

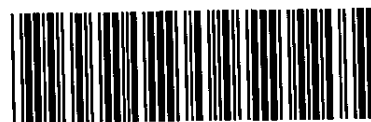
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

WEDNESDAY

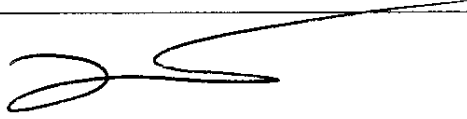


A17 \*A7DCU71S\* #327  
29/08/2018  
COMPANIES HOUSE

<b>1</b>	<b>Company details</b>	
Company number	0 5 8 2 4 2 8 5	<b>→ Filling in this form</b> Please complete in typescript or in bold black capitals.
Company name in full	HSS Realisations Limited (formerly Huddersfield Skip Services Limited)	
<b>2</b>	<b>Liquidator's name</b>	
Full forename(s)	James	
Surname	Sleight	
<b>3</b>	<b>Liquidator's address</b>	
Building name/number	4 Carlton Court	
Street	Brown Lane West	
Post town	Leeds	
County/Region		
Postcode	L S 1 2 6 L T	
Country		
<b>4</b>	<b>Liquidator's name ①</b>	
Full forename(s)	John	<b>① Other liquidator</b> Use this section to tell us about another liquidator.
Surname	Twizell	
<b>5</b>	<b>Liquidator's address ②</b>	
Building name/number	4 Carlton Court	<b>② Other liquidator</b> Use this section to tell us about another liquidator.
Street		
Post town	Brown Lane West	
County/Region	Leeds	
Postcode	L S 1 2 6 L T	
Country		

LIQ03

Notice of progress report in voluntary winding up

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

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 **Oliver Collinge**Company name **Geoffrey Martin & Co**Address **4 Carlton Court****Brown Lane West**Post town **Leeds**

County/Region

Postcode **L S 1 2 6 L T**

Country

DX

Telephone **0113 2445141****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)**

**HSS Realisations Limited (formerly Huddersfield Skip Services Limited)**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 03/07/2016 To 02/07/2017 £	From 03/07/2012 To 02/07/2017 £
ASSET REALISATIONS		
Surplus from Administration	NIL	104,682.51
Surplus from Administration - VAT	NIL	13,242.95
Costs Contribution re Sale of Business	NIL	600.00
Bank Interest Gross	122.12	1,004.75
	<u>122.12</u>	<u>119,530.21</u>
COST OF REALISATIONS		
Specific Bond	NIL	79.20
Joint Administrators' Fees	NIL	9,958.00
Joint Liquidators' Remuneration	NIL	20,000.00
Disbursements	3.00	32.00
Category 2 Disbursements	324.00	1,620.00
Agents/Valuers Fees	2,500.00	2,500.00
Legal Fees	4,456.00	6,164.00
Corporation Tax	83.28	193.61
Storage Costs	4.26	12.14
Statutory Advertising	NIL	139.50
	<u>(7,370.54)</u>	<u>(40,698.45)</u>
	<u><b>(7,248.42)</b></u>	<u><b>78,831.76</b></u>
REPRESENTED BY		
VAT Receivable		3,456.08
Floating Current A/c		75,375.68
		<u><b>78,831.76</b></u>

## **ANNUAL PROGRESS REPORT**

**HSS Realisations Limited (formerly Huddersfield Skip Services Limited) – In Creditors’ Voluntary Liquidation (“the Company”)**

ANNUAL PROGRESS REPORT OF HSS Realisations Limited (formerly Huddersfield Skip Services Limited) – In Creditors' Voluntary Liquidation ("the Company")

**Content**

- Executive Summary
- *Administration and Planning*
- Enquires and Investigations
- Realisation of Assets
- Trading
- Creditors
- Fees and Expenses
- Creditors' Rights
- EC Regulations
- Conclusion

**Appendices**

- Appendix I     Statutory Information
- Appendix II    Receipts and Payments account
- Appendix III    Time cost analysis
- Appendix IV    Time narrative detail
- Appendix V     Liquidation expenses and disbursements

ANNUAL PROGRESS REPORT OF HSS Realisations Limited (formerly Huddersfield Skip Services Limited) – In Creditors’ Voluntary Liquidation (“the Company”)

**EXECUTIVE SUMMARY**

This Progress Report summaries the progress of the Liquidation for the period from 3 July 2016 to 2 July 2017 (“the Review Period”).

