

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

FRIDAY



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04/11/2022

#147

COMPANIES HOUSE

1 Company details

Company number 0 7 3 0 2 0 5 5

Company name in full 4 Seasons Windows Doors and Conservatories Ltd

→ **Filling in this form**
Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Darren

Surname Brookes

3 Liquidator's address

Building name/number The Old Bank

Street 187a Ashley Road

Post town Hale

County/Region Cheshire

Postcode W A 1 5 9 S Q

Country

4 Liquidator's name ①

Full forename(s)

Surname

① **Other liquidator**
Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② **Other liquidator**
Use this section to tell us about
another liquidator.

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6

Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

7

Final account

☒ I attach a copy of the final account.

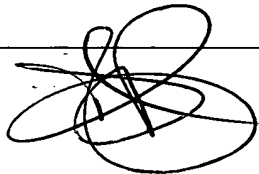
8

Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d0

^d3

^m1

^m1

^y2

^y0

^y2

^y2

LIQ14

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Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Darren Brookes**

Company name **Milner Boardman & Partners**

Address **The Old Bank**
187a Ashley Road

Post town **Hale**

County/Region **Cheshire**

Postcode **W A 1 5 9 S Q**

Country

DX **office@milnerboardman.co.uk**

Telephone **0161 927 7788**



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

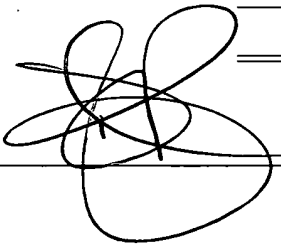
For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

4 Seasons Windows Doors and Conservatories Ltd
(In Liquidation)
Liquidator's Abstract of Receipts & Payments
From 31 October 2019 To 3 November 2022

Statement of Affairs		£	£
	ASSET REALISATIONS		
7,000.00	Plant, Machinery & unencumbered veh	NIL	
4,944.00	Cash at Bank	4,932.48	
	Rates refund	9,457.86	
			14,390.34
	COST OF REALISATIONS		
	Specific Bond	70.00	
	Preparation of S. of A.	5,000.00	
	Office Holders Fees	6,623.62	
	ERA/Pension Work	90.00	
	Business Rates Recovery Commission	2,364.47	
	Land Registry Search	11.00	
	Statutory Advertising	159.30	
	Bank Charges	71.95	
			(14,390.34)
	PREFERENTIAL CREDITORS		
(4,387.00)	Wage Arrears & Holiday Pay	NIL	
			NIL
	UNSECURED CREDITORS		
(80,875.00)	Trade & Expense	NIL	
(9,537.00)	Employees - Redundancy/Notice pay	NIL	
(55,171.00)	HMRC PAYE/NIC	NIL	
(4,708.00)	HMRC CT	NIL	
(45,036.00)	HMRC VAT	NIL	
(5,117.00)	Landlord	NIL	
(60,421.00)	Connected Company - Everite	NIL	
			NIL
	DISTRIBUTIONS		
(300.00)	Ordinary Shareholders	NIL	
			NIL
(253,608.00)			0.00

REPRESENTED BY


NIL
 Darren Brookes
 Liquidator



MILNER BOARDMAN
& PARTNERS
Corporate Recovery

4 SEASONS WINDOWS DOORS AND CONSERVATORIES LIMITED IN CREDITORS' VOLUNTARY LIQUIDATION

Liquidator's Final Account to Creditors & Members

Covering the Period
31 October 2021 to 6 September 2022

Issued: 6 September 2022

Milner Boardman and Partners
The Old Bank
187A Ashley Road
Hale
Cheshire
WA15 9SQ

Our Ref: DTB/AP/2854/24

Liquidator's
Final Account



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1. Statutory Information

Company Name: 4 Seasons Windows Doors and Conservatories Limited

Company No: 07302055

Trading Address: 14/16 Dinsdale Road
Croft Business Park
Bromborough
CH62 3PY

Registered Office: The Old Bank
187a Ashley Road
Hale
Cheshire
WA15 9SQ

Former Registered Office: 116 Duke Street
Liverpool
L1 5JW

Principal Trading Activity: Manufacturing, supply and fitting of UPVC windows,
doors and conservatories.

