

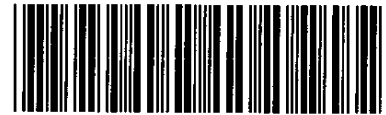
AM10

Notice of administrator's progress report



Companies House

TUESDAY



A12 *A8J0QUUH* 26/11/2019 #158
COMPANIES HOUSE

1 Company details

Company number 07004296

Company name in full The Redchurch Brewery Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Neil

Surname Bennett

3 Administrator's address

Building name/number Leonard Curtis

Street 5th Floor

Grove House

Post town 248a Marylebone Road

County/Region London

Postcode NW16BB

Country

4 Administrator's name ^①

Full forename(s) Ian

Surname Yerrill

① Other administrator

Use this section to tell us about
another administrator

5 Administrator's address ^②

Building name/number Yerrill Murphy

Street 12 Romney Place

Maidstone

Post town Kent

County/Region

Postcode ME156LE

Country

② Other administrator

Use this section to tell us about
another administrator

AM10

Notice of administrator's progress report

6 Period of progress report

From date	d	0	u	3	m	0	u	5	y	2	y	0	y	1	y	9
To date	d	0	u	2	m	1	u	1	y	2	y	0	y	1	y	9

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X

[Handwritten Signature]

X

Signature date

d	2	u	5	m	1	u	1	y	2	y	0	y	1	y	9
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AM10

Notice of administrator's progress report



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	Ronnie Walters
Company name	Leonard Curtis
Address	
5th Floor	
Grove House	
248a Marylebone Road	
Post town	London
County/Region	
Postcode	N W 1 6 B B
Country	
DX	
Telephone	020 7535 7000



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:

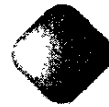
The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



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



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**THE REDCHURCH BREWERY LIMITED
(IN ADMINISTRATION)**

Registered Number: 07004296

Court Ref: CR-2019-002970

High Court of Justice, Business and Property Courts of England and Wales

**Joint Administrators' First Progress Report in accordance
with Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

and

**Joint Administrators' Request for Approval of a Revised Fees Estimate
via a Decision Procedure**

**Report period
3 May 2019 to 2 November 2019**

25 November 2019

Neil Bennett and Ian Yerrill - Joint Administrators
Leonard Curtis
5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB
Tel: 020 7535 7000 Fax: 020 7723 6059
General email: creditors@leonardcurtis.co.uk
Ref: L/18/RAW/RED08/1010

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THE REDCHURCH BREWERY LIMITED – IN ADMINISTRATION

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STRICTLY PRIVATE AND CONFIDENTIAL
NOT FOR PUBLICATION

TO: THE REGISTRAR OF COMPANIES
ALL CREDITORS
ALL MEMBERS

1 INTRODUCTION

- 1.1 This report has been produced in accordance with Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules") to provide creditors with an update on the progress of the Administration of The Redchurch Brewery Limited ("the Company") for the period from 3 May 2019 to 2 November 2019. This is the Joint Administrators' first progress report to creditors.
- 1.2 This report also incorporates a request that creditors consider a decision to approve the Joint Administrators' Revised Fees Estimate. Further information can be found at Section 7 of this report.

2 STATUTORY INFORMATION

- 2.1 Neil Bennett and Ian Yerrill were appointed as Joint Administrators of the Company in the jurisdiction of High Court of Justice, Business and Property Courts of England and Wales, number CR-2019-002970 on 3 May 2019. The Administration appointment was made by the Directors. The Joint Administrators can confirm that there has been no change in office-holder since the date of Administration.
- 2.2 The Administration is being handled by the London office of Leonard Curtis, which is situated at 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB.
- 2.3 The principal trading address of the Company was 15-16 Mead Industrial Estate, Harlow, Essex CM20 2SE ("Harlow Premises"). The Company also traded from 275-276 Poyser Street, London E2 9RF ("Poyser Street Premises"). The business traded under its registered name.
- 2.4 The registered office address of the Company at the date of the appointment of the Joint Administrators was 275-276 Poyser Street, London E2 9RF. Following the appointment, this was changed to 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB. The registered number of the Company is 07004296.
- 2.5 For the purposes of Paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended) ("the Act"), it should be noted that during the period in which the Administration is in force, any act or function required or authorised under any enactment to be done by the Joint Administrators may be exercised by all or any of the persons holding that office.
- 2.6 The Company's main centre of operations is based in the UK. The EU Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

3 JOINT ADMINISTRATORS' PROPOSALS

- 3.1 Attached at Appendix A is a summary of the Joint Administrators' approved Proposals for achieving one of the three statutory purposes of Administration.
- 3.2 The Proposals were approved by the general body of creditors on 30 May 2019.
- 3.3 There have been no major amendments to, or deviations from, the Proposals during the course of the Administration to date.

3.4 The objective of the Administration is to achieve a better result for the Company's creditors as a whole than would be likely if the Company were to be wound up (without first being in Administration).

3.5 It is anticipated that this objective will be achieved as the sale of the business and certain assets has resulted in enhanced values for the Company's assets and consequently sufficient funds being available to enable a distribution to the Company's unsecured creditors.

4 PROGRESS OF THE ADMINISTRATION

4.1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 3 May 2019 to 2 November 2019.

4.2 Sale of Business

As previously reported to creditors, the business and assets of the Harlow Premises were sold on 3 May 2019 to Redchurch Brewery (London) Limited ('the Purchaser' or "RBL"). The agreed sale consideration was £240,000 and was paid, in full, on completion.

4.3 The Poyser Street Premises

The assets contained within the Poyser Street Premises were excluded from the above sale. These assets were sold for £10,000 plus VAT to Beer and Tacos Limited, a company under the control of Gary Ward, a director of the Company and is therefore considered to be a connected party under section 249 of the Act, by way of common directorship.

4.4 Plant and Machinery and Motor Vehicles subject to finance

The Company held plant and machinery and motor vehicles subject to finance agreements with HSBC Equipment Finance (UK) Limited and MotoNovo Finance. Following settlement of the respective agreements, a surplus of £87,255 has been received in the Administration.

4.5 Goodwill and Intellectual Property

Axia were instructed to provide a valuation of the Company's business intellectual property, including the business name/trading style, brands, copyright and domain names, goodwill, rights to design, databases, confidential information (including know-how and trade secrets) and other intellectual property rights ("Business Intellectual Property"). £40,000 and £10,000 has been received for goodwill and business intellectual property, respectively.

4.6 Stock

The stock comprised of beer ingredients, bottled beer, keg beer, tank beer, packaging and miscellaneous spirits, wines and mixers, which realised £41,499.

4.7 Office Furniture and Computer Equipment

These assets relate to the fixtures and fittings at the Poyser premises, and office furniture and computer equipment which were in fair condition. As with assets of this nature, unless they are relatively new and of good specification, residual values are generally low. £3,500 has been received for these assets.

4.8 Plant and Machinery (Unencumbered)

The unencumbered plant and machinery comprised micro brewing equipment, beer dispensing equipment, barrels, fridges, freezers, a mill and miscellaneous ancillary equipment, which realised £21,364.

4 9 Cash at Bank

The Company held a bank account with HSBC Bank Plc ("HSBC"). At the date of appointment the credit balance was £38,241 and this has been received in full

4 10 Deposits and Prepayments

The Company's balance sheet as at 30 April 2019 showed deposits and prepayments totalling £115,716. Included in this figure are rent deposits paid to the landlords of the 2 trading premises and amounts paid to energy suppliers. The Joint Administrators are still in the process of reviewing these balances, but it is not anticipated that there are likely to be any recoveries for the benefit of creditors.

4 11 Book Debts

The Company's receivables schedule shows a balance of £234,154 as at 3 May 2019. However, we had been made aware that this figure included a number of aged and bad debts which had not been written off. Following Administration and with the agreement of HSBC, the Company's bank account remained open to allow debtor payments to be received. The account has recently been closed and we have written to the outstanding debtors. We are also in discussions with the Purchaser who have offered to acquire the remaining debtors as they are still dealing with a number of them. Negotiations are ongoing and we will advise creditors of the outcome in our next report.