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

**Assets**

<b>Asset</b>	<b>Realisations to date (£)</b>	<b>Anticipated future realisations (£)</b>	<b>Total anticipated realisations (£)</b>
Administration surplus	104,683	Nil	104,683
VAT recoverable	13,243	Nil	13,243
Costs contribution re Sale of Business	600	Nil	600
Bank Interest Gross	1,005	Nil	1,005
<b>Total</b>	<b>119,531</b>	<b>Nil</b>	<b>119,531</b>

**Expenses**

<b>Expense</b>	<b>Expense paid to date (£)</b>	<b>Anticipated further expense to closure (£)</b>	<b>Total anticipated expense (£)</b>
Joint Administrators’ fees	9,958	Nil	9,958
Joint Liquidators’ fees	20,000	20,000	40,000
Agents’ fees	2,500	Nil	2,500
Legal fees	6,164	Nil	6,164
Corporation Tax	194	Nil	194
All other expenses	1,883	1,000	2,883
<b>Total</b>	<b>40,699</b>	<b>21,000</b>	<b>61,699</b>

**Dividend prospects**

<b>Creditor class</b>	<b>Distribution / dividend paid to date</b>	<b>Anticipated distribution / dividend, based upon the above</b>
Secured creditor	N/A	N/A
Preferential creditors	N/A	N/A
Unsecured creditors	Nil	Uncertain

**Summary of key issues outstanding**

- Settlement of the Associated company debts.
- Completion of corporation tax returns for the relevant periods.
- Declaration of a dividend and distribution of funds available to unsecured creditors.

ANNUAL PROGRESS REPORT OF HSS Realisations Limited (formerly Huddersfield Skip Services Limited) – In Creditors' Voluntary Liquidation ("the Company")

**Closure**

Based on current information, it is anticipated that the liquidation will be concluded within 1 – 2 years.

**ADMINISTRATION AND PLANNING**

**Statutory information**

Statutory information may be found at Appendix I.

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant conduct of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix IV.

*The Joint Liquidators have met their statutory and regulatory duties to report to creditors, as listed below.* In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Review Period, the following key documents have been issued:

- My previous year's progress reports.

**Other administration tasks**

During the Review Period, the following material tasks in this category were carried out:

- Case reviews and monitoring.
- Statutory requirements imposed by the Insolvency Act and Rules 1986 and Insolvency Bodies.

**ENQUIRES AND INVESTIGATIONS**

As previously reported, as Joint Liquidator I have submitted a confidential report to the Department of Business, Innovation and Skills on the conduct of the directors in accordance with the Insolvent Companies (Report on Conduct of Directors) Rules 1996 and the Company Directors Disqualification Act 1986.

**REALISATION OF ASSETS**

**Associated company debts**

As previously reported it appears there are debts due from two companies that are connected to the Company via common directors. These debts total £19,813 (John Hornby & Sons Limited) ("JHS") and £30,789 (WH Robinson Limited) ("WHR").

It appears that prior to the Company's Administration these debts were written off by the Company and set off against debts due to another associated company, JS Bamforth & Co Limited ("JSB"). The director's statement of affairs details JSB's debt at some £763,000.



ANNUAL PROGRESS REPORT OF HSS Realisations Limited (formerly Huddersfield Skip Services Limited) – In Creditors' Voluntary Liquidation ("the Company")

JSB have however lodged a proof of debt in these proceedings in the sum of £263,899.

The accounts filed suggest JHS may not be in a position to settle any debts which may be due to the Company and it appears WHR has been dissolved.

I have been attempting to negotiate a settlement of this matter by requesting that JSB withdraw any rights to a dividend distribution on the basis that the Company does not pursue the apparent debts outstanding. This would in effect ensure that unconnected creditors do not suffer any reduction in dividend from the non-recovery of the connected party book debts. The director of all companies, Mr Hillas, had verbally agreed to this settlement. However my solicitors, having issued the settlement agreement, have not received any response to date.

**Alleged freehold property**

As previously reported the site had no value and I formally disclaimed all the company's interest in the property on 18 August 2016.

**CREDITORS**

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed in the list at Appendix IV. The following sections explain the anticipated outcomes to creditors and any distributions paid.

