

LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



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A17 15/08/2018 #226
COMPANIES HOUSE

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1	Company details	
Company number	0 5 4 7 8 6 9 9	→ Filing in this form Please complete in typescript or in bold black capitals.
Company name in full	POD Urban Design Limited	
2	Liquidator's name	
Full forename(s)	Philippa	
Surname	Smith	
3	Liquidator's address	
Building name/number	Oxford Chambers	
Street	Oxford Road	
Post town	Guiseley	
County/Region	Leeds	
Postcode	L S 2 0 9 A T	
Country		
4	Liquidator's name ①	
Full forename(s)	Kate Elizabeth	① Other liquidator Use this section to tell us about another liquidator.
Surname	Breese	
5	Liquidator's address ②	
Building name/number	Oxford Chambers	② Other liquidator Use this section to tell us about another liquidator.
Street	Oxford Road	
Post town	Guiseley	
County/Region	Leeds	
Postcode	L S 2 0 9 A T	
Country		

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6 Period of progress report

From date	^d 2	^d 8	^m 0	^m 3	^y 2	^y 0	^y 1	^y 7
To date	^d 2	^d 7	^m 0	^m 3	^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 4	^m 0	^m 8	^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

Company name

Walsh Taylor

Address

Oxford Chambers

Oxford Road

Post town

Guiseley

County/Region

Leeds

Postcode

L S 2 0 9 A T

Country

DX

Telephone

01943 877545

**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

POD Urban Design Limited
(In Liquidation)

Joint Liquidators' Summary of Receipts and Payments
To 27 March 2018

RECEIPTS	Declaration of Solvency (£)	Total (£)
Book Debts	100,000.00	100,000.00
Cash at Bank	123,402.59	123,397.06
Bank Interest Gross		0.08
		<hr/>
		223,397.14
		<hr/>
PAYMENTS		
Bank Charges		15.00
Specific Bond		210.00
Preparation of S. of A.		2,000.00
Disbursements - Category 2		184.00
Statutory Advertising		207.00
Ordinary Shareholders		120,053.12
distribution in specie		100,000.00
		<hr/>
		222,669.12
		<hr/>
Net Receipts/(Payments)		728.02
		<hr/>

MADE UP AS FOLLOWS

Bank Current a/c	204.82
VAT Receivable / (Payable)	523.20
	<hr/>
	728.02
	<hr/>



Kate Elizabeth Breese
Joint Liquidator

**POD Urban Design Limited
(In Members' Voluntary Liquidation)**

Annual Progress Report to 27 March 2018

**Philippa Smith &
Kate Elizabeth Breese**

**Walsh Taylor
Oxford Chambers, Oxford Road, Guiseley, Leeds, LS20 9AT**

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1. Statutory Information
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1. EXECUTIVE SUMMARY

This Progress Report summarises the progress of the liquidation for the period from 28 March 2017 to 27 March 2018 ("the Review Period").

A summary of key information in this report is detailed below.

Realisations

Asset	Estimated to realise per Declaration of Solvency	Realisations to date	Estimated future realisations	Estimated total realisations
Book Debts	100,000.00	100,000.00	Nil	100,000.00
Cash at Bank	123,402.59	123,397.06	Nil	123,397.06
Bank Interest Gross	NA	0.08	Uncertain	0.08

Expenses

Expense	Expense incurred to date	Estimated further expense to closure	Estimated total expense
Preparation of SofA fees	2,000.00	Nil	2,000.00
Joint Liquidators' fees	3,093.50	2,000.00	5,093.50
All other expenses	391.00	50.00	441.00

Distributions

Class	Distribution paid to date	Estimated total distribution, based upon the above
Preferential creditors	Nil	Nil
Unsecured creditors	Nil	Nil
Ordinary shareholders	220,053.12	220,053.12

2. INTRODUCTION

The purpose of this report is to detail my acts and dealing as Joint Liquidator of POD Urban Design Limited (In Liquidation) ("the Company") for the year ended 27 March 2018 and it should be read in conjunction with my previous correspondence to members.

Attached at Appendix 1 is a summary of statutory information regarding the Company and the Liquidation.

3. ADMINISTRATION AND PLANNING (INCLUDING STATUTORY REPORTING)

As Joint Liquidators, we are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit, they assist in the efficient and compliant progressing of the liquidation, which ensures that I and my staff carry out our work to high professional standards. The narrative detail in respect of these tasks may be found in Appendix 4.