4 12 Director' Loan Account

The Company's records show that there is a director's loan account of £21,062 outstanding, attributable to Gary Ward. We have written to Mr Ward requesting repayment proposals. Mr Ward has disputed the amount and has advised that he is unaware of any amounts he owes the Company. Our discussions with Mr Ward are ongoing and we will advise creditors of the outcome in our next report.

4.13 Rates Refund

Rates refund of £368 has been received from the local authority for the Harlow Premises.

4 14 Deposit Interest

Deposit interest of £66 has been received.

4 15 Licence to Occupy Fees

As part of the sale of the business and certain assets of the Harlow Premises to RBL, a Licence to Occupy was granted to the Purchaser to continue occupation of the premises under the same terms as that of the Company, pending negotiations with the landlord for an assignment of the Company's interest in the lease. These negotiations are ongoing and are expected to be concluded shortly.

5 ASSETS STILL TO BE REALISED

- Book Debts – Continue discussions with the Purchaser to finalise debtor position
- Director's Loan Account – Continue discussions with Gary Ward to agree amount due

6 INVESTIGATIONS

- 6.1 Following their appointment, the Joint Administrators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's directors and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate.
- 6.2 That assessment did not identify any possible further realisations. In addition, the Joint Administrators concluded that no further investigations were required. If, however, any creditor is aware of any particular matters which they consider require investigation, they should please send full details to this office at the address given at the front of this report.
- 6.3 Regardless of the above, the Joint Administrators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

7 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS

Pre-Administration Costs

- 7.1 On 30 May 2019, the general body of creditors consented to the following pre-Administration costs and expenses being paid as an expense of the Administration:

Charged by	Services provided	Total amount charged £
Leonard Curtis	Discussions with director and assisting in the marketing of the business and negotiation of the sale to RBL	23,669.50
Yerrill Murphy	Discussions with directors and insolvency advice	8,136.00
Axia Valuation Services	Valuation and marketing of the business and negotiation of the sale to RBL	34,386.70
Shakespeare Martineau	Dealing with sale contract	9,575.80
TOTAL		<u>75,768.00</u>

- 7.2 These costs have now been paid and are detailed in the receipts and payments account attached at Appendix B.

Joint Administrators' Remuneration

- 7.3 On 30 May 2019, the general body of creditors agreed that the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters arising from the Administration for an amount not exceeding £54,130.50, as set out in a Fees Estimate ("Initial Fees Estimate")
- 7.4 The time charged by Leonard Curtis for the period of this report amounts to £56,125. This represents 187.2 hours at an average rate of £299.81 per hour. The time charged by Yerrill Murphy for the period of this report amounts to £4,581. This represents 17.4 hours at an average rate of £263.28. Summaries of both time costs incurred in the period is set out at Appendix C, together with a detailed description of work undertaken in the period, attributable to each category of time costs, and an explanation of why it was necessary for that work to be performed.
- 7.5 Attached, at Appendix D, is a summary of time costs incurred to 2 November 2019 compared with time costs as set out in the Joint Administrators Initial Fees Estimate.

- 7.6 As the Joint Administrators' total time costs for the period from 3 May 2019 to 2 November 2019 of £60,706 (Leonard Curtis £56,125 and Yerrill Murphy £4,581) are in excess of the Initial Fees Estimate of £54,130.50, and the Administration is ongoing, the Joint Administrators' have prepared a Revised Fees Estimate totalling £75,257.50, full details of which are set out at Appendix E ("the Revised Fees Estimate") A summary of the Initial Fees Estimate compared with the Revised Fees Estimate is as follows:

	Initial Fees Estimate Total £	Revised Fees Estimate Total £
Statutory and Review	6,117.50	6,605.00
Receipts and Payments	4,585.00	4,392.50
Insurance, Bonding and Pensions	1,970.00	2,157.50
Assets	7,115.00	17,745.00
Liabilities	7,538.00	12,452.50
Landlords	3,195.00	3,522.50
Debenture Holder	3,690.00	4,097.50
General Administration	4,850.00	7,585.00
Appointment	3,265.00	2,402.50
Post Appointment Creditor Reporting	8,430.00	10,582.50
Investigations	3,375.00	3,715.00
Total	54,130.50	75,257.50

- 7.7 We set out below the main areas of activity where we have exceeded or expect to exceed our Initial Fees Estimate, and provide details of the further work required to conclude the Administration:

Assets

Significant additional time has been incurred, primarily as a result of having to constantly reconcile the debtors as a number had paid RBL, which included meeting with representatives of RBL and time will continue to be incurred in this regard. Further time was also spent liaising with HSBC for updates on debtor payments into the Company's previous bank account. Additional time has also been incurred in dealing with arranging the return of third party assets and retention of title claims.

Liabilities

Following the issuing of the Joint Administrators' Proposals, numerous enquiries were received from creditors, and investors, of which there were a significant number, including Crowdcube. This resulted in more time being spent in corresponding with the investors than originally envisaged

General Administration

The additional time spent in this category has been as a result of ongoing correspondence with the directors regarding the completion of the statement of affairs and questionnaires. Time has also been trying to gain access to the Company's electronic records

Post Appointment Creditor Reporting

The additional time incurred has primarily been as a result of further work required in reporting to creditors following the Decision on the Joint Administrators' Proposals

- 7.8 Details of the firm's charge-out rates and policy regarding the recharge of disbursements, staff allocation, support staff and the use of subcontractors are attached at Appendix F.
- 7.9 The Revised Fees Estimate is based upon information currently available to the Joint Administrators. Based upon such information, the Joint Administrators do not anticipate that the Revised Fees Estimate will be exceeded. However, should information come to light during the course of the Administration which means that the Joint Administrators will be required to undertake work not envisaged at the time that the Revised Fees Estimate was provided, it may be necessary for the Joint Administrators to revert to creditors for further approval.
- 7.10 The Joint Administrators are looking to seek approval from creditors of the Revised Fees Estimate via a decision procedure as set out below at Section 10 below.
- 7.11 Further guidance may be found in "A Creditors' Guide to Administrators' Fees" which may be downloaded from <https://www.r3.org.uk/what-we-do/publications/professional/fees>
- 7.12 If you would prefer this to be sent to you in hard copy please contact Ronnie Walters of this office on 020 7535 7000.
- 7.13 The remuneration drawn by the Joint Administrators to date totals £39,581 plus VAT.

8 JOINT ADMINISTRATORS' EXPENSES

- 8.1 Creditors will recall that the Joint Administrators have previously circulated a 'Statement of Likely Expenses' in this matter.

Expenses are separated into the following categories.

- (i) Standard Expenses: this category includes expenses payable by virtue of the nature of the Administration process and / or payable in order to comply with legal or regulatory requirements.
- (ii) Case Specific Expenses: this category includes expenses likely to be payable by the Joint Administrators in carrying out their duties in dealing with issues arising in a particular case. Also included within this category are costs that are directly referable to the Administration but are not paid to an independent third party (and which may include an element of allocated costs).

These are known as "Category 2 disbursements" and are subject to the approval of the creditors. On 30 May 2019, the general body of creditors also approved that category 2 disbursements could be drawn by the Joint Administrators, as detailed at Appendix F.

- 8.2 A copy of the Joint Administrators' statement of likely expenses, together with comparative details of expenses incurred during the current reporting period and confirmation as to whether those amounts are paid or unpaid is set out at Appendix G.
- 8.3 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.
- 8.4 Additional expenses incurred over and above those included in the statement of likely expenses are £211 for post redirection and an additional £574 for the Joint Administrator's bond fee.
- 8.5 Attached at Appendix F is additional information in relation to the firm's policy on staffing, the use of sub-contractors, disbursements and details of our current charge-out rates by staff grade. Please be aware that the firm's charge out rates have been amended with effect from 1 August 2019.

- 8.6 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may make a written request to the Joint Administrators for further information about remuneration or expenses set out in this report
- 8.7 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court, on the grounds that the basis fixed for the Joint Administrators' remuneration is inappropriate, or the remuneration or expenses charged by the Joint Administrators are, in all the circumstances, excessive
- 8.8 The application must be made no later than eight weeks after receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question.
- 8.9 Unless the Court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the Administration.