Liquidator's Name: Darren Brookes

Liquidator's Address: Milner Boardman & Partners ("MBP")
The Old Bank
187a Ashley Road
Hale
Cheshire
WA15 9SQ

Date of Appointment: 31 October 2019

Former Liquidator: Molly Monks
"MBP"
The Old Bank
187a Ashley Road
Hale
Cheshire
WA15 9SQ

Appointed on: 31 October 2019
Removed on: 2 July 2021



Actions of Joint Liquidators': Whilst there were Joint Liquidators any act required or authorised under any enactment to be done by a Liquidator could be done by either or both of the Liquidators acting jointly or alone.

2. Case Overview

- 2.1 As Molly Monks has left MBP, it has been necessary to make an application to Court to remove her as office holder. On 2 July 2021, a Court Order was made removing Molly Monks as Joint Liquidator of the Company and leaving Darren Brookes as the sole Liquidator.
- 2.2 The reasons for the failure of the Company, according to the director were competition in the industry making it difficult to obtain profitable work, a change in the direction of products the Company was selling, which led to a loss of customers and being unable to generate sufficient work to return the Company to profitability.
- 2.3 According to the director's statement of affairs, the assets of the Company were plant, machinery, unencumbered motor vehicles and cash at bank. Further details of which can be found at section 5 of this report.
- 2.4 All matters have been dealt with and it is now appropriate to close the case.
- 2.5 I have not been able to declare a dividend to non-preferential unsecured creditors as the funds realised have been used to meet the expenses of the Liquidation.

3. Liquidator's Actions Since Appointment

- 3.1 My duties and functions as Liquidator are the realisation of the Company's assets, the agreement of the claims of creditors, the investigation of the director's conduct and the Company's affairs generally, and if applicable, the eventual distribution of the Liquidation funds between the creditors in accordance with their legal entitlements.
- 3.2 In the period since the last report, I have undertaken routine statutory work and dealt with a number of administrative matters. These are tasks that are required by statute or regulatory guidance or are necessary for the orderly conduct of the proceedings, and whilst they do not produce any financial benefit for creditors, they still have to be carried out.
- 3.3 A description of the work which has been carried out in the period since my last report is detailed below:
- 3.4 Administration: This represents the work involved in the routine administrative functions of the case by the office holder and his staff, together with the control and supervision of the work done on the case by the office holder and his staff. It does not give direct financial benefit to the creditors but has to be undertaken by the office holder to meet his requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a regular basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Filing returns at Companies House.
- Preparing and filing Corporation Tax ("CT") returns.
- Preparing and filing VAT returns.
- Seeking closure clearance from HM Revenue & Customs ("HMRC") and other relevant parties.
- Preparing, reviewing and issuing a final account of the liquidation to creditors and members.

3.5 Claims of creditors: The office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that the required notices and reports can be issued to creditors. The office holder also needs to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

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

4. Receipts and Payments

- 4.1 A receipts and payments account for the period 31 October 2021 to 6 September 2022, being the period since the last report was issued, together with a cumulative receipts and payments account for the whole period of the Liquidation since 31 October 2019, is attached at appendix 1. All amounts are shown net of VAT. I have reconciled the account against the financial records that I am required to maintain.
- 4.2 There have been no receipts during the period of this report, therefore total receipts for the whole period of the Liquidation are £14,390.34.
- 4.3 Payments in the period since the last report total £1,733.25 and relate to the specific bond and Liquidator's fees. Total payments for the whole period of the Liquidation are therefore £14,390.34.

