In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

# LIQ03

# Notice of progress report in voluntary winding up



lease ouse 10/02/2018 COMPANIES HOUSE **Company details** → Filling in this form Company number 6 1 9 6 3 7 5 Please complete in typescript or in bold black capitals. Company name in full 06196375 Cables Limited (formerly AEI Cables Limited) Liquidator's name 2 **Deviesh Ramesh** Full forename(s) Surname Raikundalia 3 Liquidator's address Building name/number 38 De Montfort Street Street Leicester Post town **LE17GS** County/Region Postcode Country Liquidator's name • Other liquidator Full forename(s) Situl Devji Use this section to tell us about Surname Raithatha another liquidator. Liquidator's address @ 5 38 De Montfort Street Building name/number Other liquidator Use this section to tell us about Street Leicester another liquidator. Post town LE17GS County/Region Postcode Country

LIQ03 Notice of progress report in voluntary winding up

6	Period of progress report
From date	1     1     1     1     1     7     7     7
To date	
7	Progress report
8	☑ The progress report is attached  Sign and date
Liquidator's signature	Signature X
Signature date	0 7 0 2 70 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	Donna Brown
Company name	Springfields Advisory LLP
Address	38 De Montfort Street
	Leicester
Post town	LE1 7GS
County/Region	
Postcode	
Country	
DX	
Telephone	0116 299 4745

# ✓ 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

# 06196375 Cables Limited (formerly AEI Cables Limited) – In Creditors Voluntary Liquidation Formerly

# LIQUIDATORS' PROGRESS REPORT TO CREDITORS AND MEMBERS

For the period 23 January 2017 to 22 January 2018 ("the Period").

# **EXECUTIVE SUMMARY**

Since last reporting, a dividend from the debtor in liquidation has still not been received and it remains the only remaining asset of the liquidation.

### STATUTORY INFORMATION

Company name: 06196375 Cables Limited (formerly AEI Cables Limited)

Registered office: 38 De Montfort Street

Leicester LE1 7GS

Former registered office: Durham Road

Birtley

Chester-Le-Street

Durham DH3 2RA

Registered number: 06196375

Joint Liquidators' names: Deviesh Ramesh Raikundalia and Situl Devji Raithatha and

Situl Devji Raithatha

Joint Liquidators' address: 38 De Montfort Street, Leicester, LE1 7GS

Joint Liquidators' date of 23 January 2015

appointment:

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 of the

Liquidators acting jointly or alone.

# LIQUIDATORS' ACTIONS SINCE LAST REPORT

Since last reporting, I have continued to liaise with the Liquidator dealing with the Liquidation of the Company's Debtor. A further dividend was anticipated in early 2016 and to date this has not been received.

There is certain work that I am required by the insolvency legislation to undertake 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 4.

# **RECEIPTS AND PAYMENTS**

My Receipts & Payments Account for the period from 23 January 2017 to 22 January 2018 ("the Period") is attached at Appendix 1.

The balance of funds are held in an interest bearing account.

### **ASSETS**

There have been no asset realisations in the Period.

As detailed above, I am advised that a final dividend is due from a debtor in Liquidation. Latest correspondence received from the Liquidator is that this shall be declared within the next 6 weeks.

### LIABILITIES

# Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company granted a fixed and floating charge to the State Bank of India ("the Bank").

The legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this case the floating charge was created after 15 September 2003 and therefore the prescribed part provisions do apply. As a result of this, a First and Final Dividend of 7.07p in the £ was declared to all proven unsecured creditors on 27 May 2015. The maximum amount of £600,000, less costs, was distributed. For the avoidance of doubt, there shall be no further distributions to unsecured creditors.

# Preferential Creditors

All of the employees of the Company at the date of the Administration were transferred to AEI Cables Limited (formerly Ducab UK Limited) under the Transfer of Undertakings (Protection of Employment) Regulations 2006 on 28 February 2014. Therefore, no preferential claims were anticipated and none have been received.