9 ESTIMATED OUTCOME FOR CREDITORS

- 9.1 In order to assist the various classes of creditors in assessing the quantum of any dividend which may or may not be payable to them, we have produced an Estimated Outcome Statement. This is attached at Appendix H

9.2 Secured Creditors

HSBC Bank Plc ("HSBC") hold a debenture incorporating fixed and floating charges created on 13 March 2018 and registered at Companies House on 20 March 2018. HSBC were owed £40,319 in respect of a loan facility, which has been paid in full from realisations caught under their charge. HSBC Equipment Finance (UK) Ltd were owed £43,881 under various finance agreements. After settlement of this amount, a surplus of £87,255.06 has been received in the Administration.

9.3 Preferential Claims

The only claims which are preferential in this instance are those of employees in respect of accrued holiday pay and unpaid pension contributions. The Company's employees at the Harlow Premises were transferred to the Purchaser on 3 May 2019 in accordance with the Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE") and, as such, no preferential claims were expected in the Administration. However, it transpired that there were unpaid pension contributions of £1,945.83 which had been deducted from the employees' salary, but was not paid over to the pension provider.

Please note that, upon advice taken by the Joint Administrators, the outstanding pension contributions were paid from the Administration estate in order to save the costs that would have been incurred should the claims have been made by the employees to the Redundancy Payments Service. Therefore, preferential claims were discharged in full on 24 July 2019.

9.4 Prescribed Part

The Act provides that, where a company has created a floating charge after 15 September 2003, the Administrator must make a prescribed part of the company's net property available to the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured claims.

As the Company will have no unsatisfied post-Enterprise Act charges, there will be no requirement to set aside a prescribed part in this case.

9 5 **Unsecured Non-Preferential Claims**

Based upon the information currently available, it is anticipated that there will be sufficient funds available to allow a dividend to be paid to unsecured creditors. This may be paid in the Administration with the consent of the court or by a subsequently appointed Liquidator, should liquidation be the appropriate exit route from the Administration process.

From April 2017, the Joint Administrators have had the discretion to admit claims from creditors with claims under £1,000 without receiving a proof of debt. The Joint Administrators confirm that, to date, no claims have been admitted under the small claims provisions.

If you have not already done so, please submit details of your claim to my office. A proof of debt form is attached at Appendix I for your ease of use.

10 **DECISION PROCEDURE – BY CORRESPONDENCE**

10 1 Please be advised that a decision procedure is required for creditors to consider the following decision:

(i) That the Joint Administrators' Revised Fees Estimate of £75,257.50 be approved

10 2 The Joint Administrators propose to conduct the vote on the above via a decision by correspondence, and we attach Notice of this at Appendix J together with information on requisite majorities (please see Appendix K). We also enclose at Appendix L a voting form for your completion.

10 3 **Creditors are requested to indicate whether or not they approve the proposed decisions by taking the following action:**

1. **Please complete the Voting Form (Appendix L), indicating how you wish to vote on the proposed decision and return it as soon as possible, but no later than 12 December 2019 ("the Decision Date")**
2. **Unless you have already done so, please complete the proof of debt form attached at Appendix I and submit this with evidence in support of your claim, together with your voting form, no later than the date shown above.**

10 4 In order for votes on the proposed decision set out above to be counted, creditors must have delivered the **voting form** together with proof of their claim to Leonard Curtis, 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB, on or before the Decision Date, failing which their votes will be disregarded. Creditors' attention is drawn to Chapter 9 of Part 1 of the Rules, which detail the rules for the delivery of documents.

10 5 For the decision to be passed, the Joint Administrators must receive at least one valid vote by the closing date specified in the notice.

Requisitioned Meetings

10 6 If creditors are not satisfied with the type of decision procedure being used, they may request that a physical meeting be convened providing their claim is 10% of the value of the creditors, 10% of the number of creditors request the same or 10 individual creditors request that a meeting be convened. All requests for a physical meeting should be made in writing to LONDON.meetingreq@leonardcurtis.co.uk within five business days of receipt of this decision procedure.

Effect of Approval of the Decisions

- 10.7 The total amount set out in the Revised Fees Estimate is £75,257.50. Once approved by creditors, the remuneration drawn by the Joint Administrators must not exceed the total amount without further creditor approval. In the event that realisations prove insufficient to cover the actual time costs incurred, the irrecoverable costs will be written off.

11 INVITATION TO FORM A CREDITORS' COMMITTEE

In accordance with Rule 3.39 of the Rules, creditors are invited to decide whether a Creditors' Committee should be established if sufficient creditors are willing to be members of that Committee. In order to be able to make an informed decision on whether you wish to be nominated to serve on a Committee, you are advised to read "Liquidation/Creditors' Committees and Commissioners - A Guide for Creditors" which contains information on the rights, duties and the functions of a Committee. This may be obtained via the link below or is available from our office free of charge on request.

https://www.r3.org.uk/liquidation/creditors_committees_and_commissioners_a_guide_for_creditors

Neil Bennett invites creditors to put forward their nominations for membership of the Committee, such nominations must be received, in writing, by the date specified in the notice attached at Appendix M. The Joint Administrators can only accept nominations if they are satisfied as to the creditors' eligibility under Rule 17.4 of the Rules (a copy of which is included at Appendix K).

12 MATTERS STILL TO BE DEALT WITH

Matters still to be dealt with before conclusion of the Administration are detailed in Sections 4 and 5 of this report and include the following:

- Book Debts – continue discussions with the Purchaser to finalise debtor position;
- Deposits and Prepayments – finalise investigations to ascertain likely recoveries;
- Director's Loan Account – continue discussions with Gary Ward to agree amount due;
- Arrange for directors to submit statement of affairs;
- The unpaid remuneration and expenses will need to be defrayed, and
- Preparation of the Joint Administrators' final progress report.

13 EXTENSIONS TO THE ADMINISTRATION

- 13.1 The appointment of Joint Administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.

- 13.2 In certain circumstances it may be necessary to extend the Joint Administrators' term of office. In the context of this case, this may be done for a specified period not exceeding twelve months as follows:

- with the consent of each secured creditor of the Company; and
- a decision of the unsecured creditors in a decision procedure.

- 13.3 We do not believe that an extension to the Administration will be necessary in this case.

- 13.4 The Joint Administrators will be discharged from liability immediately upon their appointment as Joint Administrators ceasing to have effect.

14 NEXT REPORT

The Joint Administrators are required to provide a progress report which must be delivered within one month of the end of the next six months of the Administration or earlier if the Administration has been finalised.

15 DATA PROTECTION

Finally, when submitting details of your claim in the administration, you may disclose personal data to the Joint Administrators. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Joint Administrators act as Data Controllers in respect of personal data they obtain in relation to this administration and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Administrators' privacy notice, which is attached to this report at Appendix N, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

If you wish to discuss the issues raised in this report or require any additional information, please contact this office.

Yours faithfully
for and on behalf of
THE REDCHURCH BREWERY LIMITED



NEIL BENNETT
JOINT ADMINISTRATOR

Neil Bennett is authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association under office holder number 9083 and Ian Yernill is authorised to act as an insolvency practitioner in the UK by the IPA under office holder number 8924.

The affairs, business and property of the Company are being managed by the Joint Administrators, who act as agents of the Company without personal liability.

SUMMARY OF JOINT ADMINISTRATORS' APPROVED PROPOSALS

1. The Joint Administrators continue to manage the business, affairs and property of the Company in such a manner as they consider expedient with a view to achieving the statutory purposes of the Administration
2. If appropriate, the Joint Administrators take any action they consider necessary with a view to the approval of a Company Voluntary Arrangement ("CVA") or Scheme of Arrangement in relation to the Company
3. If appropriate, the Joint Administrators file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors' Voluntary Liquidation. It is further proposed that Neil Bennett and Ian Yerrill be appointed Joint Liquidators of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them. NB. Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after receipt of these proposals and before the proposals are approved
4. Alternatively, if appropriate the Joint Administrators apply to Court under Para 65(3) of Schedule B1 to the Insolvency Act 1986 (as amended) for permission to make a distribution to the unsecured creditors within the Administration
5. In the event that there are no monies remaining to be distributed to creditors and as soon as all matters relating to the Administration have been completed, the Joint Administrators file a Notice with the Registrar of Companies that the Company should be dissolved.
6. The Joint Administrators investigate and, if appropriate, pursue any claims that they or the Company may have against any directors or former directors, other third parties, officers or former officers, advisers or former advisers of the Company.
7. The Company may be placed into compulsory liquidation in circumstances where assets are still to be realised or investigations concluded yet there will be no return to unsecured creditors. In these circumstances it is further proposed that Neil Bennett and Ian Yerrill be appointed Joint Liquidators of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them.
8. The Joint Administrators shall do all such other things and generally exercise all of their powers as contained in Schedule 1 of the Insolvency Act 1986, as they consider desirable or expedient to achieve the statutory purpose of the Administration.

SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS FROM 3 MAY 2019 TO 2 NOVEMBER 2019

	Estimated Financial Position £	Fixed Charge Account £	Floating Charge Account £	Licence to Occupy Account £	Total £
Receipts					
Goodwill	40,000	40,000.00	-	-	40,000.00
Business Intellectual Property	10,000	10,000.00	-	-	10,000.00
Plant and Machinery (Surplus after Asset Finance Settlement)	68,891	-	68,891.00	-	68,891.00
Motor Vehicles (Surplus after Asset Finance Settlement)	18,505	-	18,364.06	-	18,364.06
Stock	40,499	-	41,499.00	-	41,499.00
Office Furniture, Fixtures and Computer Equipment	2,500	-	3,500.00	-	3,500.00
Plant and Machinery (unencumbered)	20,364	-	21,364.48	-	21,364.48
Customer Contracts	1	-	1.00	-	1.00
Cash at Bank	30,745	-	38,240.91	-	38,240.91
Book Debts	150,000	-	166,383.25	-	166,383.25
Deposits and Prepayments	Uncertain	-	-	-	-
Director's Loan Account	Uncertain	-	-	-	-
	381,505	50,000.00	358,243.70	-	408,243.70
Rates Refund		-	367.53	-	367.53
Deposit Interest		-	66.50	-	66.50
Licence to Occupy Fees		-	-	54,508.00	54,508.00
Total Receipts		50,000.00	358,677.73	54,508.00	463,185.73
Payments					
Licence to Occupy Fees		-	-	16,782.68	16,782.68
Agents' Fees and Expenses		-	2,842.00	-	2,842.00
Solicitors' Fees and Expenses		-	2,150.00	-	2,150.00
Statutory Advertising		-	85.95	-	85.95
Bordereau Fee		-	974.00	-	974.00
IT Licence Fee		-	87.00	-	87.00
Sundry Expenses/Disbursements		-	252.69	-	252.69
Pre-Administration Costs		-	75,737.10	-	75,737.10
Joint Administrators' Remuneration		-	39,581.00	-	39,581.00
		50,000.00	236,967.99	37,725.32	324,693.31
Distributions:					
HSBC Bank Plc		40,319.05	-	-	40,319.05
Preferential Claims		-	1,945.83	-	1,945.83
Balance in Hand		9,680.95	235,022.16	37,725.32	282,428.43

SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD
FROM 3 MAY 2019 TO 2 NOVEMBER 2019

APPENDIX C

JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD 3 MAY 2019 TO 2 NOVEMBER 2019 (LEONARD CURTIS)

	Director		Senior Manager		Manager 1		Manager 2		Administrator 1		Administrator 2		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Administration & Review	4	4,35.00	51	2,130.50	8	292.00					2	50.00	19	295.00	89	3,198.50	254.56
Receipts & Payments			47	1,919.50	3	109.50	2	84.00					39	600.00	91	2,754.00	302.54
Insurance Bonding & Penalties			3	123.00	2	73.00							33	525.00	40	1,233.00	308.25
Assets	35	1,770.00	202	8,607.50	9	334.50	5	160.00	2	52.00			386	6,057.00	639	16,961.00	266.14
Liabilities	12	570.00	178	7,382.00									86	1,302.00	276	9,254.00	334.29
Liabilities	4	180.00	90	3,802.00	6	219.00							5	75.00	105	4,276.00	407.24
Liabilities	3	135.00			7	255.50							4	60.00	14	450.50	321.79
Liabilities	18	810.00	57	2,347.50	2	73.00	1	32.00					102	1,554.00	180	4,816.50	267.56
Liabilities	6	270.00	10	470.00	5	182.50							17	255.00	38	1,117.50	294.05
Liabilities	32	1,440.00	67	2,834.50	88	3,212.00	9	288.00	9	234.00			46	721.50	251	8,710.00	347.61
Liabilities			43	1,763.00					5	310.00			73	1,098.00	121	2,991.00	247.19
Liabilities			13	533.00									12	180.00	25	713.00	285.20
Liabilities			2	82.00											2	82.00	410.00
Liabilities			1	41.00											1	41.00	410.00
Total	119	5,610.00	764	32,041.50	130	4,751.00	17	544.00	16	416.00	2	50.00	824	12,712.50	1,872	56,125.00	
Average Hourly Rate (£)		471.43		419.39		385.46		320.00		260.00		250.00		154.28		299.81	

All Units are 6 minutes

APPENDIX C

JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD 3 MAY 2019 TO 2 NOVEMBER 2019 (YERRILL MURPHY)

	Partner		Administrator 2		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Receipts & Payments	-	-	5	80.00	-	-	5	80.00	160.00
Assets	13	432.50	-	-	-	-	13	432.50	332.69
General Administration	92	3,032.50	41	656.00	17	170.00	150	3,858.50	257.23
Investigations	6	210.00	-	-	-	-	6	210.00	350.00
Total	111	3,675.00	46	736.00	17	170.00	174	4,581.00	
Average Hourly Rate (£)		<u><u>331.08</u></u>		<u><u>160.00</u></u>		<u><u>100.00</u></u>		<u><u>263.28</u></u>	

All Units are 6 minutes

DESCRIPTION OF TIME SPENT BY CATEGORY

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case management purposes. Whilst this work will not directly result in any monetary value for creditors, it will ensure that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors. The work carried out under this category has comprised the following:

- Case management reviews. These are carried out periodically throughout the life of the case. In the early stages of the case this involved agreeing the case strategy and division of duties with Yerrill Murphy. A month 1 review has been undertaken by the firm's Compliance team to ensure that all statutory and best practice matters have been dealt with appropriately. As the case progresses we will carry out three monthly reviews to ensure that the case is progressing as planned.
- Allocation of staff, management of staff, case resourcing and budgeting – It is anticipated that the majority of the work in respect of this matter will be carried out by senior manager, manager and administrator level staff, with overview by the appointed office holders.
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9.
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice.
- The Joint Administrators are required under the Company Directors Disqualification Act 1986 ('CDDA') to review the Company's records and consider information provided by creditors on the conduct of the all directors involved in the Company during the three years leading up to the insolvency. This has been completed and resulted in the preparation and submission of a statutory report on all directors to the Insolvency Service.
- Review of the directors' Statement of Affairs and filing of document at Companies House in accordance with statutory requirements.
- Completion of case closing procedures at the end of the case.

To date, the following tasks have been completed under this category:

All of the above tasks have either been completed or ongoing, with the exception of

- Review of directors' Statement of Affairs and filing of document at Companies House.
- Completion of case closing procedures.

Receipts and Payments

This category of work will not result in a direct financial benefit for creditors. However, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly.

- Opening of case bank accounts. both a fixed and floating account has been opened in addition to a licence fee account to receive the licence to occupy fee for occupation of the Harlow Premises.
- Management of case bank accounts to ensure compliance with relevant risk management procedures.
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports.
- Regular review of case bank accounts by senior member of staff to ensure that fixed and floating charge assets have been properly identified and prescribed part funds have been set aside, where appropriate.
- Preparation of periodic estimated outcome statements to ensure that asset realisations and likely expenses are in line with those estimated in the Joint Administrators' Report and Statement of Proposals.
- Timely completion of all post appointment tax and VAT returns.
- Managing estate expenses.