5. Assets

5 Plant, machinery & unencumbered vehicles

- 5.1.1 As previously reported, Wignall Brownlow LLP ("WB"), a firm of professional, independent MRICS registered valuation agents who hold Professional Indemnity Insurance, were asked to value the tangible assets of the Company. According to the statement of affairs, the Company owned plant, machinery and unencumbered vehicles with a book value of £9,525. WB valued these assets, which consisted of three motor vehicles, with a value of £7,000. This figure was used for the purpose of the statement of affairs.
- 5.1.2 As previously reported, Everite Windows Doors and Conservatories Limited ("Everite") expressed an interest in acquiring these assets of the Company. Everite is a connected company by way of a common shareholder, namely Roy Griffiths.
- 5.1.3 I instructed WB to dispose of the Company's assets. However, following appointment, it transpired that one of the vehicles had been disposed of prior to our appointment in lieu of an outstanding debt, therefore only two vehicles remained available for sale. The two remaining vehicles were aged, and this significantly reduced the value that could be achieved for the vehicles.
- 5.1.4 As previously reported, Everite made an offer to purchase the two vehicles, together with the intellectual property and goodwill of the Company in the sum of £3,000 plus VAT. This offer was accepted on 6 December 2019 upon the recommendation of WB, and an invoice dated 11 December 2019 was raised.
- 5.1.6 Despite numerous attempts to obtain payment, the invoice remained unpaid. As a result of the non-payment of the invoice, I instructed solicitors to pursue the matter further. As previously reported, Everite were significantly impacted by the pandemic and subsequently entered formal insolvency proceedings on 8 February 2021. I can report that, as a result of this situation, it has not been possible to make any recoveries in respect of the Company's tangible assets.
- 5.2 **Cash at bank:** The Company's current account with Lloyds Bank Plc ("Lloyds") was frozen prior to appointment. The statement of affairs estimated that £4,944 remained in the account. A request was made to Lloyds for the funds to be transferred to the estate account. The amount of £4,932.48 was duly received and the account was closed.
- 5.3 **Rates Refund:** Although not recorded on the statement of affairs, I was made aware of a potential overpayment of rates in respect of the trading premises at 14 & 16 Dinsdale Road, Wirral, Merseyside, CH62 3PY. As previously reported, LHL Property Auditors ("LHL") agreed to pursue the claim on my behalf. LHL specialise in identifying where rating legislation can be applied retrospectively. LHL were able to merge the trading properties into one rateable assessment, which in turn combines them into one rates bill and allows the recovery of business rates that have historically been paid to the local billing authority. They were able reduce the rates the Company has been charged up to



30 October 2019, which resulted in a refund being made to Company in the sum of £9,457.86.

5.4 There were no other asset realisations.

6. Liabilities

6.1 Secured Creditors

6.1.1 According to Companies House, there were no secured creditors in this case.

6.2 Prescribed Part

6.2.1 The legislation requires that if the Company has created a floating charge after 15th September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder), should be ring-fenced for distribution to the unsecured creditors.

6.2.2 As there are no charges registered over the assets of the Company in this matter, the prescribed part provision did not apply.

6.3 Preferential Creditors

6.3.1 The statement of affairs anticipated £5,123 in preferential creditors, relating to employees' claims for wage arrears and holiday pay.

6.3.2 Employees submitted their claims to the Redundancy Payment Service ("RPS") and payment was subsequently made to the employees by the RPS. A preferential claim in the sum of £4,649.06 has been received from the RPS.

6.3.3 The Company operated a pension scheme. It was uncertain as to whether there would be any preferential pension liability. ERA Solutions Limited ("ERA") was instructed to assist with reviewing the pension position and claiming any unpaid pension contributions from the RPS. It transpired that there were missing pension contributions and a claim was made to the RPS. An updated preferential claim has not yet been received from the RPS, but it is anticipated that their preferential claim will be slightly higher.

6.4 Crown Creditors

6.4.1 The director's statement of affairs estimated that £61,836 was owed to HM Revenue & Customs ("HMRC") in respect of PAYE/NIC/VAT/CT. A final integrated claim in the sum of £108,838.98 has been received from HMRC. The claim received relates to CT of £24,246.33, which includes penalties and interest, £37,755.94 in respect of VAT and £46,836.71 in respect of PAYE/NIC, which also includes penalties and interest.



6.5 Non-Preferential Unsecured Creditors

- 6.5.1 The statement of affairs included 3 unsecured creditors totalling £4,600, being trade and expense creditors. Claims received to date total £1,552.67.
- 6.5.2 In addition to HMRC and the trade creditors, the following was also listed on the statement of affairs:

Employees

According to the statement of affairs, the estimated liability in respect of redundancy and notice pay was £39,471, which was based on estimates. I have received an unsecured claim of £20,314 from the RPS in this matter.

- 6.5.4 Claims have not been reviewed or agreed for dividend purposes.

6.5 Dividend Prospects

- 6.5.1 A dividend will not be declared to preferential or non-preferential unsecured creditors as the funds realised have been used to meet the expenses of the Liquidation.

7. Investigation into the Affairs of the Company

- 7.1 As part of my duties as Liquidator, I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved. I have previously provided details on the specific investigations carried out. I confirm no matters have arisen since the last progress report.

