

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1	Company details	
Company number	0 8 4 5 8 5 5 8	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	WS Social Care Services Limited	
2	Liquidator's name	
Full forename(s)	Richard	
Surname	Simms	
3	Liquidator's address	
Building name/number	Alma Park, Woodway Lane	
Street	Claybrooke Parva	
Post town	Lutterworth	
County/Region	Leicestershire	
Postcode	L E 1 7 5 F B	
Country		
4	Liquidator's name *	
Full forename(s)		* Other liquidator Use this section to tell us about another liquidator.
Surname		
5	Liquidator's address *	
Building name/number		* Other liquidator Use this section to tell us about another liquidator.
Street		
Post town		
County/Region		
Postcode		
Country		

LIQ03
Notice of progress report in voluntary winding up

6	Period of progress report											
From date	d	1	9	m	0	4	y	2	0	2	0	
To date	d	1	8	m	0	4	y	2	0	2	1	

7	Progress report											
<input checked="" type="checkbox"/> The progress report is attached												

8	Sign and date											
Liquidator's signature	Signature	X Richard Simms X										
Signature date	d	2	6	m	0	4	y	2	0	2	1	

LIQ03

Notice of progress report in voluntary winding up

Presenter information

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

Contact name **Richard Frank Simms**

Company name **F A Simms & Partners Limited**

Address **Alma Park, Woodway Lane
Claybrooke Parva**

Post town **Lutterworth**

County/Region **Leicestershire**

Postcode **L E 1 7 5 F B**

Country

UK

Telephone **01455 555 444**

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

WS Social Care Services Limited – in Creditors' Voluntary Liquidation

LIQUIDATORS' PROGRESS REPORT TO CREDITORS AND MEMBERS

For the period 19 April 2020 to 18 April 2021

EXECUTIVE SUMMARY

The Company was placed into Creditors' Voluntary Liquidation on 19 April 2018 and I was appointed as Liquidator on the same.

The purpose of this report is to detail my act in dealings as Liquidator and should be read in conjunction with my previous correspondence to Members and Creditors.

My duties and functions as Liquidator have been the realisation of the Company's assets, the agreement of the claims of creditors, investigations into the conduct of the Directors and the Company's affairs generally, and the eventual distribution of the Liquidation funds between the creditors in accordance with their legal entitlements. This section is a summary of my report seeking fee approval and more detail about the assets and liabilities of the Company and my proposed fees and expenses are set out in my report below.

I am again seeking approval from creditors that my remuneration as Liquidator is fixed on the following basis of time costs estimated at £15,430.50 at a "blended" rate of £158.65 per hour representing 103.50 hours for undertaking the following categories of work in the Liquidation, namely Administration and Planning, Creditors, Investigations, Realisation of assets and Case Specific Issues, which are detailed below.

The estimated expenses of the Liquidation are £317.94 and the fee estimate and disbursement summary is enclosed at appendix 4.

STATUTORY INFORMATION

Company name:	WS Social Care Services Limited
Registered office:	F A Simms & Partners Limited Alma Park Woodway Lane Claybrooke Parva Leicestershire LE17 5FB
Former registered office:	7 Renoir Place Chelmsford CM1 6FP
Registered number:	08458558
Liquidator's name:	Richard Frank Simms
Liquidator's address:	Alma Park, Woodway Lane, Claybrooke Parva, Lutterworth, Leicestershire, LE17 5FB
Liquidator's date of appointment:	19 April 2018

There was previously a Joint Liquidator, Martin Richard Buttriss, who took his release on 21 August 2019 by order made in proceedings number CR-2019-005570 in the High Court of Justice, Business and Property Courts of England and Wales

LIQUIDATORS' ACTIONS SINCE LAST REPORT

Since my last progress report I have corresponded with the Director, Mr Wellington Shamuyarira, in an attempt to seek an agreement for repayment of the outstanding director's loan account. I can confirm that I have accepted an offer of full and final settlement from the director and the accepted sum has been paid in full.

There is certain work that I am required by the insolvency legislation to undertake work in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my last progress report is contained in Appendix 1.

RECEIPTS AND PAYMENTS

My Receipts & Payments Account for the period from 19 April 2020 to 18 April 2021 is attached at Appendix 2.

The balance of funds is held in an interest bearing estate bank account.

ASSETS

Directors Loan Account

Mr Wellington Shamuyarira declared on the Directors' Statement of Affairs that he had an overdrawn director's loan account in the sum of £24,346.00.

