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Version Schemes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Year Oct 1998 Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Realisations of assets	0.50	2.80	4.90	0.00	8.20	1,557.00	189.86	8.00	1,602.00				
Statutory Duties	0.00	8.30	11.80	0.00	20.10	3,511.00	174.68	7.00	1,272.50				
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Total Hours / Costs					2.85	24.50	108.70	13.00	149.05	24,366.75	163.46	119.36	19,376.75
Total Fees Claimed										10,299.19			
Total Disbursements Claimed										288.08			

# Time Entry - SIP9 Time & Cost Summary + Cumulative

BOROB00 - Robinson & Sora (Building Services) Limited  
From: 22/1/2017 To: 06/11/2018

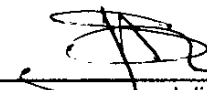
Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Administration & planning	0.30	0.10	21.30	2.80	24.50	4,539.50	185.28	73.95	12,340.26
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashier/Tax Returns	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	11.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.80	753.00
Employees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Information & Communications Technology	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.70	3,486.00
Litigation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pension Schemes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Oct 1998 Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisations of assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	1,602.00
Statutory Duties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00	1,272.50
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours / Costs</b>	<b>0.30</b>	<b>0.10</b>	<b>21.30</b>	<b>2.80</b>	<b>24.50</b>	<b>4,539.50</b>	<b>185.28</b>	<b>119.35</b>	<b>19,378.75</b>
<b>Total Fees Claimed</b>						<b>10,299.19</b>			
<b>Total Disbursements Claimed</b>						<b>286.00</b>			

**Robinson & Sons (Building Services) Limited**  
**(In Liquidation)**  
**Joint Liquidators' Trading Account**  
**From 22 December 2015 To 3 January 2019**

<b>S of A £</b>	<b>£</b>	<b>£</b>
TRADING EXPENDITURE		
Sundry Expenses	0.11	
		(0.11)
<b>TRADING SURPLUS/(DEFICIT)</b>		<b>(0.11)</b>

**Robinson & Sons (Building Services) Limited**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**  
**From 22 December 2015 To 3 January 2019**

S of A £		£	£
	<b>ASSET REALISATIONS</b>		
750.00	Tools & Equipment	750.00	
1,020.00	Motor Vehicles	1,020.00	
300.00	IT Equipment	299.00	
	Goodwill	1.00	
	Cash at Bank	6,500.00	
Uncertain	Debtors - Directors Loan Account	430.00	
Uncertain	Debtors	NIL	
	Bank Interest Gross	2.66	
	Trading Surplus/(Deficit)	(0.11)	
	PPI Claim	1,882.64	
			10,885.19
	<b>COST OF REALISATIONS</b>		
	Specific Bond	70.00	
	Statement of Affairs and Meeting Fee	5,000.00	
	Office Holders Fees	5,299.19	
	Companies House Search	3.00	
	Agents/Valuers Fees	300.00	
	Statutory Advertising	213.00	
			(10,885.19)
	<b>PREFERENTIAL CREDITORS</b>		
(234.50)	Employees Wage Arrears	NIL	
(938.00)	Employees Holiday Pay	NIL	
			NIL
	<b>UNSECURED CREDITORS</b>		
(14,373.00)	Trade & Expense Creditors	NIL	
(6,977.00)	HM Revenue & Customs (VAT)	NIL	
(8,050.00)	HM Revenue & Customs (Corp Tax)	NIL	
(4,690.00)	Employees Other Unsecured Claims	NIL	
			NIL
	<b>DISTRIBUTIONS</b>		
(3.00)	Ordinary Shareholders	NIL	
			NIL
<b>(33,195.50)</b>			<b>(0.00)</b>
	<b>REPRESENTED BY</b>		
			NIL

  
 Julie Swan  
 Joint Liquidator