8. Pre-appointment Remuneration

- 8.1 On 21 November 2019, the creditors authorised the payment of £5,000 plus VAT and expenses for my assistance with preparing the Statement of Affairs and arranging the deemed consent procedure for creditors to appoint a Liquidator.
- 8.4 As shown on the enclosed receipts and payments account, I have drawn £5,000 of the agreed pre-appointment fee, none of which has been drawn in the period since the last report.

9. Liquidator's Remuneration

- 9.1 My remuneration was approved by creditors on 21 November 2019 on a fixed fee of £7,500 for undertaking all categories of work, including administration & planning, realisation of assets, creditors and investigations.
- 9.2 I have drawn £6,623.62 in respect of work done for which my fees were approved as a fixed fee, of which £1,663.25 has been drawn during the period of this report.



- 9.3 As previously advised, I subcontracted some of the work that I am required to undertake as Liquidator, namely dealing with the employees' claims and claiming any missing pension contributions. I sub-contracted this work because it was more cost effective than doing it in house and the sub-contractor is a specialist at such work. This work was sub-contracted to an unconnected third-party organisation, ERA, who have agreed to charge a total of £90 for submitting employees' claim to the RPS and handling queries raised by employees in respect of their claims and the pension scheme. The choice of sub-contractors was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also confirmed that they hold appropriate regulatory authorisations. I consider that the amount they have charged for their work has ensured that the best value and services was provided to creditors.
- 9.4 Further information about creditors' rights can be obtained by visiting the creditors' Information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at <http://www.milnerboardman.com> by clicking on 'useful links' and then 'Creditors Guide to Fees' and 'Guide to Liquidator's Fees'. There are different versions of these Guidance Notes, and in this case please refer to the most recent version. Please note that we have also provided further details in the Practice Fee Recovery Policy at appendix 2.

10. Liquidator's Expenses

- 10.1 Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:
- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
 - category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.
- 10.2 Details of the Category 1 expenses incurred and drawn in the period since my last report and in the Liquidation as a whole, compared with the estimated expenses, are shown in the table below:



Nature of expense	Estimated expenses	Amount incurred in period since last report (£)	Amount drawn/paid in period since last report (£)	Amount incurred in whole of Liquidation (£)	Amount drawn/paid in whole of Liquidation (£)
Specific bond	70	0	70	70	70
ERA/pension work	525	0	0	500	90
Business Rates Recovery Commission	0	0	0	2,364.47	2,364.47
Legal fees	0	0	0	2,262	0
Agents' fees	750		0	1,000	0
Land Registry search fee	11	0	0	11	11
Statutory advertising	159.30	0	0	159.30	159.30
Bank charges	40	0	0	71.95	71.95
Total	1,555.30	0	0	6,438.72	2,766.72

- 10.3 Details of the expenses that I have paid to date and in the period since the last report are also included in the receipts and payments account attached at appendix 1.
- 10.4 As you can see above, as at 6 September 2022 the total expenses I have incurred have exceed the total expenses I estimated I would incur when my remuneration was approved. As detailed in the last report, the reason for this are the additional work carried out by the agents and solicitors in pursuing payment for the assets. However, as no realisations have been made in respect of the tangible assets, it was agreed that these costs would be written off. The commission payment in respect of the business rates recovery was not anticipated, however, this was deducted from the refund received.
- 10.5 As detailed above, I am required to seek approval before I can pay any expenses to associates or pay expenses where there is an element of shared costs, which are known as category 2 expenses. Information about the expenses with an element of shared costs are included in our Practice Fee Recovery Policy. There have been no Category 2 expenses paid from the estate.
- 10.6 I have not used any agents/professional advisors in the period since my last progress report.
- 10.7 All disbursements are shown net of VAT and as the Company was registered for VAT purposes, VAT totalling £2,803.72 has been recovered for the benefit of the insolvent's estate.



11. Further Information

- 11.1 An unsecured creditor may, with the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), request further details of the Liquidator's remuneration and expenses within 21 days of their receipt of this report. Any secured creditor may request the same details in the same time limit.
- 11.2 An unsecured creditor may, with the permission of the Court, or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Liquidator as being excessive, and/or the basis of the Liquidator's remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any secured creditor may make a similar application to court within the same time limit.
- 11.3 To comply with the Provision of Services Regulations, some general information about MBP is in the attached summary sheet at appendix 3.