At the date of the Statement of Affairs there had been no reconciliation of the balance. However, following appointment a review of the accounting records together with a review of the bank statements was undertaken and upon completion of this the final balance due under the loan account was established to be £19,477.30 as at 29 February 2016.

I have now accepted Mr Wellington Shamuyarira's offer of a full and final settlement in the sum of £2,000.00.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies showed that the Company has no current charges over its assets.

Preferential Creditors

There are no known preferential Creditors' of the Company.

Crown Creditors

The statement of affairs included £13,130.98 owed to HMRC. HMRC's final claim of £14,531.76 has been received.

Non-preferential unsecured Creditors

The statement of affairs included 1 non-preferential unsecured creditor with an estimated total liability of £7,000.00. I have not received a claim in this matter to date.

DIVIDEND PROSPECTS

Secured creditors

There are no known secured Creditors' of the Company.

Preferential creditors

There are no known preferential Creditors' of the Company.

Floating charge creditors

There are no known floating charges Creditors' of the Company.

Non-preferential unsecured creditors

On the basis of realisations to date, together with estimated future realisations, and after taking into account the costs of the Liquidation to date, we do not anticipate paying a dividend to this class of creditor.

INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

All matters of investigation have now been concluded and I therefore do not anticipate incurring any further time in this area.

PRE-APPOINTMENT REMUNERATION

The board previously authorised the payment of a fee of £2,500.00 plus VAT for my assistance with preparing the statement of affairs and arranging the deemed consent procedure for creditors to appoint a liquidator.

The fee for preparing the statement of affairs and arranging the deemed consent procedure for creditors to appoint a liquidator was paid by Mr Wellington Sharmayana who is connected to the Company by virtue of his position as the sole Director and shareholder of the Company.

LIQUIDATORS' REMUNERATION

I previously requested approval from creditors, by way of a decision by correspondence, to fix my remuneration as Liquidator on a time cost basis. Unfortunately no votes in this matter were received and therefore no authority has been granted in respect of our fees following appointment as Liquidator.

In light of this, I have enclosed a revised fee estimate based on the information that we are now aware of.

My total time costs incurred to date amount to £14,859.00, representing 99.25 hours of work at an average charge out rate of £147.70. During the period 19 April 2020 to 18 April 2021, £4,500.00 has been incurred representing 26.55 hours of work at an average charge out rate of £169.48 per hour as contained in appendix 3.

In the absence of a Liquidation Committee it falls to the creditors to fix the basis of my fees on a time cost basis and to approve certain disbursements known as category 2 disbursements. I am seeking a decision by correspondence from the creditors. If you wish to vote on the decision, you must complete and return the enclosed voting form to me by no later than 23.59 on **18 May 2021**, the decision date. If you have not already submitted proof of your debt, please complete the enclosed form and return it to me, together with the relevant supporting documentation. Your vote on the decisions will not count unless you have lodged proof of your debt by no later than 23.59 on **18 May 2021**.

You are also invited to determine whether to form a Liquidation Committee, and a notice of invitation to form a Liquidation Committee and further instructions are enclosed. To enable you to make an informed decision as to whether you wish to either seek to form a Committee, or to nominate yourself to serve on a Committee, further information about the role of the Committee and what might be expected from its members has been prepared by R3 and can be found is available at the link <https://www.r3.org.uk/what-we-do/publications/professional/creditors-guides>.

The following documents are enclosed with this report:

Appendix 5 - Notice of decisions for which approval is sought;

Appendix 6 - Voting Form;
Appendix 7 - Notice of invitation to form a Liquidation Committee;
Appendix 8 - Practice Fee Recovery sheet; and
Appendix 9 - Proof of debt form.

Please note that I must receive at least one vote by the decision date or the decision will not be made. I would therefore urge you to respond promptly.

Should any creditor or group of creditors wish to request a physical meeting of creditors, they must do so within 5 business days of the delivery of the notice that accompanies this letter. Such requests must be supported by proof of their debt, if not already lodged. I will convene a meeting if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."

To date no category 2 disbursements have been incurred.

Details of my category 2 disbursement recovery policy are included within our practice fee recovery sheet. I am seeking a decision from creditors approving category 2 disbursements.

In addition to the expenses already incurred, I anticipate that the expenses totalling £317.94 will arise in these proceedings as detailed in Appendix 4.

Expenses do not have to be approved, but when reporting to the committee and creditors during the Liquidation the actual expenses incurred will be compared with the original estimate provided and I will explain any material differences (e.g. where legal costs rise due to escalated recovery action).