THE REDCHURCH BREWERY LIMITED – IN ADMINISTRATION

To date the following tasks have been completed under this category:

All of the above tasks have either been completed or ongoing

Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect Company assets (see insurance and bonding matters below), whilst requirements in respect of Company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

- Calculation and request of Joint Administrators' bond in accordance with the Insolvency Practitioners Regulations 2005. A bond is a legal requirement on all Administrations and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond is calculated by reference to the value of assets which are estimated before costs to be available to unsecured creditors.
- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice.
- Completion and submission of statutory notifications under the Pensions Act 2004. This includes liaising with the Company's directors to establish the existence of Company pension schemes, making the statutory notifications under s22 and s120 of the pensions legislation; liaising with pensions providers to understand the nature of the scheme, and submitting claims to the Redundancy Payments Service for reimbursement of unpaid contributions to the scheme.
- Liaising with pension companies to arrange for prompt wind up of schemes.

To date, the following tasks have been completed under this category:

All of the above tasks have either been completed or ongoing

Assets

Time has been spent

- Completing the sale and purchase agreement and receiving the sale consideration.
- Completing post sale duties contained within the sale and purchase agreement.
- Assisting with the novation of any contracts held by the Company to the Purchaser, as and when required.
- Liaising with solicitors, as required.
- Identification and return of third party assets.
- Dealing with retention of title claims.
- Liaising with HSBC regarding the closure of the pre-appointment bank accounts.
- Reconciling the debtor position.
- Reviewing the other debtors and pursuing recovery of any balances owing.
- Reviewing the deposits and prepayments made by the Company to determine recoverability.
- Reviewing the director's loan account to determine recoverability.

To date, the following tasks have been completed under this category:

All of the above tasks have either been completed or ongoing

THE REDCHURCH BREWERY LIMITED – IN ADMINISTRATION

Liabilities

This category of time includes both statutory and non-statutory matters

Statutory

- Processing of claims from the Company's creditors – the Company's records, at the date of appointment, indicated that there were a total of 53 creditors in the Administration, in addition to HMRC. Since then, we have received a further 15 claims. Based on the estimated to realise value of the assets shown in the Estimated Financial Position, There will be sufficient asset realisations to enable a distribution to unsecured creditors. At this stage, the Joint Administrators have simply been logging claims received. It will be responsibility of the subsequently appointed Joint Liquidators to adjudicate on claims once they are in a position to pay a distribution.
- Preparation, review and submission of pre-appointment tax and VAT returns

Non-statutory

- Dealing with enquiries from the Company's creditors, as appropriate

To date, creditors' claims have been logged, as and when received and dealing with enquiries from creditors is an ongoing process.

Landlords

- Review of the leases in respect of Company's trading premises.
- Liaising with the landlords in respect of the two premises.
- Time has been and will continue to be incurred in monitoring payments from by the Purchaser in respect of the licence to occupy, including raising the licence to occupy invoices
- Time has been and will continue to be spent liaising with the landlord and the Purchaser with regards to an assignment of the lease/

To date, time has been spent reviewing the leases and corresponding with the landlords of both premises

Debenture Holder

- Updating HSBC on the progress of the Administration and asset realisations, and
- Making distributions to discharge the amounts owed to HSBC.

The above tasks have been completed.

General Administration

- General planning matters.
- Setting up and maintaining the Joint Administrators' records.
- Arranging collection and storage of Company records
- Dealing with general correspondence and communicating with directors and shareholders.

To date, the following tasks have been completed under this category:

- General planning matters.
- Setting up the Joint Administrators' records.
- Communicating with the directors regarding ongoing duties.

Appointment

- Statutory notifications to creditors and other interested parties following the Joint Administrators' appointment
- Preparation of case plan

The above tasks have now been completed and it is anticipated that no further time costs will be incurred under this category

Post Appointment Creditor Reporting

- Preparation of the Joint Administrators' letter to creditors regarding the pre-packaged sale of the business and certain assets in accordance with Statement of Insolvency Practice 16 ("SIP16")
- Preparation of Joint Administrators' Proposals for achieving a statutory purpose of the Administration
- Preparation of Fees Estimate and Statement of Expenses in accordance with Insolvency (England and Wales) Rules 2016.
- Convening a decision by correspondence to agree Fees Estimate with appropriate body of creditors
- Reporting on outcome of voting.
- Preparation of six monthly progress reports to creditors to provide an update on the Administration process
- Preparation of a final progress report to conclude the Administration.

To date, the following tasks have been completed under this category:

With the exception of preparation of six monthly progress reports to creditors, of which this is the first one, the above tasks have now been completed.

Investigations

- Collecting and reviewing the Company's records – this will mainly consist of reviewing bank statements and other information provided by creditors
- Conducting initial investigations into the Company's affairs / records to identify the possibility of further realisations and enable the submission of returns due under the CDDA – The submission of returns under the CDDA is a statutory requirement and is unlikely to result in any benefit to creditors

The above tasks have been completed.

Legal Services

- Liaising with LC Legal to consider next steps following no response from landlord of the Poyser Street premises.
- Reviewing files and documentation.
- Drafting and sending letter to landlord of Poyser Street premises

SUMMARY OF JOINT ADMINISTRATORS' TOTAL TIME COSTS TO 2 NOVEMBER 2019
INCORPORATING A COMPARISON WITH THE JOINT ADMINISTRATORS' APPROVED FEES ESTIMATE

	FEES ESTIMATE			INCURRED TO 2 NOVEMBER 2019			VARIANCE	
	Units	Cost	Average	Units	Cost	Average	Cost	
	No.	£	Hourly Rate		£	Hourly Rate	£	
Statutory & Review	165	6,117.50	370.76	94	3,278.50	348.78		(2,839.00)
Receipts & Payments	150	4,585.00	305.67	91	2,753.00	302.53		(1,832.00)
Insurance Bonding & Pensions	55	1,970.00	358.18	40	721.00	180.25		(1,249.00)
Assets	210	7,115.00	338.81	652	17,413.50	267.08		10,298.50
Liabilities	222	7,538.00	339.55	276	9,254.00	335.29		1,716.00
Landlords	85	3,195.00	375.88	105	4,276.00	407.24		1,081.00
Debtenture Holder	95	3,690.00	388.42	14	450.50	321.79		(3,239.50)
General Administration	145	4,850.00	334.48	330	8,675.00	262.88		3,825.00
Appointment	110	3,265.00	296.82	38	1,117.50	294.08		(2,147.50)
Post Appointment Creditor Reporting	260	8,430.00	324.23	251	8,730.00	347.81		300.00
Investigations	130	3,375.00	259.62	127	3,201.00	252.05		(174.00)
LEGAL SERVICES - Preparation	-	-	-	25	713.00	285.20		713.00
LEGAL SERVICES - Telephone calls	-	-	-	2	82.00	410.00		82.00
LEGAL SERVICES - Emails	-	-	-	1	41.00	410.00		41.00
Total	1,627	54,130.50	332.70	2,046	60,706.00	296.71		6,575.50
All Units are 6 minutes								

APPENDIX E

JOINT ADMINISTRATORS' REVISED FEES ESTIMATE AT 25 NOVEMBER 2019

	Director		Senior Manager		Manager 1		Administrator 4		Total	Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £
Statutory & Review	50	2,625.00	65	2,892.50	15	592.50	30	495.00	160	6,605.00
Receipts & Payments	-	-	65	2,892.50	15	592.50	55	907.50	135	4,392.50
Insurance Bonding & Pensions	5	262.50	30	1,335.00	10	395.00	10	165.00	55	2,157.50
Assets	50	2,625.00	170	7,565.00	20	790.00	410	6,765.00	650	17,745.00
Liabilities	35	1,837.50	170	7,565.00	25	987.50	125	2,062.50	355	12,452.50
Landlords	15	787.50	40	1,780.00	20	790.00	10	165.00	85	3,522.50
Debtenture Holder	25	1,312.50	50	2,225.00	10	395.00	10	165.00	95	4,097.50
General Administration	20	1,050.00	85	3,782.50	30	1,185.00	95	1,567.50	230	7,585.00
Appointment	15	787.50	10	445.00	15	592.50	35	577.50	75	2,402.50
Post Appointment Creditor Reporting	60	3,150.00	100	4,450.00	40	1,580.00	85	1,402.50	285	10,582.50
Investigations	10	525.00	35	1,557.50	10	395.00	75	1,237.50	130	3,715.00
Total	285	14,962.50	820	36,490.00	210	8,295.00	940	15,510.00	2,255	75,257.50
Average Hourly Rate (£)		525.00		445.00		395.00		165.00		333.74

All Units are 6 minutes

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors

Staff Allocation and Charge Out Rates

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters e.g. report despatching is not charged.