12. Summary

- 12.1 The winding up of the Company is now for all practical purposes complete and I am seeking my release as Liquidator of the Company. Creditors and members should note that provided no objections to my release are received I shall obtain my release as Liquidator following the delivery of the final notice to the Registrar of Companies, following which my case files will be placed in storage.
- 12.2 If creditors have any queries regarding the conduct of the Liquidation, they should contact Antonia Pettener by email at antoniap@milnerboardman.co.uk or by phone on 0161 927 7788.

Yours faithfully
for and on behalf of
4 Seasons Windows Doors and Conservatories Limited


Darren Brookes
Liquidator



Appendix 1

Receipts and Payments Account

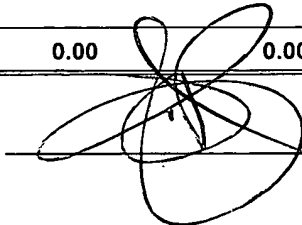
4 Seasons Windows Doors and Conservatories Ltd
(In Liquidation)

Summary of Receipts & Payments

RECEIPTS	Statement of Affairs (£)	From 31/10/2019 To 30/10/2021 (£)	From 31/10/2021 To 06/09/2022 (£)	Total (£)
Cash at Bank	4,944.00	4,932.48	0.00	4,932.48
Rates refund		9,457.86	0.00	9,457.86
		14,390.34	0.00	14,390.34
PAYMENTS				
Specific Bond		0.00	70.00	70.00
Preparation of S. of A.		5,000.00	0.00	5,000.00
Office Holders Fees		4,960.37	1,663.25	6,623.62
ERA/Pension Work		90.00	0.00	90.00
Business Rates Recovery Commission		2,364.47	0.00	2,364.47
Land Registry Search		11.00	0.00	11.00
Statutory Advertising		159.30	0.00	159.30
Bank Charges		71.95	0.00	71.95
		12,657.09	1,733.25	14,390.34
Net Receipts/(Payments)		1,733.25	(1,733.25)	0.00

MADE UP AS FOLLOWS

0.00	0.00	0.00
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 Darren Brookes
 Liquidator



Appendix 2

Milner Boardman and Partners' Practice Fee Recovery Policy

PRACTICE FEE RECOVERY POLICY FOR MILNER BOARDMAN & PARTNERS

Introduction

This sheet explains the alternative fee bases allowed by the insolvency legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court. The report accompanying the request to fix the basis of remuneration will indicate the basis, or bases, being requested in that particular case and will make it clear what work is to be undertaken in respect of each basis.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) "Payments to Insolvency Office Holders and their Associates from an Estate" and can be accessed at www.milnerboardman.com. Alternatively, a hard copy may be requested directly from Milner Boardman & Partners. Please note that we have provided further details in this policy document.

SIP 9 also contains various requirements that the office holder has to comply with in connection with their remuneration, both when seeking approval and when reporting to creditors and other interested parties after approval. One of the matters that an office holder has to comply with is that they must also seek approval for any payments that could reasonably be perceived as representing a threat to the office holder's objectivity or independence by virtue of a professional or personal relationship, including to an associate. Where it is anticipated that such payments will be made in a case they will be separately identified when seeking approval for the basis of the office holder's remuneration.

Other than in respect of Voluntary Arrangements an office holder is required to record the time spent on casework in all cases, even if they are being remunerated for that work on a basis other than time costs. Time is recorded directly to the relevant case and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

- Case Administration (including statutory reporting).
- Realisation of Assets.
- Investigations.
- Creditors (claims and distributions).
- Trading
- Case specific matters.

Time cost basis

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

Charge out Rates

Grade of staff	Current charge-out rate per hour, effective from 1 June 2017 £	Previous charge-out rate per hour, effective from 1 April 2015 £	Previous charge-out rate per hour, effective from 1 November 2008 £
Director	370	370	295 to 370
Appointment Taker	295	N/A	N/A
Senior Manager	255	255	N/A
Manager	215	215	215
Case Administrator	175	175	175
Support Staff	175	175	175

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

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

A report accompanying the request to fix the basis of remuneration will include the fees estimate, as well as details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

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

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate, and by reference to each separate category of work, and will also say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. A report accompanying the request to fix the basis of remuneration will set out the potential

assets in the case, the remuneration percentage proposed in respect of any realisations and the work covered by that remuneration, which may solely relate to work undertaken in connection with the realisation of the assets, but might also include other categories of work as listed above. The report will also include details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

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

A percentage of distributions made to unsecured creditors may also be requested, in order to cover the work associated with the agreement of claims and making the distribution.

