

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 6 5 3 7 2 6 7

Company name in full Marston Building Services Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Lee James

Surname Cotton

### 3 Liquidator's address

Building name/number Robert Day and Company Limited

Street The Old Library

The Walk

Post town Winslow

County/Region Buckingham

Postcode M K 1 8 3 A J

Country United Kingdom

### 4 Liquidator's name ①

Full forename(s) Robert

Surname Day

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number Robert Day and Company Limited

Street The Old Library

The Walk

Post town Winslow

County/Region Buckingham

Postcode M K 1 8 3 A J


Country United Kingdom

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

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## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>															
From date	d	2	d	3	m	1	m	0	y	2	y	0	y	2	y	1
To date	d	2	d	2	m	1	m	0	y	2	y	0	y	2	y	2
<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 															
Signature date	d	2	d	6	m	1	m	0	y	2	y	0	y	2	y	2

**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

Robert Day and Company Limited

Address

Post town

County/Region

Postcode

Country

DX

Telephone

01296 711644

**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)

## **Marston Building Services Limited – In Liquidation ('the company')**

**Company Number:** 06537267

**Current Registered Office:** c/o Robert Day and Company Limited, The Old Library, The Walk, Winslow, Buckingham MK18 3AJ

**Previous Registered Office:** 3 Redman Court, Bell Street, Princes Risborough HP27 0AA

**Trading Address:** Morses Barn, South Marston Farm, South Marston SN3 4RX

**Basis of Remuneration:** Fixed Fee

**Office Holder Details:** Robert Day and Lee James Cotton of Robert Day and Company Limited, The Old Library, The Walk, Winslow, Buckingham MK18 3AJ

**Date of Appointment:** 23 October 2019

### **1. Introduction**

This report provides members with an update on the progress made in the liquidation and an explanation of the work done by the joint liquidators and their staff during the period 23 October 2021 to 22 October 2022 (the reporting period).

This report is intended for use by those parties entitled to a copy thereof under the Insolvency Rules (England and Wales) 2016. It may contain information that is privileged, confidential or exempt from disclosure and any dissemination, distribution or copying of it and its attachments is strictly prohibited. It is not suitable to be relied upon by any other person, or for any other purpose, or in any other context and should be read in conjunction with previous progress reports issued during the course of the liquidation.

Robert Day and Lee James Cotton are authorised in the UK to act as Insolvency Practitioners by the Institute of Chartered Accountants in England and Wales. All work is conducted in accordance with the Insolvency Code of Ethics.

### **2. Receipts and Payments Account**

A copy of the joint liquidators' receipts and payments account for the periods 23 October 2019 to 22 October 2022 inclusive is attached to this report.

### **3. Planning**

The joint liquidators planned to discharge their obligations to members by seeking to maximise asset realisations, minimise the input required from them, compatible with complying with the various statutory and professional regulatory requirements which flowed from their appointment and consequently to maximise the return to members.

### **4. Administration**

Details of the joint liquidators' appointment were advertised, as required, in the London Gazette, and submitted to Companies House with accompanying documents. The joint liquidators also provided information on their appointment to the insurers who have given them a bond.

The necessary records have been maintained, on behalf of the company, to enable the joint liquidators to file the relevant returns at Companies House made necessary by Section 192 of the Insolvency Act 1986.

## **5. Asset Realisations**

During the reporting period the VAT reclaim and the tax overpayment referred to in the joint liquidators' previous progress report have both been received from HM Revenue & Customs (HMRC).

HMRC have informed the joint liquidators that they consider a further refund of £1,777.32 is due to the company.

Receipt of this refund is the only matter delaying the conclusion of the liquidation.

## **6. Liabilities**

No further liabilities have been identified or paid during the reporting period.

The sum of £2,093.95 has been distributed to the company's shareholder during the reporting period.

This represents a distribution of £4.1879 per ordinary share.

Upon receipt of the further refund due from HMRC a final distribution will be made to the company's shareholder.

HMRC have provided the joint liquidators with full clearance to conclude the liquidation.

## **7. Liquidators' Remuneration / Expenses**

The time costs in dealing with the liquidation to 22 October 2022 amount to £4,165.00.

This represents 17.0 hours at an average charge out rate of £245.00 per hour.

A breakdown of the Liquidators' Time and Charge Out Rates is attached to this report.

No further liquidators' remuneration / expenses have been drawn during the reporting period.

No further liquidator's remuneration / expenses will be drawn in this matter.