I attach a copy of my practice fee recovery policy at appendix 8. In this case I am seeking to fix the basis of my remuneration on a time cost basis as detailed below:

Time costs:

Some work cannot be identified with enough certainty for me to seek remuneration on a fixed or percentage basis. For these tasks, I propose to seek approval on a time cost basis, i.e. by reference to time properly spent by me and members of staff of the practice at our standard charge out rates. When I seek approval for my fees on a time cost basis I have to provide a fees estimate. That estimate acts as a cap on my time costs so that I cannot draw fees of more than the total estimated time costs without further approval from those who approved the fees. I attach at Appendix 4 a "Fees estimate summary" that sets out the work that I intend to undertake, the hourly rates I intend to charge for each part of the work, and the time that I think each part of the work will take. It includes a summary of that information in an average or "blended" rate for all of the work being carried out within the estimate.

As indicated in the fees estimate, the following areas of work will be charged on a time cost basis: namely Administration & Planning, Creditors, Investigations, Realisation of Assets, and Case Specific Matters. The following explains about the areas of work for which I am seeking approval on a time cost basis, whilst full information about the work that I will undertake on a time cost basis is contained in Appendix 4.

Administration: This represents the work that is involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

Investigations: The insolvency legislation gives the office holder powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure and also in respect of matters such as misfeasance and wrongful trading. The office holder is required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors and the time costs recorded represent the costs of undertaking such an initial investigation. If potential recoveries or matters for further investigation are identified then the

office holder will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary and further information will be provided to creditors and approval for an increase in fees will be made as necessary. Such recovery actions will be for the benefit of the creditors and the office holder will provide an estimate of that benefit if an increase in fees is necessary.

The office holder is also required by legislation to report to the Department for Business, Innovation and Skills on the conduct of the directors and the work to enable them to comply with this statutory obligation is of no direct benefit to the creditors, although it may identify potential recovery actions.

Realisation of Assets: This is the work that needs to be undertaken to protect and then realise the known assets in the case.

Creditors: Claims of creditors - the office holder needs 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 notices and reports can be issued to the creditors. The office holder will also have 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.

Case specific matters: We are required to de-register the Company from Auto-Enrolment in a pension scheme which unfortunately has no financial benefit to creditors but is required to be undertaken by statute.

More details of the tasks included in these categories are included in the fees estimate. I estimate that the total time costs that I will incur in undertaking these tasks in this case will be £15,430.50 at a "blended" rate of £156.65 per hour.

Whilst all possible steps have been taken to make this estimate as accurate as possible, it is based on the office holder's current knowledge of the case and their knowledge and experience of acting as office holder in respect of cases of a similar size and apparent complexity. As a result, the estimate does not take into account any currently unknown complexities or difficulties that may arise during the administration of the case. If the time costs incurred on the case by the office holder exceed the estimate, or are likely to exceed the estimate, the office holder will provide an explanation as to why that is the case in the next progress report sent to creditors. Since the office holder cannot draw remuneration in excess of this estimate without first obtaining approval to do so, then where the office holder considers it appropriate in the context of the case, they will seek a resolution to increase the fee estimate so that they will then be able to draw additional remuneration over and above this estimate.

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/>. A copy of 'A Creditors Guide to Liquidators' Fees' also published by R3, together with an explanatory note which shows F A Simms & Partners Limited's fee policy are available at the link www.fasimms.co.uk/download. Please note that there are different versions of the Guidance Notes and in this case you should refer to the April 2017 version.

LIQUIDATORS' EXPENSES

I have incurred expenses to 18 April 2021 of £192.68.

I have not been able to draw any expenses in this matter.

I have incurred the following expenses in the period since my appointment as Liquidator:

Type of expense	Amount incurred/ accrued in the reporting period
Insolvency Bond	£44.00
Statutory Advertising	£123.68
IT Charges	£25.00

No Category 2 Disbursements have been incurred in this assignment.

FURTHER INFORMATION

An unsecured creditor may, with the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), request further details of the 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.

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.

To comply with the Provision of Services Regulations, some general information about F A Simms & Partners Limited can be found at www.fasimms.com.uk/download.