The disclosure that we make will include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal. In order to meet the requirements of SIP 9 it will also explain why the basis requested is expected to produce a fair and reasonable reflection of the work that we anticipate will be undertaken on the case.

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

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. A report accompanying the request to fix the basis of remuneration will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

The disclosure that we make will include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal. In order to meet the requirements of SIP 9 we will also explain why the basis requested is expected to produce a fair and reasonable reflection of the work that we anticipate will be undertaken on the case.

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

Direct Costs

Where we seek approval on a percentage and/or fixed fee basis, in order to meet the requirements of SIP 9 we also have to disclose the direct costs that are included within the remuneration that will be charged on those bases in respect of the work undertaken. The following are direct costs that will be included in respect of work undertaken in respect of each of the standard categories of work where the office holder is to be remunerated for such work on either a percentage or fixed fee basis:

- Case Administration (including statutory reporting) – staff costs, costs of case management system and time recording system.
- Realisation of Assets - staff costs, costs of case management system and time recording system.
- Investigations - staff costs, costs of case management system and time recording system.
- Creditors (claims and distributions) - staff costs, costs of case management system and time recording system.
- Trading - staff costs, costs of case management system, costs of accounting software and time recording system.

Mixed basis

If remuneration is to be sought on a mixed basis, we will make it clear in the report accompanying the request to fix the basis of remuneration which basis will be charged for each category of work that is to be undertaken on the case.

Members' Voluntary Liquidations and Voluntary Arrangements

The legislation is different for Members' Voluntary Liquidations (MVL), Company Voluntary Arrangements (CVA) and Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fee basis, often as a fixed fee, and SIP 9 does not apply unless the members specifically request it. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

All fee bases

With the exception of IVAs and CVAs, which are usually VAT exempt, the office holder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Expenses

As already indicated, a report will accompany the request to fix the basis of remuneration and that will include details of expenses to be incurred, or likely to be incurred. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Expenses are any payments from the insolvent estate that are neither an office holder's remuneration nor a distribution to a creditor, or a member. Expenses also include disbursements. Disbursements are payments that are first paid by the office holder and then reimbursed from the insolvent estate. Expenses are divided into those that do not need approval before they are charged to the estate (Category 1) and those that do (Category 2).

Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder. They can be paid by the office holder without obtaining prior approval. Examples of costs that may amount to Category 1 expenses are professional advisors (who are not associates), statutory advertising, external meeting room hire (where the room is only hired for that meeting), external storage, postage, specific penalty bond insurance, insolvency case management software fees charged on a per case basis, and Company search fees.

Category 2 expenses are either payments to associates, or payments in respect of expenses that have an element of shared costs, such as photocopying and mileage. Category 2 expenses require approval in the same manner as an office holder's remuneration before they can be paid.

The practice intends to seek approval to recover the following Category 2 expenses that include an element of shared costs:

Mileage	0.45p per mile (In accordance with HM Revenue & Customs approved rates)
Photocopying	10p per sheet (Circulars to creditors only)
Room Hire	£30 per hour

Professional advisors may be instructed to assist the office holder on the case where they consider that such assistance is necessary to enable them to appropriately administer the case. The fees charged by any professional advisors used will be recharged at cost to the case. Where the professional advisor is not an associate of the office holder it will be for the office holder to agree the basis of their fees. Where the professional advisor is an associate of the office holder it will be for those responsible for fixing the basis of the office holder's remuneration to approve payments to them. The fees of any professional advisors are subject to the rights of creditors to seek further information about them or challenge them as summarised below. Professional advisors that may be instructed on a case include:

- Solicitors/Legal Advisors;
- Auctioneers/Valuers;
- Accountants;
- Quantity Surveyors;
- Estate Agents;
- Pension specialists*;
- Employment Claims specialists*; and
- GDPR/Cyber Security specialists.

***Note:** where such professional advisors are instructed on a case, the office holder will not charge any remuneration to the case in respect of such work, other than in respect of supervising and monitoring their work.