# Crown Creditors

The statement of affairs included £1,816,139 owed to H M Revenue & Customs ("HMRC"). HMRC's final claim of £3,064,010,.90 has been received.

# Non-preferential unsecured Creditors

The statement of affairs included 388 non-preferential unsecured creditors with an estimated total liability of £8,601,494. I have received claims from 206 creditors at a total of £4,985,173.40. I have not received claims from 191 creditors with original estimated claims in the statement of affairs of £1,765,317.70.

# **DIVIDEND PROSPECTS**

There shall be no further dividend to the unsecured creditors.

Any further realisations made from the debtor in liquidation shall be paid to the Bank in respect of their security held.

# INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

No Investigatory matters arose in the Period.

# LIQUIDATORS' REMUNERATION

The Administrators' remuneration was authorised and approved by the secured creditor on 14 March 2014 to be drawn on a time cost basis.

In accordance with Rule 4.127(5A) of the Insolvency Rules 1986, my remuneration as Liquidator is deemed to be agreed on the same basis as the Administrators' and therefore also agreed on a time cost basis. This was further agreed by the Bank by way of a resolution dated 3 December 2014 subject to a cap being imposed. I enclose a schedule summarising my firm's time costs, subject to the posting of time sheets, and the amounts drawn to date in respect of these costs for the period 23 January 2017 to 22 January 2018 (with cumulative figures for the period from 23 January 2015 to 22 January 2018). You will note on the enclosed R&P that there are details of the amounts drawn by the Liquidators under 'Costs associated with the prescribed part' that solely relate to the time costs associated with administering the prescribed part distribution. As detailed above, the associated costs were deducted from the £600,000 available under this provision and were not subject to the secured creditor's approval.

Further information about creditors' rights can be obtained by visiting the creditors' information microsite published by the Association of Business Recovery Professionals (R3) at http://www.creditorinsolvencyguide.co.uk/. A copy of 'A Creditors Guide to Liquidators' Fees' also published by R3, together with an explanatory note which shows Springfields Advisory LLP's fee policy are attached. Please note that there are different versions of the Guidance Notes and in this case you should refer to the November 2015 version.

# LIQUIDATORS' EXPENSES

I enclose a schedule detailing expenses incurred and paid for the Period.

No professional advisors have been used in the Period.

# **FURTHER INFORMATION**

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 Joint Liquidators' remuneration and expenses within 21 days of their 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 unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Joint Liquidators as being excessive, and/or the basis of the Joint Liquidators' remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

To comply with the Provision of Services Regulations, some general information about Springfields Advisory LLP, including about our complaints policy and Professional Indemnity Insurance, is displayed at our offices at 38 De Montfort Street, Leicester, LE1 7GS.

# SUMMARY

The Liquidation will remain open until the dividend has been received from the debtor in Liquidation. The benefit of the dividend shall then be paid to the bank in respect of their charge. It is anticipated that the dividend shall be received within the next 6 weeks.

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 Donna Brown by email at donna.b@springfields-uk.com, or by phone on 0116 299 4745.