**Secured creditors**

The Company has not granted any charges over its assets.

**Preferential creditors**

There are no known preferential creditors as all employee liabilities were transferred under TUPE regulations following the sale of the Company's business immediately following my prior appointment as Joint Administrator.

**Unsecured creditors**

According to the director's Statement of Affairs there were 33 unsecured creditors, whose claims totalled £1,133,031.

I have since become aware of some 15 additional creditors. To date I have received 12 unsecured creditors' claims which total £596,021. I have yet to agree these claims.

Please be advised that proofs of debt are still being received so the total value of unsecured claims is not known at present.

**Dividend prospects**

It is anticipated that a distribution will be made to unsecured creditors though the quantum and timing of this will be dependent upon resolution of the intercompany position and what further claims are received.

## **ANNUAL PROGRESS REPORT OF HSS Realisations Limited (formerly Huddersfield Skip Services Limited) – In Creditors' Voluntary Liquidation ("the Company")**

Where a floating charge is created after 15 September 2003 a Prescribed Part of the Company's net property shall be made available to unsecured creditors.

The Company did not grant a floating charge to any creditor after 15 September 2003 and consequently there will be no Prescribed Part in this Liquidation.

### **FEES AND EXPENSES**

#### **The Joint Liquidators' fees**

At the initial meeting of creditors held in the previous Administration of the Company on 10 January 2012 it was resolved that the Joint Administrators would be remunerated by reference to the time properly spent in dealing with the Administration at their firm's standard charging rates and that their disbursements would be drawn in accordance with their firm's charging and disbursements policy (see Appendix V).

As the Joint Liquidators were formerly the Joint Administrators, the same basis of remuneration applies to them in their new capacity as Joint Liquidators in accordance with Rule 4.127 (5A) of The Insolvency Rules 1986.

In common with other professional firms, our standard charging rates are reviewed periodically to take account of inflation and other matters affecting costs. Since the proposals of the Joint Administrators were deemed to have been approved, there have been both minor decreases and increases to certain bands of my firm's charge out rates. Details are provided at Appendix V.

Time costs incurred for the period 3 July 2016 to 2 July 2017 total £18,390.50. The time costs for the period are detailed at Appendix III. The total time costs incurred during the Liquidation amount to £55,791.00.

Fees of £20,000 have been drawn during the Liquidation. No fees have been drawn during this reporting period.

#### **Disbursements**

The disbursements that have been incurred and not yet paid during the period are detailed in Appendix V.

The Category 1 disbursements paid for in the period 3 July 2016 to 2 July 2017 totalling £7.26 are detailed at Appendix V and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment. Category 1 disbursements paid during the Liquidation period amount to £262.84.

The Category 2 disbursements for the period 3 July 2016 to 2 July 2017 total £324.00. The basis of calculation of this category of disbursement was disclosed to creditors prior to their approval, which was given on 10 January 2012, and are also detailed at Appendix V. Category 2 disbursements paid during the Liquidation period amounts to £1,620.00

**ANNUAL PROGRESS REPORT OF HSS Realisations Limited (formerly Huddersfield Skip Services Limited) – In Creditors' Voluntary Liquidation ("the Company")**

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at <https://www.geoffreymartin.co.uk/stakeholder-resources/fee-guides>. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

**Other professional costs**

Details of the costs incurred and paid in relation to professional costs and expenses during the Liquidation and this reporting period are detailed at Appendix V.

**CREDITORS' RIGHTS**

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

**EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

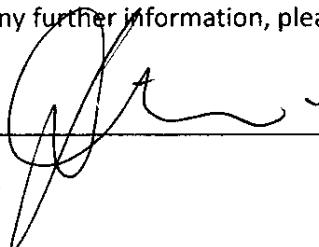
The Company's centre of main interest was in Huddersfield and therefore it is considered that the EC Regulations apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

**CONCLUSION**

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Settlement of the Associated company debts.
- Completion of corporation tax returns for the relevant periods.
- Declaration of a dividend and distribution of funds available to unsecured creditors.

If you require any further information, please contact this office.

Signed   
John Twizell  
Joint Liquidator

Dated: 2 October 2017

Enc.