Reporting and rights to challenge

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration charged by the office holder in the period covered by the report, i.e., the amount that the office holder is entitled to draw, together with the amount of remuneration actually drawn. If approval has been obtained for remuneration on a time costs basis, the time costs incurred will also be disclosed, whether drawn or not, together with the "blended" rates of such costs. The report will also compare the actual time costs incurred with those included in the fees estimate prepared when fixing the basis of the remuneration, and indicate whether the fees estimate is likely to be exceeded. If the fees estimate has been exceeded, or is likely to be exceeded, the report will explain why that is the case.

The report will also provide information about expenses incurred in the period covered by the report, together with those actually paid, together with a comparison with the estimated expenses. If the expenses incurred, or anticipated to be incurred, have exceeded the estimate provided the report will explain why that is the case.

Under the insolvency legislation the report must also include a statement of the legislative rights of creditors to request further information about the remuneration charged and expenses incurred in the period covered by the report, or to challenge them on the grounds that they are excessive. Extracts of the relevant insolvency rules dealing with these rights are set out below. Once the time period to seek further information about the office holder's remuneration and/or expenses for the period covered by the report has elapsed, then a Court Order is required to compel the office holder to provide further information about the remuneration and expenses. A Court order is required to challenge the office holder's remuneration and/or expenses for the period covered by the report. Once that period has elapsed, then a separate Court Order is required to allow an application out of time.

Under rule 18.9 of the Insolvency (England and Wales) Rules 2006, an unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor

in question) request further details of the office holder's remuneration and expenses, within 21 days of receipt of any report for the period. Any secured creditor may request the same details in the same time limit.

Under rule 18.34, an unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the office holder's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of any report for the period. Any secured creditor may make a similar application to court within the same time limit.

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



Appendix 3

Provision of Services Regulations Summary Sheet

PROVISION OF SERVICES REGULATIONS SUMMARY SHEET FOR MILNER BOARDMAN & PARTNERS

The following information is designed to draw the attention of interested parties to the information required to be disclosed by the Provision of Services Regulations 2009.

Licensing Body

Darren Brookes and Natasha Baldwin are licensed to act as Insolvency Practitioners in the United Kingdom by the Insolvency Practitioners Association ("IPA").

Darren Brookes and Natasha Baldwin are members of the IPA.

Milner Boardman & Partners is also a member of the IPA.

Rules Governing Actions

All IPs are bound by the rules of their professional body, including any that relate specifically to insolvency. The rules of the professional body that licences Darren Brookes and Natasha Baldwin of Milner Boardman & Partners ("MBP") can be found at <https://insolvency-practitioners.org.uk/about/ipa-articles-of-association-and-regulation-rules/>. In addition, IPs are bound by the Statements of Insolvency Practice (SIPs), details of which can be found at <https://www.r3.org.uk/technical-library/england-wales/sips/>

Ethics

All IPs are required to comply with the Insolvency Code of Ethics and a copy of the Code can be found at <https://insolvency-practitioners.org.uk/wp-content/uploads/2020/08/IPA-Code-of-Ethics.pdf>

Complaints

At MBP we always strive to provide a professional and efficient service. However, we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. As such, should you have any comments or complaints regarding the administration of a particular case then in the first instance you should contact the IP acting as office holder.

Please note that within MBP there are two Licensed Insolvency Practitioners: Darren Brookes and Natasha Baldwin.

If you consider that the IP has not dealt with your comments or complaint appropriately you should then put details of your concerns in writing to our complaints officer Darren Brookes. However, if your complaint is regarding Darren Brookes then please contact Natasha Baldwin.

We will lodge your complaint and open a file, this will be done immediately. We will then investigate your complaint and report to you as soon as possible, usually within five business days.

Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences the insolvency practitioner concerned. Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA, and you can

make a submission using an on-line form available at www.gov.uk/complain-about-insolvency-practitioner; or you can email insolvency.enquiryline@insolvency.gsi.gov.uk; or you may phone 0300 678 0015. Information on the call charges that apply is available at <https://www.gov.uk/call-charges>.

Bribery Act 2010

MBP is committed to applying the highest standards of ethical conduct and integrity in its business activities. Every employee and individual acting on MBP's behalf is responsible for maintaining our reputation and for conducting company business honestly and professionally.

MBP take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate.

MBP requires all those who are associated with it to observe the highest standards of impartiality, integrity and objectivity.

MBP prohibits anyone acting on its behalf from:

- bribing another person. A bribe includes the offering, promising or giving of any financial or other type of advantage;
- accepting a bribe. This includes requesting, agreeing to receive or accepting any financial, or another kind of advantage;
- bribing a foreign public official; and
- condoning the offering or acceptance of bribes.