Déviesh Ramesh Raikundalia JOINT LIQUIDATOR

# 06196375 Cables Limited (formerly AEI Cables Limited) (In Liquidation)

# Joint Administrators' Summary of Receipts & Payments

tatement of Affairs	From 23/01/2017 To 22/01/2018	From 23/01/2015 To 22/01/2018
<u>£</u>	£	
ASSET REALISATIONS		
Transfer from Administration	NIL	603,199.66
Book Debts	NIL	5,660.70
Bank Interest Gross	NIL	227.64
VAT Refund from ADM	NIL	8,729.47
	NIL	617,817.47
COST OF REALISATIONS		
VAT Payable ADM	NIL	291.60
Meeting Room Hire	NIL	100.00
Liquidators' Remuneration	NIL	11,498.63
Printing and Photocopying	NIL	244.90
Corporation Tax	NIL	177.01
Stationery & Postage	280.65	1,574.16
Statutory Advertising	NIL	189.06
, ,	(280.65)	(14,075.36)
FLOATING CHARGE CREDITORS		
State Bank of India	NIL	3,500.00
	NIL	(3,500.00)
PRESCRIBED PART DISTRIBUTIONS		
First & Final dividend of 7.07p in £	NIL	559,920.86
	NIL	(559,920.86)
COSTS ASSOCIATED WITH PRESCRIBED PART		
Liquidator's Remuneration	NIL	39,832.50
Stationery & Postage	NIL	149.04
Courier Costs	NIL	97.60
	NIL	(40,079.14)
	(280.65)	242.11
REPRESENTED BY		
Vat Receivable		56.13
Current A/c - Bank 1		185.98
		242.11

Deviesh Ramesh Raikundalia Joint Administrator

Version 15-01-14

# Time Entry - Cumulative Detailed SiP9 Time & Cost Summary

AE1569 - 06196375 Cables Limited (formerly AEI Cables Limited) From: 23/01/2017 To: 22/01/2018 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)	
** 100 . Administration & Planning	00:0	00:0	00:0	00:00	000	000		6.70	1,231.50	
101 : Case Planning	0.00	0.00	0.10	90:0	0.10	16.50		7.20	1 587 00	
** 102 : Administrative set-up	00:0	000	800	00:0	00:0	000		8	459.00	
** 104 : Maintenance of Records	00:0	0.00	0.00	00:0	00:0	000		0.70	255.00	
105 Statutory Reporting	000	00:0	2.50	00.0	2.50	537.50		12.30	3,792.50	
106 VAT & Tax Returns	0.00	0.00	0.40	00:0	0 40	00.99		7.40	1,336,00	
107. Case Monitoring	0.00	0:00	5.90	0.00	5.90	1,095.00	185.59	46.20	8,892.00	
Administration & Planning	0.00	0.00	8.90	0.00	9:90	1,715.00	192.70	81.80	17,553.00	
				ļ					· · · · · · · · · · · · · · · · · · ·	
** 601 : Costs associated with the prescribed part0 00	nibed part0 00	0.00	0.00	00.0	00:0	06.0	0.00	162.90	39.487.50	
602 Case Specific 2	0.00	0.00	0:30	0.00	0:30	64.50	215.00	6.40	992 50	
Case specific matters	0.00	0.00	0.30	0.00	0.30	64.50	215.00	169.30	40,480.00	
501 : Communication	00 0	0.00	0.90	0.00	06:0	193.50	215.00	8	373.50	
502 : Claims inclemp, prefs	000	00:0	2.80	00:0	2.80	507.50	181.25	12.20	2.467.50	
503 : Report/secured creditor	00:0	00:0	0.80	80	0.80	116.00	145.00	1.10	239.00	
** 505 : Final Report	0.00	00 0	0.00	000	0.00	0.00	000	4.10	810.00	
Creditors	0.00	0.00	4.50	0.00	4.50	817.90	181.56	19.30	3,890.00	
** 303 Debt collection	0.00	00.0	0.00	800	0:00	0.00	0.00	1.20	296.50	
~ 305 : Legal matters	0.00	0.00	86.0	000	0.00	00.0	00:0	0.80	328.00	
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	NAN	2.00	624.50	
Total Hours	0.00	0.00	13.70	0.00	13.70	2,596.50	189.53	272.40	62,547.50	
Total Fors Claimed				,		51,331,13				

<sup>\*\* -</sup> Denotes codes included in cumulative data that are not present in the period.