ANNUAL PROGRESS REPORT OF HSS Realisations Limited (formerly Huddersfield Skip Services Limited) – In Creditors’ Voluntary Liquidation (“the Company”)

**Appendix I**

**Statutory Information**

Company Name	<b>HSS Realisations Limited (formerly Huddersfield Skip Services Limited)</b>
Company Number	<b>05824285</b>
Registered Office	<b>4 Carlton Court, Brown Lane West, Leeds, LS12 6LT</b>
Former Registered Office	<b>Scotland Yard, Queens Mill Road, Lockwood, Huddersfield, West Yorkshire, HD1 3PG</b>
Office holders	<b>Stephen Hull and John Twizell</b>
Office holders’ address	<b>Geoffrey Martin &amp; Co, 4 Carlton Court, Brown Lane West, Leeds, LS12 6LT</b>
Date of appointment	<b>3 July 2012</b>

ANNUAL PROGRESS REPORT OF HSS Realisations Limited (formerly Huddersfield Skip Services Limited) – In Creditors' Voluntary Liquidation (*"the Company"*)

**Appendix II**

**Receipts and Payments account**

**HSS Realisations Limited (formerly Huddersfield Skip Services Limited)**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 03/07/2016 To 02/07/2017 £	From 03/07/2012 To 02/07/2017 £
<b>ASSET REALISATIONS</b>		
Surplus from Administration	NIL	104,682.51
Surplus from Administration - VAT	NIL	13,242.95
Costs Contribution re Sale of Business	NIL	600.00
Bank Interest Gross	122.12	1,004.75
	122.12	119,530.21
<b>COST OF REALISATIONS</b>		
Specific Bond	NIL	79 20
Joint Administrators' Fees	NIL	9,958.00
Joint Liquidators' Remuneration	NIL	20,000.00
Disbursements	3.00	32.00
Category 2 Disbursements	324.00	1,620.00
Agents/Valuers Fees	2,500.00	2,500.00
Legal Fees	4,456.00	6,164.00
Corporation Tax	83.28	193.61
Storage Costs	4.26	12 14
Statutory Advertising	NIL	139.50
	(7,370.54)	(40,698.45)
	<b>(7,248.42)</b>	<b>78,831.76</b>
<b>REPRESENTED BY</b>		
VAT Receivable		3,456.08
Floating Current A/c		75,375.68
		<b>78,831.76</b>

ANNUAL PROGRESS REPORT OF HSS Realisations Limited (formerly Huddersfield Skip Services Limited) – In Creditors' Voluntary Liquidation ("the Company")

**Appendix III**

**Time cost analysis**

**SIP 9 - Time & Cost Summary**

Period: 03/07/16 02/07/17

Time Summary

Hours						Time Cost (£)	Average hourly rate (£)
Classification of work function	Appointment taker	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning	0 30	3 30	0 00	1 50	5 10	1,219 50	239 12
Case Monitoring	0 00	0 00	3 10	0 00	3 10	496 00	160 00
Secretarial / Filing	0 00	0 00	0 00	1 10	1 10	110 00	100 00
Cashier for Non Trading	0 00	0 00	0 00	3 90	3 90	487 50	125 00
Other Statutory matters	0 00	0 00	0 80	0 00	0 80	128 00	160 00
Administration & planning	0 30	3 30	3 90	6 50	14 00	2,441 00	174 36
Investigations	0 00	6 20	0 00	0 00	6 20	1,643 00	265 00
Investigations	0 00	6 20	0 00	0 00	6 20	1,643 00	265 00
Property	13 50	7 40	0 00	0 00	20 90	6,348 50	303 76
Strategy	0 00	3 20	0 00	0 00	3 20	848 00	265 00
Realisations of assets	13 50	10 60	0 00	0 00	24 10	7,196 50	298 61
Unsecured Creditors	0 00	1 00	0 00	0 00	1 00	265 00	265 00
Statutory Reporting to Creditors	1 30	12 10	4 10	0 90	18 40	4,375 00	237 77
Creditors	1 30	13 10	4 10	0 80	19 40	4,640 00	239 18
Case Specific	4 80	0 00	0 00	0 00	4 80	1,560 00	325 00
Case Specific 1	2 80	0 00	0 00	0 00	2 80	910 00	325 00
Case specific matters	7 60	0 00	0 00	0 00	7 60	2,470 00	325 00
Total Hours	22 70	33 20	8 00	7 40	71 30	18,390 50	257 93
Total Fees Claimed						0 00	