A copy of rule 18.34 of the Insolvency (England and Wales) Rules 2016 can be found via the following link:-

<https://www.legislation.gov.uk/ukSI/2016/1024/article/18.34/made>

A further copy of 'A Creditors' Guide to Liquidator's Fees' can be found by following the link below:-

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/29114/page/1/liquidation-a-guide-for-creditors-on-insolvency-practitioner-fees/>

## **8. Matters Still To Be Dealt With / Conclusion**

The following matters are still to be dealt with:-

1. Receipt of the further refund HMRC consider to be due to the company and
2. The final distribution of funds to the company's shareholder.

The joint liquidators are required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless they have concluded matters prior to this, in which case they will write to all members with their final progress report whilst giving notice of their intention to finalise their administration of the liquidation at the same time.

It is expected that this liquidation will be concluded prior to the next anniversary.

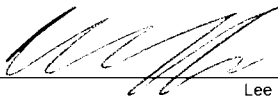
If you require any further information or clarification on any matter please contact the joint liquidators.

A handwritten signature in black ink, appearing to read 'Lee Cotton', written in a cursive style.

**Lee Cotton**  
**Joint Liquidator**

**Marston Building Services Limited**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**

Statement of Affairs		From 23/10/19	From 23/10/20	From 23/10/21	Total
		To 22/10/20	To 22/10/21	To 22/10/22	
	SECURED ASSETS				
		0.00	0.00	0.00	0.00
	ASSET REALISATIONS				
190,888	Balance at Bank	187,744.89	0.00	0.00	187,744.89
	CT Refund	2,274.17	0.00	0.00	2,274.17
	PAYE / NI Refund	0.00	0.00	1,593.95	1,593.95
	VAT Reclaim	0.00	0.00	500.00	500.00
	VAT Refund	1,200.00	0.00	0.00	1,200.00
		191,219.06	0.00	2,093.95	193,313.01
	COST OF REALISATIONS				
	Joint Liquidators' Fixed Fee including Disbursements	2,500.00	0.00	0.00	2,500.00
	VAT Receivable	500.00	0.00	0.00	500.00
		3,000.00	0.00	0.00	3,000.00
	PREFERENTIAL CREDITORS				
		0.00	0.00	0.00	0.00
	UNSECURED CREDITORS				
1,479	Taxation	1,593.95	0.00	0.00	1,593.95
3,600	Trade Accounts	3,600.00	0.00	0.00	3,600.00
	DISTRIBUTIONS				
226,337	Ordinary Shareholders	183,025.11	0.00	2,093.95	185,119.06
	Balance in Hand	0.00	0.00	0.00	0.00
	REPRESENTED BY				
	Bank 1 Current	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00

  
 Lee Cotton  
 Joint Liquidator

**Marston Building Services Limited - In Liquidation****Joint Liquidators' Time and Charge Out Summary from 23 October 2019 to 22 October 2022**

Classification of work function	Liquidator	Manager	Total Hours	Time Cost £	Average Hourly Rate £
Administration and Planning	14.8	-	14.8	3,626.00	245.00
Investigations	-	-	-	-	-
Realisation of Assets	0.5	-	0.5	122.50	245.00
Trading	-	-	-	-	-
Creditors	1.7	-	1.7	416.50	245.00
Case Specific Matters	-	-	-	-	-
Total Hours	17.0	-	17.0	4,165.00	245.00
Total Fees Claimed (£)	4,165.00	-	-	-	-

**Charge Out Rate Summary**

Description	Hourly Rate (£)	Dates
Liquidator	245	23/10/19 - 22/10/22

Note - Time costs are calculated at 6 minute units

**Post Appointment Expenses**

Expenses	Incurred	Paid (as part of fixed fee)
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Category 1:-

Statutory Advertising	£261.18	£261.18
Specific Penalty Bond Premium	£210.00	£210.00

Category 1 Expenses are external supplies specifically identifiable to the case.

Where these expenses have been initially paid by Robert Day and Company Limited and then recharged to the estate approval from members is not required.

Category 2 Expenses include elements of shared or allocated costs incurred by Robert Day and Company Limited and recharged to the estate. They are not attributable to the estate by a third party invoice and/or they may include a profit element. These expenses are recoverable in full, subject to the basis of the expense charged being approved by members in advance.

It is not the policy of Robert Day and Company Limited to charge Category 2 Expenses.