Where it has been agreed by resolution that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis

6 Jan 2014 onwards	Standard	Complex	1 Aug 2019 onwards	Standard	Complex
	£	£		£	£
Director	450	562	Director	525	656
Senior Manager	410	512	Senior Manager	445	556
Manager 1	365	456	Manager 1	395	494
Manager 2	320	400	Manager 2	345	431
Administrator 1	260	325	Administrator 1	280	350
Administrator 2	230	287	Administrator 2	250	313
Administrator 3	210	262	Administrator 3	230	288
Administrator 4	150	187	Administrator 4	165	206
Support	0	0	Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated, the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below.

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

Type	Description	Amount
AML checks	Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£5.00 plus VAT per search

THE REDCHURCH BREWERY LIMITED – IN ADMINISTRATION

Bond/Bordereau fee	Insurance bond to protect the insolvent entity against and losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting	Hosting of documents for creditors/shareholders. Cost per upload plus VAT	<table border="1"> <thead> <tr> <th>Type</th><th>First 100</th><th>Every addtl 10</th></tr> </thead> <tbody> <tr> <td>ADM</td><td>£14.00</td><td>£1.40</td></tr> <tr> <td>CVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>MVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CPL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CVA</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>BKY</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>IVA</td><td>£10 p a</td><td>or £25 for life of case</td></tr> </tbody> </table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p a	or £25 for life of case
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CVA	£10.00	£1.00																								
BKY	£10.00	£1.00																								
IVA	£10 p a	or £25 for life of case																								
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £204.00 3-6 months £303.00 6-12 months £490.00																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc - London Gazette - Other	£85.95 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements section below

Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements. These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses (excl. mileage) and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements. These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements, the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors, members or part thereof
Storage of office files (5 years)	£31.25 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

**SUMMARY OF JOINT ADMINISTRATORS' EXPENSES FROM 3 MAY 2019 TO 2 NOVEMBER 2019
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS'
STATEMENT OF LIKELY EXPENSES**

Standard Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	10 00	10 00	10 00	10 00	-
Bond Fee	AUA Insolvency Risk Specialists, Yerrill Murphy LLP	Insurance bond	400 00	974 00	974 00	974 00	-
Document Hosting	Pelstar Computing	Hosting of documents for creditors	28 00	28 00	28 00	28 00	-
Software Licence Fee	Pelstar Computing	Case management system licence fee	87 00	87 00	87 00	87 00	-
Statutory Advertising	Courts Advertising	Advertising	85 95	85 95	85 95	85 95	-
Storage Costs	Total Data Management	Storage of books and records	300 00	-	-	-	-
Post Redirection	Royal Mail Group	Redirection of post	-	211 00	211 00	211 00	-
		Total standard expenses	910.95	1,395.95	1,395.95	1,395.95	-

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Agents Fees	Axia Valuation Services	Costs of realising assets not included in the pre-pack sale	3,000 00	2,842 00	2,842 00	2,842 00	-
Debt Collection Fees			Uncertain	-	-	-	-
Professional Fees			2,500 00	-	-	-	-
Legal Fees	Shakespeare Martineau	Costs of appointed solicitors	5 000 00	2 150 00	2,150 00	2 150 00	-
Internal Photocopying	Leonard Curtis	Category 2 disbursement requiring specific creditor / committee approval	25 00	-	-	-	-
General Stationery Postage, Telephone etc	Leonard Curtis	Category 2 disbursement requiring specific creditor / committee approval	100 00	3 69	3 69	3 69	-
Storage of office files (6 years)	Total Data Management	Category 2 disbursement requiring specific creditor / committee approval (2 boxes @ £81 25)	162 50	-	-	-	-
		Total case specific expenses	10,787.50	4,995.69	4,995.69	4,995.69	-

ESTIMATED OUTCOME STATEMENT

	Estimated Financial Position £	Current Position £	Estimated Future £	Estimated Final Position £
Assets Subject to Asset Finance				
- Plant & Machinery	103,636	103,636	-	103,636
Less				
HSBC Equipment Finance (UK) Ltd	(34,745)	(34,745)	-	(34,745)
Surplus from Plant & Machinery c.f	68,891	68,891	-	68,891
- Motor Vehicles	30,000	30,000	-	30,000
Less				
HSBC Equipment Finance (UK) Ltd	(2,358)	(2,358)	-	(2,358)
MotoNovo Finance	(9,136)	(9,278)	-	(9,278)
Surplus from Motor Vehicles c.f	18,505	18,364	-	18,364
Assets Subject to Fixed Charge				
- Goodwill	40,000	40,000	-	40,000
- Intellectual Property	10,000	10,000	-	10,000
Less				
HSBC Bank Plc	(40,319)	(40,319)	-	(40,319)
Surplus from Assets Specifically Pledged c.f	9,681	9,681	-	9,681
Floating Charge Assets				
- Surplus from Plant & Machinery b/f	68,891	68,891	-	68,891
- Surplus from Motor Vehicles b/f	18,505	18,364	-	18,364
- Surplus from Assets Specifically Pledged b.f	9,681	9,681	-	9,681
- Stock	38,999	41,499	-	41,499
- Office Furniture, Fixtures and Computer Equipment	1,000	3,500	-	3,500
- Plant & Machinery (unencumbered)	16,364	21,364	-	21,364
- Customer Contracts	1	1	-	1
- Cash at Bank	30,745	38,241	-	38,241
- Book Debts	150,000	166,383	10,000	176,383
- Rates Refund	-	368	-	368
- Deposit Interest	-	67	-	67
- Deposits and Prepayments	Uncertain	-	Uncertain	Uncertain
- Director's Loan Account	Uncertain	-	Uncertain	Uncertain
Estimated Assets Available to Preferential Creditors	334,187	368,358	10,000	378,358
Costs of Administration				
- Pre-Appointment Costs				
Leonard Curtis Limited (time costs and expenses)		(23,670)	-	(23,670)
Yerrill Murphy (time costs and expenses)		(8,136)	-	(8,136)
Shakespeare Martineau LLP (time costs and expenses)		(9,545)	-	(9,545)
Axia Valuation Services		(34,387)	-	(34,387)
- Joint Administrators' Remuneration (per Revised Fees Estimate)		(39,581)	(36,513)	(76,094)
- Joint Administrators' Expenses		(1,400)	(1,000)	(2,400)
Agents' Fees and Expenses (dealing with post-appointment matters)		(2,842)	(5,000)	(7,842)
Solicitors' Fees and Expenses (dealing with post-appointment matters)		(2,150)	(1,000)	(3,150)
Estimated Assets Available to Preferential Creditors (after costs)		246,647	(33,513)	213,135

ESTIMATED OUTCOME STATEMENT
CONTINUED

	Current Position £	Estimated Future £	Estimated Final Position £
Estimated Assets Available to Preferential Creditors (after costs)	246,647	(33,513)	213,135
Preferential Creditors			(1,946)
Estimate Surplus as regards Preferential Creditors			211,189
Estimated Prescribed Part of Net Property where applicable ('to carry forward')			-
Estimated Total Assets Available to Floating Charge Creditors			211,189
Floating Charge Creditor: HSBC Bank Plc			-
Estimated Surplus of Assets after Floating Charge Creditors			211,189
Estimated Prescribed Part of Net Property where applicable ('bought down')			-
Total Assets Available to Unsecured Creditors			211,189
Estimated Unsecured Non-Preferential Creditors:			
- Trade and Expense Creditors			(282,317)
- HM Revenue and Customs (VAT & Beer Duty)			(865,970)
- HM Revenue and Customs (PAYE)			(106,705)
- Director's Loan Account			(176,599)
Estimated Deficiency as regards Unsecured Non-Preferential Creditors (before the costs of liquidation)			(1,220,402)
Estimated Dividend to Unsecured Non-Preferential Creditors - pence in £ (before the costs of liquidation)			14.75