HUDD002

HSS Realisations Limited (formerly Huddersfield

**SIP 9 - Time & Cost Summary**

Period: 03/07/12..02/07/17

Time Summary

Hours						Time Cost (£)	Average hourly rate (£)
Classification of work function	Appointment Taker	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning	2 30	3 30	8 70	2 90	17 20	3,331 50	193 69
Appointment, Notification / Filing	0 10	0 00	0 00	0 00	0 10	32 50	325 00
Post Appointment VAT & Tax Ref	0 00	0 40	0 00	0 00	0 40	110 00	275 00
Case Monitoring	0 00	0 10	3 10	0 00	3 20	523 50	163 59
Secretarial / Filing	0 00	0 00	0 00	8 10	8 10	645 50	79 69
Cashier for Non Trading	0 00	0 20	0 40	27 00	27 60	3,154 50	114 29
Other Statutory matters	0 00	0 50	0 80	0 00	1 30	265 50	204 23
Case Strategy	0 00	0 70	0 00	0 00	0 70	192 50	275 00
Administration & planning	2 40	5 20	13 00	38 00	58 60	8,255 50	140 88
Investigations	0 00	27 80	7 10	0 00	34 90	8,610 00	246.70
CDDA Reports	0 50	3 20	5 40	0 00	9 10	1,852 50	203.57
Investigations	0 50	31 00	12.50	0 00	44 00	10,462 50	237 78
Property	13 80	8 00	0 00	0 00	21 80	6,605 00	302 98
Book Debts	2 60	0 00	1 30	0 00	3 90	1,040 00	266 67
Other Assets	0 20	6 50	0 00	0 00	6 70	1,852 50	276 49
Going Concern Sale Assets/Busin	0 30	1 00	0 00	0 00	1 30	372 50	286 54
Strategy	0 00	13.70	0 00	0 00	13 70	3,693 50	269 60
Realisations of assets	16 90	29 20	1 30	0 00	47 40	13,563 50	286 15
Cashiering for Trading	0 00	0 00	0 00	0 40	0 40	44 00	110 00
Trading	0 00	0 00	0 00	0 40	0 40	44 00	110 00
Unsecured Creditors	0 00	19 30	0 90	0 00	20 20	5,398 50	267 25
Employee Matters (Claims)	0 00	0 00	0 20	0 00	0 20	32 00	160 00
Statutory Reporting to Creditors	4 80	36 20	25 80	2 50	69 30	15,501 00	223 68
Pension Issues	0 00	0 00	0 40	0 00	0 40	64 00	160 00
Creditors	4 80	55 50	27 30	2 50	90 10	20,995 50	233 02
Case Specific	4 80	0 00	0 00	0 00	4 80	1,560 00	325 00
Case Specific 1	2 80	0 00	0 00	0 00	2 80	910 00	325 00
Case specific matters	7 60	0 00	0 00	0 00	7 60	2,470 00	325 00
Total Hours	32 20	120 90	54 10	40 90	248 10	55,791 00	224 87
Total Fees Claimed						20,000 00	

ANNUAL PROGRESS REPORT OF HSS Realisations Limited (formerly Huddersfield Skip Services Limited) – In Creditors' Voluntary Liquidation ("the Company")

**Appendix IV**

**Time narrative detail**

I detail below the key areas of work undertaken by the Joint Liquidators and their staff in respect of this matter (the list is not exhaustive);

#### Administration and planning

- statutory requirements imposed by the Insolvency Act and Rules 1986 and insolvency bodies;
- effecting the change of the Company's name at the request of the buyer of the Company's business and certain assets per the sale agreement entered into during the Administration;
- administrative tasks associated with the change of the Company's name.

#### Investigations

- statutory requirements under the Company Directors' Disqualification Act 1986;
- reviewing the Company's books and records and subsequent investigations into debts which appear to be owed by certain connected companies;
- investigation work regarding the site following receipt of the letter from the Council.

#### Realisation of assets

- transferring the funds from the former Administration bank account;
- collection of VAT due following the conclusion of the Administration period;
- agreeing the contribution to costs for effecting the change of the Company's name and attending to the statutory requirements thereof.

#### Creditors

- providing periodical reports to the Company's creditors;
- receipt and lodgement of creditors' claims and correspondence with all classes of creditors, both oral and written.