Client	Meeting Date	Code	User	Date	Administration & Planning	Investigation	Realisation of Assets	Trusts	Creditors	Case specific matters	Description	Hourly Charge Rate	Total
Marston Building Services Limited	23-Oct-19	1216	19	23-Oct-19	1.4						Post Appointment Documents to Companies House	£245.00	£343.00
Marston Building Services Limited	23-Oct-19	1216	19	23-Oct-19	1.1						Post Appointment Statutory Advertising	£245.00	£269.50
Marston Building Services Limited	23-Oct-19	1216	20	25-Oct-19	0.4						VAT 769	£245.00	£98.00
Marston Building Services Limited	23-Oct-19	1216	20	25-Oct-19					0.5		Post Appointment Circular to Creditors	£245.00	£122.50
Marston Building Services Limited	23-Oct-19	1216	20	25-Oct-19	0.4						S120 Pension Searches	£245.00	£98.00
Marston Building Services Limited	23-Oct-19	1216	19	28-Oct-19	0.8						Open Estate Bank Account	£245.00	£196.00
Marston Building Services Limited	23-Oct-19	1216	19	30-Oct-19	0.8						First Distribution to Shareholders	£245.00	£196.00
Marston Building Services Limited	23-Oct-19	1216	19	01-Nov-19	0.2						Cover Schedule	£245.00	£49.00
Marston Building Services Limited	23-Oct-19	1216	20	05-Nov-19				0.5			Letter to Handelsbanken	£245.00	£122.50
Marston Building Services Limited	23-Oct-19	1216	20	12-Nov-19	0.3						Bank Reconciliation	£245.00	£73.50
Marston Building Services Limited	23-Oct-19	1216	20	13-Nov-19	0.3						Cheque to Bank	£245.00	£73.50
Marston Building Services Limited	23-Oct-19	1216	20	16-Dec-19	0.3						Bank Reconciliation	£245.00	£73.50
Marston Building Services Limited	23-Oct-19	1216	20	14-Jan-20					0.3		VAT Return	£245.00	£73.50
Marston Building Services Limited	23-Oct-19	1216	20	23-Apr-20	0.4						VAT Return	£245.00	£98.00
Marston Building Services Limited	23-Oct-19	1216	20	20-Jul-20	0.4						VAT Return	£245.00	£98.00
Marston Building Services Limited	23-Oct-19	1216	20	13-Oct-20	0.3				0.4		Payment to HMRC / E-mail to Director	£245.00	£171.50
Marston Building Services Limited	23-Oct-19	1216	20	26-Oct-20	0.4						CT600	£245.00	£98.00
Marston Building Services Limited	23-Oct-19	1216	20	26-Oct-20	1.6						Form LIQ03 to Companies House / Annual Progress Report	£245.00	£392.00
Marston Building Services Limited	23-Oct-19	1216	20	24-Nov-20	0.3						Bank Reconciliation	£245.00	£73.50
Marston Building Services Limited	23-Oct-19	1216	20	25-Nov-20					0.5		Letter to HMRC	£245.00	£122.50
Marston Building Services Limited	23-Oct-19	1216	20	08-Mar-21	0.5						VAT Returns	£245.00	£122.50
Marston Building Services Limited	23-Oct-19	1216	20	06-Aug-21	0.4						VAT Return	£245.00	£98.00
Marston Building Services Limited	23-Oct-19	1216	20	26-Oct-21	0.4						VAT Return	£245.00	£98.00
Marston Building Services Limited	23-Oct-19	1216	20	26-Oct-21	1.3						Form LIQ03 to Companies House / Annual Progress Report	£245.00	£318.50
Marston Building Services Limited	23-Oct-19	1216	20	26-Oct-21	0.5						CT600	£245.00	£122.50
Marston Building Services Limited	23-Oct-19	1216	20	26-Oct-21	0.8						Government Clearance Letters	£245.00	£196.00
Marston Building Services Limited	23-Oct-19	1216	20	07-Jan-22	0.3						VAT Return	£245.00	£73.50
Marston Building Services Limited	23-Oct-19	1216	20	25-Apr-22	0.5						VAT Return	£245.00	£122.50
Marston Building Services Limited	23-Oct-19	1216	20	11-Aug-22	0.4						VAT Return	£245.00	£98.00
Marston Building Services Limited	23-Oct-19	1216	20	30-Sep-22	0.3						Bank Reconciliation	£245.00	£73.50

£4,165.00