# 06196375 Cables Ltd - In Creditors' Voluntary Liquidation

# Details of expenses for the period 23 January 2017 to 22 January 2018

# **Expenses**

# Category 1 disbursements

Туре	Balance b/f (£)	Incurred in Period (£)	Paid in Period (£)	Outstanding c/f (£)
Postage		280.65	280.65	-
TOTAL		280.65	280.65	

# Category 2 disbursements

Туре	Balance b/f (£)	Incurred in Period (£)	Paid in Period (£)	Outstanding c/f (£)
Photocopying & Printing	26.70	11.40	-	38.10
TOTAL	26.70	11.40		38.10

# Appendix 4

# 1 Administration

- Dealing with all routine correspondence and emails relating to the case.
- · Maintaining and managing the office holder's estate bank account.
- · Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a regular basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

# 2 <u>Creditors</u>

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims
- Maintaining up to date creditor information on the case management system.

# 3 Asset Realisations

 Liaising with the Liquidators of the debtor in Liquidation for updates with regards to the dividend expected.

# SPRINGFIELDS ADVISORY LLP PRACTICE FEE RECOVERY POLICY FOR INSOLVENCY APPOINTMENTS

### Introduction

The insolvency legislation was changed in October 2015, with one or two exceptions, for insolvency appointments made from that time. This sheet explains how we intend to apply the alternative fee bases allowed by the legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court.

Further information about creditors' rights can be obtained by visiting the creditors' information microsite published by the Association of Business Recovery Professionals (R3) at <a href="http://www.creditorinsolvencyguide.co.uk/">http://www.creditorinsolvencyguide.co.uk/</a>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at <a href="http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees">http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees</a>. Alternatively a hard copy can be provided on request. Please note that we have provided further details in this policy document.

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn. If approval has been obtained for remuneration on a time costs basis, i.e. by reference to time properly spent by members of staff of the practice at our standard charge out rates, the time incurred will also be disclosed, whether drawn or not, together with the average, or "blended" rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

# Time cost basis

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

## Charge-out Rates

Grade of staff	Current charge-out rate per hour, effective from 1	Previous charge-out rate per hour, effective from 1
	August 2017 £	August 2016 £
Partner	440	425
Manager	260-330	250-320
Administrator	150-220	145-215

Time is recorded in units of 6 minutes (prior to 08/01/2007 this was 15 minute units)

These charge-out rates charged are reviewed periodically and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

- Administration and Planning
- Investigations
- Realisation of Assets
- Creditors
- Trading
- Case specific matters

In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and on new appointments we now typically seek time costs for the following categories:

- Investigations
- Creditors (other than distributions to creditors)
- Trading

When we seek time costs approval we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

In some instances where there is undue risk to the firm in recovering its standard hourly rates in full, typically as a consequence of the pursuit of causes of action where the outcomes are far from certain, or where there are considered to be undue risks associated with the conduct of an assignment, then approval for a percentage uplift on standard hourly rates may be sought. The percentage uplift sought will vary depending upon the circumstances of each case.

# Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a percentage basis more often. A report accompanying any fee request will set out the potential assets in the case, the remuneration percentage proposed for any realisations and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

### Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a fixed fee basis more often. A report accompanying any fee request will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

# Members' voluntary liquidations and Voluntary Arrangements

The legislation changes that took effect from 1 October 2015 did not apply to members' voluntary liquidations ("MVL"), Company Voluntary Arrangements ("CVA") or Individual Voluntary Arrangements ("IVA"). In MVLs, the company's members set the fee basis, often as a fixed fee. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

# All bases

With the exception of IVA's and CVA's which are VAT exempt, the officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

# **Agent's Costs**

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors / Legal Advisors
- Auctioneers / Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

In new appointments made after 1 October 2015, the office holder will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

# **Disbursements**

In accordance with SIP 9 the basis of disbursement allocation in respect of disbursements incurred by the office holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

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

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by

creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage and mileage.

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

Photocopying / printing:	10p per sheet
Internal storage of books and records:	Initial charge for intake: £6.10 per box
	Storage: £0.40 per month per box in storage at month end
Internal storage of PC/IT equipment:	Storage: £3.60 per month per item in storage at month end
Internal room hire:	£100 per statutory meeting
Mileage (own car usage):	45p per mile