Proof of Debt – General Form
Relevant date: 3 May 2019

Please e-mail completed form to:

recovery@leonardcurtis.co.uk quoting ref: RED08/RAW/PROOF

Name of Company in Administration:

The Redchurch Brewery Limited

Company registered number:

07004296

1 Name of creditor (if a company, provide registration number)

2 Correspondence address of creditor (including email address)

3 Total amount of claim (£) at relevant date (include any Value Added Tax)

4. If amount in 3 above includes outstanding uncapitalised interest, state amount (£)

5 Details of how and when the debt was incurred (if you need more space attach a continuation sheet to this form)

6 Details of any security held, the value of the security and the date it was given

7 Details of any reservation of title claimed in respect of goods supplied to which the debt relates

THE REDCHURCH BREWERY LIMITED – IN ADMINISTRATION

8 Details of any document by reference to which the debt relates

9 Signature of creditor (or person authorised to act on the creditor's behalf)

10 Date of signing

11 Address of person signing (if different from 2 above)

12 Name in BLOCK LETTERS

13 Position with, or relation to, creditor

Notes

- 1 There is no need to attach them now but the office-holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.
- 2 This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office-holder. If completing on behalf of the company, please state your relationship to the company.
- 3 **Please e-mail completed form to:**

recovery@leonardcurtis.co.uk quoting ref: RED08/RAW/PROOF

NOTICE TO CREDITORS OF A DECISION PROCEDURE USING CORRESPONDENCE TO CONSIDER THE APPROVAL OF THE JOINT ADMINISTRATORS' REVISED FEES ESTIMATE IN ACCORDANCE WITH RULE 18.30 OF THE INSOLVENCY (ENGLAND AND WALES) RULES 2016

In the:	HIGH COURT OF JUSTICE, BUSINESS AND PROPERTY COURTS OF ENGLAND AND WALES	No:	CR-2019-002970
Re:	THE REDCHURCH BREWERY LIMITED (IN ADMINISTRATION)		
Previous Name:			
Registered No:	07004296		

Notice is given that a decision, via correspondence, has been scheduled for 12 December 2019 ("the Decision Date")

The decision to be considered is:

1. That the Joint Administrators' Revised Fees Estimate of £75,257.50 be approved.

In order for votes on the proposed decision set out above to be counted, creditors must have delivered the **voting form** accompanying this notice together with proof of their claim to Leonard Curtis, 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB, on or before the Decision Date, failing which their votes will be disregarded. Creditors' attention is drawn to Chapter 9 of Part 1 of the Insolvency (England and Wales) Rules 2016 ("the Rules"), which detail the rules for delivery of documents


A creditor whose claim is less than £1,000 must still deliver proof of their claim with their voting form if they wish to vote on the proposed decisions.

Any creditor who has opted-out from receiving notices may nevertheless vote, providing they returned their voting form and have submitted proof of their claim.

If creditors are not satisfied with the decision procedure implemented they may request a physical meeting be convened providing their claim is 10% of the value of the creditors, 10% of the number of creditors request the same or 10 individual creditors request that a meeting be convened. All requests to hold a meeting should be made, in writing, to LONDON meetingreq@leonardcurtis.co.uk within five business days of this notice of a decision procedure being delivered to you (the deemed delivery date of this notice is 27 November 2019)

A creditor may appeal a decision in accordance with Rule 15.35 of the Rules. Such an appeal must be made by not later than 21 days after the Decision Date

Creditors attention is further drawn to rules 15.28, 15.31, 15.33 and 15.34 of The Rules which detail the rules for voting. Extracts from the Rules have also been included with this notice.

Signed  Dated 25 NOVEMBER 2019 ..
NEIL BENNETT
JOINT ADMINISTRATOR
Leonard Curtis

5th Floor, Grove House 248a Marylebone Road, London NW1 6BB – Tel. 020 7535 7000

EXTRACTS FROM THE INSOLVENCY (ENGLAND & WALES) RULES 2016

Creditors' voting rights

- 15.28** (1) In an administration, an administrative receivership, a creditors' voluntary winding up, a winding up by the court and a bankruptcy, a creditor is entitled to vote in a decision procedure or to object to a decision proposed using the deemed consent procedure only if—
- (a) the creditor has, subject to 15.29, delivered to the convener a proof of the debt claimed in accordance with paragraph (3), including any calculation for the purposes of rule 15.31 or 15.32, and
 - (b) the proof was received by the convener—
 - (i) not later than the decision date, or in the case of a meeting, 4pm on the business day before the meeting, or
 - (ii) in the case of a meeting, later than the time given in sub-paragraph (i) where the chair is content to accept the proof, and
 - (c) the proof has been admitted for the purposes of entitlement to vote.
- (2) In the case of a meeting, a proxy-holder is not entitled to vote on behalf of a creditor unless the convener or chair has received the proxy intended to be used on behalf of that creditor.
- (3) A debt is claimed in accordance with this paragraph if it is—
- (a) claimed as due from the company or bankrupt to the person seeking to be entitled to vote, or
 - (a) in relation to a member State liquidator, claimed to be due to creditors in proceedings in relation to which that liquidator holds office.
- (4) The convener or chair may call for any document or other evidence to be produced if the convener or chair thinks it necessary for the purpose of substantiating the whole or any part of a claim.
- (5) In a decision relating to a proposed CVA or IVA, every creditor, secured or unsecured, who has notice of the decision procedure is entitled to vote in respect of that creditor's debt.
- (6) Where a decision is sought in an administration under sub-paragraph 3.52(3)(b) (pre-administration costs), paragraph 18.18(4) (remuneration procedure for initial determination in an administration) or paragraph 18.25(2) (first exception, administrator has made statement under paragraph 52(1)(b) of Schedule B1), creditors are entitled to participate to the extent stated in those paragraphs.

Calculation of voting rights

- 15.31** (1) Votes are calculated according to the amount of each creditor's claim—
- (a) in an administration, as at the date on which the company entered administration, less—
 - (i) any payments that have been made to the creditor after that date in respect of the claim, and
 - (ii) any adjustment by way of set-off which has been made in accordance with rule 14.24 or would have been made if that rule were applied on the date on which the votes are counted;
 - (b) in an administrative receivership, as at the date of the appointment of the receiver, less any payments that have been made to the creditor after that date in respect of the claim;
 - (c) in a creditors' voluntary winding up, a winding up by the court or a bankruptcy, as set out in the creditor's proof to the extent that it has been admitted;
 - (d) in a proposed CVA—
 - (i) at the date the company went into liquidation where the company is being wound up;
 - (ii) at the date the company entered into administration (less any payments made to the creditor after that date in respect of the claim) where it is in administration;
 - (iii) at the beginning of the moratorium where a moratorium has been obtained (less any payments made to the creditor after that date in respect of the claim); or
 - (iv) where (i) to (iii) do not apply, at the decision date;
 - (e) in a proposed IVA—
 - (i) where the debtor is not an undischarged bankrupt—
 - (aa) at the date of the interim order, where there is an interim order in force;
 - (bb) otherwise, at the decision date;
 - (ii) where the debtor is an undischarged bankrupt, at the date of the bankruptcy order.
- (2) A creditor may vote in respect of a debt of an unliquidated or unascertained amount if the convener or chair decides to put upon it an estimated minimum value for the purpose of entitlement to vote and admits the claim for that purpose.