MBP will:

- avoid doing business with others who do not accept our values and who may harm our reputation;
- maintain processes, procedures and records that limit the risk of direct or indirect bribery;
- promote awareness of this policy amongst its staff, those acting on its behalf and entities with which it has any commercial dealings;
- investigate all instances of alleged bribery, and will assist the police, and other authorities when appropriate, in any resultant prosecutions. In addition, disciplinary action will be considered against individual members of staff;
- review this policy regularly and update it when necessary.

Professional Indemnity Insurance

Milner Boardman & Partners' Professional Indemnity Insurance is provided by Travelers Insurance Company Limited 61-63 London Road Redhill Surrey RH1 1NA.

VAT

Milner Boardman & Partners is registered for VAT under registration no 693 3180 22.



Appendix 4

Notice to Accompany Final Account

Notice of Final Account of

**4 Seasons Windows Doors and Conservatories Limited –
In Creditors' Voluntary Liquidation**

Company registered number: 07302055

NOTICE IS GIVEN by the Liquidator, Darren Brookes, under rule 6.28 of The Insolvency (England and Wales) Rules 2016 and section 106 of The Insolvency Act 1986, that the company's affairs have been fully wound up.

1. Creditors have the right under rule 18.9 of The Insolvency (England and Wales) Rules 2016 to request further details of the Liquidator's remuneration and expenses. That request must be made to the Liquidator within 21 days of receipt of the final account, and with either the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question). Secured creditors may also request further details.
2. Creditors have the right under rule 18.34 of The Insolvency (England and Wales) Rules 2016 to apply to Court to challenge the amount and/or basis of the Liquidator's fees, and/or the amount of any expenses incurred. That application must be made within 8 weeks of receipt of the final account, and with either the permission of the Court, or with the concurrence of 10% in value of the creditors (including the creditor in question). Secured creditors may also make an application.
3. Creditors may object to the release of the Liquidator by giving notice in writing to the Liquidator at the address given below before the end of the prescribed period. The prescribed period will end at the later of: 8 weeks after delivery of this notice; or, if any request for information regarding the Liquidator's remuneration and/or expenses is made under rule 18.9, or if any application is made to Court to challenge the Liquidator's fees and/or expenses under rules 18.34 or 18.35, when that request or application is finally determined.
4. The Liquidator will vacate office under section 171 of the Insolvency Act 1986 when, upon expiry of the prescribed period that creditors have to object to his release, he delivers to the Registrar of Companies the final account and a notice saying whether any creditor has objected to his release.
5. The Liquidator will be released under section 173 of the Insolvency Act 1986 at the same time as vacating office, unless any creditors objected to his release.

Creditors requiring further information regarding the above, should either contact me at The Old Bank, 187a Ashley Road, Hale, Cheshire, WA15 9SQ or contact Antonia Pettener by telephone on 0161 927 7788, or by email at antoniap@milnerboardman.co.uk.

DATED THIS 6th September 2022



Darren Brookes
Liquidator



MILNER BOARDMAN
& PARTNERS
Corporate Recovery

Appendix 5

Notice of No Dividend

Notice about final dividend position

**4 Seasons Windows Doors and Conservatories Limited –
In Creditors' Voluntary Liquidation**

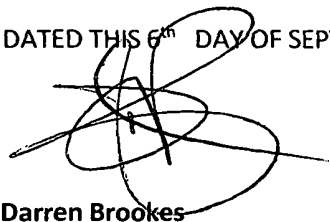
Company registered number: 07302055

Notice is given under rule 14.36 of The Insolvency (England and Wales) Rules 2016, by Darren Brookes, the Liquidator, to the creditors of 4 Seasons Windows Doors and Conservatories Limited, that no dividend will be declared to unsecured creditors.

A dividend will not be declared to non-preferential unsecured creditors as the funds realised have been used to meet the expenses of the Liquidation.

Creditors requiring further information regarding the above, should either contact me at The Old Bank, 187a Ashley Road, Hale, Cheshire, WA15 9SQ or contact Antonia Pettener by telephone on 0161 927 7788, or by email at antoniap@milnerboardman.co.uk.

DATED THIS 6th DAY OF SEPTEMBER 2022

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

**Darren Brookes
Liquidator**