ANNUAL PROGRESS REPORT OF HSS Realisations Limited (formerly Huddersfield Skip Services Limited) – In Creditors' Voluntary Liquidation ("the Company")

**Appendix V**

**Liquidation expenses and disbursements**

<b>Case Name</b>	HSS Realisations Limited (formerly Huddersfield Skip Services Limited)
<b>Registered Number</b>	05824285
<b>Registered Office</b>	4 Carlton Court, Brown Lane West, Leeds, LS12 6LT
<b>Office Holders</b>	Stephen Hull and John Twizell
<b>Firm</b>	Geoffrey Martin & Co
<b>Address</b>	4 Carlton Court, Brown Lane West, Leeds, LS12 6LT
<b>Telephone</b>	0113 2445141
<b>Reference</b>	HUDD002/SH/JT/OC/DB
<b>Type of Appointment</b>	Creditors' Voluntary Liquidation
<b>Date of Appointment</b>	3 July 2012

#### **CHARGING AND DISBURSEMENTS POLICY (Leeds Office)**

##### **Time Costs**

The firm's hourly charge out rates are revised annually from 1 July. The rates currently in use are within the following bands:

	<b>£</b>
Appointment Taker	325
Associate	285
Manager	265
Senior Administrator	160 – 175
Junior Administrator and Support Staff	100 – 125

Secretarial and cashiers time is charged to the case and their rates are included within the above hourly rates identified above as appropriate. Time is charged in units of 6 minutes.

##### **Disbursements**

A disbursement charge relating to the recovery of overhead costs is levied at the rate of £6.75 per creditor. This sum is drawn at the outset of the case and on each anniversary thereafter and covers printing, postage, stationery, photocopying, telephone and fax usage.

Company Searches and Identity Verifications are charged at cost.

Outsourced printing and/or photocopying will be charged at cost in addition to the above.

Travelling expenses are charged at the rate of 45p per mile.

### Other professional costs of the liquidation

The Liquidator has incurred liquidation expenses in connection with the instruction of the following parties:-

Expense/Activity	Service Provider	Basis of selection	Basis of charging
Legal advice	Walker Morris LLP	Due to their experience and knowledge in dealing with insolvent companies and their prior knowledge of this case following the Administration.	Time costs
Legal advice	Turner Parkinson	Solicitors who advise on insolvency matters.	Time costs
Chartered Property Surveyor	Michael Steel & Co	Due to their experience and knowledge in dealing with insolvent companies.	Agreed fee

Details of expenses incurred and paid during the period of this report and for the Liquidation as a whole are as follows:-

Expense	Incurred in the period	Paid in the period	Incurred in the liquidation	Paid in the liquidation	To be paid
	£	£	£	£	£
Legal fees & disbursements	4,456.00	4,456.00	6,164.00	6,164.00	Nil
Survey fees	2,500.00	2,500.00	2,500.00	2,500.00	Nil
<b>Total</b>	<b>6,956.00</b>	<b>6,956.00</b>	<b>8,664.00</b>	<b>8,664.00</b>	<b>Nil</b>

### Category 1 disbursements

Details of Category 1 disbursements incurred and paid during the period of this report and for the Liquidation as a whole are as follows:-

Expense	Incurred in the period	Paid in the period	Incurred in the liquidation	Paid in the liquidation	To be paid
	£	£	£	£	£
Search fees	3.00	3.00	32.00	32.00	Nil
Storage costs	4.26	4.26	12.14	12.14	Nil
Statutory advertising	Nil	Nil	139.50	139.50	Nil
Specific bond	Nil	Nil	79.20	79.20	Nil
<b>Total</b>	<b>7.26</b>	<b>7.26</b>	<b>262.84</b>	<b>262.84</b>	<b>Nil</b>

Category 1 disbursements comprise specific expenditure which relates to the administration of the Liquidation and which are paid to an independent third party.

## Category 2 disbursements

Details of Category 2 disbursements incurred and paid during the period of this report and for the Liquidation as a whole are as follows:-

Expense	Incurred in the period	Paid in the period	Incurred in the liquidation	Paid in the liquidation	To be paid
	£	£	£	£	£
Postage & stationery	324.00	324.00	1,620.00	1,620.00	Nil
<b>Total</b>	<b>324.00</b>	<b>324.00</b>	<b>1,620.00</b>	<b>1,620.00</b>	<b>Nil</b>