4. ASSET REALISATIONS

My Receipts and Payment Account for the period ending 27 March 2018, is attached at Appendix 2.

I have detailed below key information about asset realisation, however more detailed narrative about the work undertaken may be found at Appendix 4.

According to the Declaration of Solvency lodged in these proceedings, the assets of the Company had an estimated value of £223,402.59 which comprised of book debts and cash at bank.

Cash at Bank

The Company's bank account was closed and the closing balance of £123,397.06 was transferred to the Liquidation account. The Declaration of Solvency estimated that the Liquidation estate would contain cash at bank of £123,402.59.

Assets Distributed in Specie

The Declaration of Solvency listed book debts in the sum of £100,000.00, which have been distributed in specie to the shareholders.

5. CREDITORS

I have had to carry out key tasks which are detailed at Appendix 4.

Secured Creditor

The Company has not granted any charges over the assets.

Unsecured creditors

A notice to creditors requiring them to submit claims was published in the Gazette. In addition, several letters were sent to HMRC seeking confirmation of their claims and that no tax liabilities remained.

The following payments were made to creditors:

Date of payment	Class of creditor / payment	Total amount paid
NA	Preferential creditors - 100p in the £	NA
NA	Non-preferential unsecured creditors - 100p in the £	NA
NA	Statutory interest	NA

6. DISTRIBUTIONS TO SHAREHOLDERS

The following distributions were made to the shareholders:

Date of distribution	£ per share distributed	Total amount distributed (cash)	Total amount distributed (in specie)
12/04/17	30,013.28	120,053.12	Nil
28/03/17	25,000.00	Nil	100,000.00

The above included a distribution in specie of book debts with a total estimated value of £100,000.

7. COSTS AND EXPENSES

The payments shown on the Receipts and Payments Account at Appendix 2 are in the main self-explanatory.

Pre-Appointment Costs

Fixed fee agreed with the Directors and ratified by members.

The members authorised the fee of £2,000.00 plus Vat and Disbursements for assisting the directors in placing the Company into Liquidation and with preparing the Declaration of Solvency on 28 March 2017.

Joint Liquidators' Remuneration

No further remuneration was sought in addition to the above.

Summary of Costs

The Joint Liquidators' time costs for the period from 28 March 2017 to 27 March 2018 total £3,093.50 representing 19.10 hours at an average hourly rate of £161.96. The work undertaken in respect of these fees is detailed at Appendix 4 as well as within the body of the report.

Joint Liquidators' Disbursements

The Joint Liquidators' category 1 disbursements paid are detailed at Appendix 2 and represent the simple reimbursement of actual out of pocket payments made on behalf of the assignment.

The Joint Liquidators' category 2 disbursements paid total £184.00 and these have been drawn in accordance with the resolution passed by the members on 28 March 2017. The basis of calculation of this category of disbursement was disclosed to members prior to the resolution being passed and is also detailed at Appendix 3.

A copy of 'A Members' Guide to Liquidators' Fees' may be found at www.walshtaylor.co.uk. A hard copy of the Members' Guide may be obtained on request.

Other professional Costs

No other professional costs have been incurred.

8. FURTHER INFORMATION

Members of the Company with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the Company, or any member with the permission of the court, may request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report.

Members of the Company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company, or any member with the permission of the court, may apply to court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred on the grounds that they are excessive or inappropriate, within 8 weeks of receipt of this report.

9. CONCLUSION

The administration of the liquidation will continue in order to finalise the following outstanding matters:

- Obtain MVL clearance once any VAT matters have been finalised;
- Closure review and closure proceedings.

If you require any further information please contact Richard Allen on 03300 244 660 or by email at richard.allen@walshtaylor.co.uk.



Kate Breese
Joint Liquidator

STATUTORY INFORMATION

POD Urban Design Limited (In Liquidation)

Registered office:	Oxford Chambers, Oxford Road, Guiseley, Leeds, LS20 9AT
Former Registered Office:	99 Galgate Barnard Castle, County Durham, DL12 8ES
Registered Number:	05478699
Other trading names:	NA
Names of Liquidators':	Philippa Smith & Kate Elizabeth Breese
Address of Liquidators':	Walsh Taylor, Oxford Chambers, Oxford Road, Guiseley, Leeds, LS20 9AT
IP Numbers	18670 & 009730
Date of Appointment of Liquidators:	28 March 2017
Appointed By:	The members
Contact Name:	Richard Allen
Email Address:	<u>Richard.Allen@walshtaylor.co.uk</u>
Telephone Number:	03300 244 660