- (3) But in relation to a proposed CVA or IVA, a debt of an unliquidated or unascertained amount is to be valued at £1 for the purposes of voting unless the convener or chair or an appointed person decides to put a higher value on it
- (4) Where a debt is wholly secured its value for voting purposes is nil
- (5) Where a debt is partly secured its value for voting purposes is the value of the unsecured part
- (6) However, the value of the debt for voting purposes is its full value without deduction of the value of the security in the following cases—
 - (a) where the administrator has made a statement under paragraph 52(1)(b) of Schedule B1 and the administrator has been requested to seek a decision under paragraph 52(2), and
 - (a) where in a proposed CVA, there is a decision on whether to extend or further extend a moratorium or to bring a moratorium to an end before the end of the period of any extension
- (7) No vote may be cast in respect of a claim more than once on any resolution put to the meeting and for this purpose (where relevant), the claim of a creditor and of any member State liquidator in relation to the same debt are a single claim
- (8) A vote cast in a decision procedure which is not a meeting may not be changed
- (9) Paragraph (7) does not prevent a creditor or member State liquidator from—
 - (a) voting in respect of less than the full value of an entitlement to vote, or
 - (b) casting a vote one way in respect of part of the value of an entitlement and another way in respect of some or all of the balance of that value

Procedure for admitting creditors' claims for voting

- 15.33** (1) The convener or chair in respect of a decision procedure must ascertain entitlement to vote and admit or reject claims accordingly
- (2) The convener or chair may admit or reject a claim in whole or in part.
- (3) If the convener or chair is in any doubt whether a claim should be admitted or rejected the convener or chair must mark it as objected to and allow votes to be cast in respect of it subject to such votes being subsequently declared invalid if the objection to the claim is sustained

Requisite majorities

- 15.34** (1) A decision is made by creditors when a majority (in value) of those voting have voted in favour of the proposed decision, except where this rule provides otherwise
- (2) In the case of an administration a decision is not made if those voting against it—
 - (a) include more than half in value of the creditors to whom notice of the decision procedure was delivered and
 - (a) are not, to the best of the convener or chair's belief, persons connected with the company
- (3) Each of the following decisions in a proposed CVA is made when three-quarters or more (in value) of those responding vote in favour of it—
 - (a) a decision approving a proposal or a modification,
 - (b) a decision extending or further extending a moratorium, or
 - (c) a decision bringing a moratorium to an end before the end of the period of any extension
- (4) In a proposed CVA a decision is not made if more than half of the total value of the unconnected creditors vote against it
- (5) For the purposes of paragraph (4)—
 - (a) a creditor is unconnected unless the convener or chair decides that the creditor is connected with the company
 - (b) in deciding whether a creditor is connected reliance may be placed on the information provided by the company's statement of affairs or otherwise in accordance with these Rules; and
 - (c) the total value of the unconnected creditors is the total value of those unconnected creditors whose claims have been admitted for voting
- (6) In a case relating to a proposed IVA—
 - (a) a decision approving a proposal or a modification is made when three-quarters or more (in value) of those responding vote in favour of it,
 - (b) a decision is not made if more than half of the total value of creditors who are not associates of the debtor vote against it
- (7) For the purposes of paragraph (6)—
 - (a) a creditor is not an associate of the debtor unless the convener or chair decides that the creditor is an associate of the debtor

- (b) in deciding whether a creditor is an associate of the debtor, reliance may be placed on the information provided by the debtor's statement of affairs or otherwise in accordance with these Rules; and
- (c) the total value of the creditors who are not associates of the debtor is the total value of the creditors who are not associates of the debtor whose claims have been admitted for voting.

Appeals against decisions under this Chapter

- 15.35** (1) A decision of the convener or chair under this Chapter is subject to appeal to the court by a creditor, by a contributory, or by the bankrupt or debtor (as applicable).
- (2) In a proposed CVA, an appeal against a decision under this Chapter may also be made by a member of the company.
- (3) If the decision is reversed or varied, or votes are declared invalid, the court may order another decision procedure to be initiated or make such order as it thinks just but, in a CVA or IVA, the court may only make an order if it considers that the circumstances which led to the appeal give rise to unfair prejudice or material irregularity.
- (4) An appeal under this rule may not be made later than 21 days after the decision date.
- (5) However, the previous paragraph does not apply in a proposed CVA or IVA, where an appeal may not be made after the end of the period of 28 days beginning with the day—
- (a) in a proposed CVA, on which the first of the reports required by section 4(6) or paragraph 30(3) of Schedule A1 was filed with the court; **(a)** or
 - (a) in a proposed IVA—
 - (i) where an interim order has not been obtained, on which the notice of the result of the consideration of the proposal required by section 259(1)(a) has been given; or
 - (ii) otherwise, on which the report required by section 259(1)(b)(b) is made to the court.
- (6) The person who made the decision is not personally liable for costs incurred by any person in relation to an appeal under this rule unless the court makes an order to that effect.
- (7) The court may not make an order under paragraph (6) if the person who made the decision in a winding up by the court or a bankruptcy is the official receiver or a person nominated by the official receiver.

Eligibility for membership of creditors' or liquidation committee

- 17.4** (1) This rule applies to a creditors' committee in an administration, an administrative receivership, and a bankruptcy and to a liquidation committee in a creditors' voluntary winding up and a winding up by the court.
- (2) A creditor is eligible to be a member of such a committee if—
- (a) the person has proved for a debt;
 - (a) the debt is not fully secured; and
 - (b) neither of the following apply—
 - (i) the proof has been wholly disallowed for voting purposes; or
 - (ii) the proof has been wholly rejected for the purpose of distribution or dividend.
- (3) No person can be a member as both a creditor and a contributory.
- (4) A body corporate may be a member of a creditors' committee, but it cannot act otherwise than by a representative appointed under rule 17.17.

VOTING FORM FOR CREDITORS

In the:	HIGH COURT OF JUSTICE, BUSINESS AND PROPERTY COURTS OF ENGLAND AND WALES	No:	CR-2019-002970
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Re:	THE REDCHURCH BREWERY LIMITED (IN ADMINISTRATION)
Previous Name:	
Registered No:	07004296

Please indicate whether you agree or disagree with the decision set out below and return this form, together with proof in respect of your claim, to Leonard Curtis, 5th Floor, Grove House, 248a Marylebone Road, London NW1 6BB, on or before 12 December 2019 (the Decision Date) in order that approval may be determined

DECISION to be considered

- 1 That the Joint Administrators' Revised Fees Estimate of £75,257 50 be approved

*Agree / Reject

Dated

Signed

Position

Name of Creditor

NOTICE OF AN INVITATION TO CREDITORS TO FORM A CREDITORS' COMMITTEE

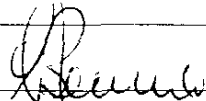
In the:	HIGH COURT OF JUSTICE, BUSINESS AND PROPERTY COURTS OF ENGLAND AND WALES	No:	CR-2019-002970
Re:	THE REDCHURCH BREWERY LIMITED (IN ADMINISTRATION)		
Previous Name:			
Registered No:	07004296		
Address of Company	15-16 MEAD INDUSTRIAL ESTATE, HARLOW, ESSEX CM20 2SE		

NOTICE IS HEREBY GIVEN, IN ACCORDANCE WITH PARAGRAPH 57 OF SCHEDULE B1 TO THE INSOLVENCY ACT 1986, RULE 3.39 AND PART 17 OF THE INSOLVENCY (ENGLAND AND WALES) RULES 2016, THAT creditors are invited to decide whether to form a creditors' committee should be established if sufficient creditors are willing to be members of that committee. Neil Bennett and Ian Yerrill invite creditors to put forward their nominations for membership of the committee. Such nominations must be received, **in writing** by the date specified in this notice. The Joint Administrators can only accept nominations if they are satisfied as to the creditors' eligibility under Rule 17.4 of the Insolvency (England and Wales) Rules 2016

Nominations must be received by: **26 November 2019**

and should be delivered to: **Neil Bennett and Ian Yerrill**
5th Floor
Grove House
248a Marylebone Road
London
NW1 6BB

Tel: 020 7535 7000
Email: recovery@leonardcurtis.co.uk

Signed		Dated	25 NOVEMBER 2019
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Under Rule 17.4, a creditor is eligible to be a member of such a committee if they have proved for a debt, which is not fully secured, and the proof has not been wholly disallowed for voting purposes or rejected for the purposes of distribution or dividend. A body corporate may be a member of a committee, but it cannot act otherwise than by a duly appointed representative. No person can be a member as both a creditor and a contributory.

PRIVACY NOTICE

Information we collect and hold about you

By requesting details of your claim in this insolvency we may collect Personal Data from you, particularly if you are a consumer creditor a sole trader or are lodging a claim in your personal capacity

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

Your right to complain

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

THE REDCHURCH BREWERY LIMITED – IN ADMINISTRATION

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

Contacting us

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, 5th Floor, Grove House, 248A Marylebone Road, London NW1 6BB. Alternatively, our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email privacy@leonardcurtis.co.uk.

Data Controller: LEONARD CURTIS