**POD Urban Design Limited
(In Liquidation)**

**Joint Liquidators' Summary of Receipts and Payments
To 27 March 2018**

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VAT Receivable / (Payable)		523.20
		<hr/>
		728.02
		<hr/>

Time Entry - SIP9 Time & Cost Summary

POD0001 - POD Urban Design Limited
Project Code: POST
From: 28/03/2017 To: 27/03/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Cashier	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.00	2.00	0.00	14.60	0.10	16.70	2,718.50	162.78
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashier	0.00	0.00	0.00	0.50	1.90	2.40	375.00	156.25
Creditors	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	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	2.00	0.00	15.10	2.00	19.10	3,093.50	161.96
Total Fees Claimed							0.00	
Total Disbursements Claimed							0.00	

Narrative detail of work undertaken for POD Urban Design Limited (in Members' Voluntary Liquidation)

General Description	Includes
Administration and Planning	
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document maintenance/file review/checklist	Filing of documents 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
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Creditor reports	Issuing annual progress report to creditors
Member reports	Preparing and issuing annual progress report and general reports to members Responding to members' queries Preparing and issuing proposed final account Preparing and issuing final account
Realisation of Assets	
Other assets: motor vehicles, intangibles, intellectual property, VAT/corporation tax refunds, Insurance claims	Liaising with agents to agree disposal strategy Dealing with potential purchasers Negotiating sales Liaising with solicitors to agree sales Collecting sales consideration Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments
Creditors	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator Finalising pre appointment tax position Obtaining tax clearance

General Description	Includes
Distributions to Members	
Dividend procedures	Preparation of distribution calculation Preparation of correspondence to members announcing declaration of dividend Preparation of cheques/BACS to pay dividend Preparation of correspondence to members enclosing payment of dividend Seeking unique tax reference from HMRC, submitting information on PAYE/Nl deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends
Distribution in specie	If this involves property then a lawyer will be instructed A valuation of the property will need to be obtained TR1 document will need to be signed Documents will need to be filed at the land registry Notification of the distribution in specie will need to be sent to members Calculation of the cash equivalent amount to be distributed to other members not participating in the distribution in specie



Walsh Taylor Insolvency Practitioners

Charge Out Rates

	Rate per hour
Director/Insolvency Practitioner	425
Senior Manager	350
Manager	300
Senior Administrator	225
Administrator	190
Cashier	190
Support staff (inc. secretarial)	125

- Time is charged in units of 6 minutes
- Support and secretarial staff time is charged to cases on the basis of time spent at the rates stated above

Disbursements Recovery Policy

Category 1

Direct costs are recovered at actual cost to the case

Includes for example and where relevant insurance and bonding, advertising, courier, registration fees, search fees, postage (including re-direction), storage, subsistence and public transport

No charge is made for telephone calls.

Category 2

Apportioned costs are recovered on the following tariff:-

Fax	£1 per page sent
Photocopying	15p per copy — irrespective of size
Room hire	£150 for room hire for creditors' meetings - charge is only be made when attendance of debtor/ director and/or creditors is likely and a meeting room has been set aside.
Stationery	£25 Initial case set-up fee per corporate case £15 per personal case Annual case/ file maintenance charges of £10
Car travel	65p per mile

Fax, photocopying and stationery charges are based on the average costs of consumables

Room hire is based on an average of charges levied by four local providers

Walsh Taylor's Charge Out Rates were increased on 22 June 2018.

Walsh Taylor Business & Corporate Recovery Specialists Limited | Leeds | Harrogate | Darlington | Bradford
Registered Address: Oxford Chambers, Oxford Road, Guseley, Leeds, LS20 9AT, England

Registered No. 6703272

Directors: M L Taylor, K E Breese MIPA

Kate Elizabeth Breese, Philippa Smith and Emma Mifsud are Licensed Insolvency Practitioners authorised by the Insolvency Practitioners Association to act in the United Kingdom

Harrogate office: Copthall Bridge House, Station Bridge, Harrogate, HG1 1SP tel:01423 526 397

Darlington office: Business Central, 2 Union Square, Darlington DL1 1GL tel:01325 734 830

Bradford office: The City Hub, 9-11 Peckover Street, Bradford, BD1 5BD tel:01274 987 008



Insolvency
Practitioners
Association