During the course of F A Simms & Partners Limited's engagement with the Company prior to the formal appointment of an officeholder, the Board and/or the shareholders of the Company may disclose personal data to us in order that we may provide our services to the Company. 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. In this clause, we refer to these laws as "Data Protection Law". In providing our services, we act as an independent controller and are, therefore, responsible for complying with Data Protection Law in respect of any personal data we process in providing our services to the Company. Our privacy statement can also be accessed at www.fasimms.co.uk/download, explains how we process personal data. The Company is also an independent controller responsible for complying with Data Protection Law in respect of the personal data you process and, accordingly, where you disclose personal data to us you confirm that such disclosure is fair and lawful and otherwise does not contravene Data Protection Law. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

SUMMARY

The Liquidation will remain open until settlement of the Director's loan account has been resolved. I estimate that this will take approximately 6 months and once resolved the Liquidation will be finalised and our files will be closed.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Georgia Flower on 01455 555 464, or by email at gflower@fasimms.com.

Richard Simms

Richard Frank Simms
LIQUIDATOR

Appendix 1

Administration:

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their 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 reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

Realisation of assets:

Corresponding with debtors and attempting to collect outstanding book debts.

Investigations:

Corresponding with the Director regarding his personal financial affairs for the recovery of the outstanding director's loan account and actions the office holder may take in order to recover funds for the benefit of creditors.

WS Social Care Services Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs		From 19/04/2020 To 18/04/2021	From 19/04/2018 To 18/04/2021
£		£	£
	ASSET REALISATIONS		
Uncertain	Directors Loan Account	2 000.00	2 000.00
		2,000.00	2,000.00
	UNSECURED CREDITORS		
(7,000.00)	Bank	NIL	NIL
(13,130.98)	H M Revenue & Customs (CT)	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(20,131.98)		2,000.00	2,000.00
	REPRESENTED BY		
	Interest Bearing Current A/C		2,000.00
			2,000.00

Note:

Time Entry - Detailed SIP9 Time & Cost Summary

10597 - NS Social Care Services Limited
Period: 10/01/2021 To: 10/04/2021
Project Code: P051

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistant & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ACM - Administration & Planning	3.20	14.00	0.70	4.00	22.90	3,044.00	132.17
Administration & Planning	3.20	14.00	0.70	4.00	22.90	3,044.00	132.17
C: Creditors	0.00	0.00	0.00	0.00	0.00	116.00	145.83
Chaffers	0.00	0.00	0.00	0.00	0.00	116.00	145.83
IPV - Investigations	0.00	0.70	0.00	0.00	0.70	111.50	159.29
Investigations	0.00	0.70	0.00	0.00	0.70	111.50	159.29
PA - Realisation of Assets	0.00	2.30	0.00	0.00	2.30	350.00	152.64
Realisation of Assets	0.00	2.30	0.00	0.00	2.30	350.00	152.64
Total Hours	3.20	16.40	0.70	4.00	26.30	4,660.50	180.69
Total Fees Claimed						0.00	

WS SOCIAL CARE SERVICES LIMITED IN CREDITORS VOLUNTARY LIQUIDATION FEE ESTIMATE SUMMARY

The office holder is seeking to be remunerated on a time cost basis. We use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform, recording time spent in 6 minute units. Narrative is recorded to explain the work undertaken and the time spent is analysed into different categories of work. In this document the estimated time that will be spent undertaking the work in each category of work has been multiplied by the applicable charge out rate for each member of staff that it is anticipated will undertake work in that category to arrive at the estimated total time costs attributable to that category of work on the case. We have then divided that estimated total by the estimated number of hours to arrive at a blended hourly charge out rate for that category of work. The sum of all the estimates for the different categories of work is the total estimated time costs to undertake all the necessary work on the case. Again, we have then divided that estimated total by the estimated number of hours to arrive at a blended hourly charge out rate for the case as a whole.

The charge out rates that will be used on this case are:

	£
Insolvency Practitioner	200-275
Senior Manager	125-150
Manager	75-135
Supervisor / Senior Administrator	
Case Administrator	
Cashier	
Support staff	45-110

Administration and Planning

Description of the work to be undertaken	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £
Preparing the documentation and dealing with the formalities of appointment	1.5	247.50	
Statutory notifications and advertising	1.5	247.50	
Preparing the documentation required	1.5	247.50	
Dealing with all routine correspondence	2	220.00	
Maintaining physical case files and electronic case details on case management software	1	110.00	
Review and storage	0	0.00	
Case Bordereau	2	247.50	
Case planning and administration	7	1,430.00	
Preparing reports to members and creditors	7.5	1,207.50	

Undertaking periodic reviews of the progress of the case	5.5	935.00
Obtaining, maintaining and managing the cashbook and bank account	1	100.00
Undertaking bank reconciliations	6.5	1,087.50
Filing returns at Companies House	3	485.00
Preparing and filing VAT returns	3	485.00
Preparing and filing Corporation Tax returns	2	420.00
Total:	45	7,570.00
		168.22

This category of work has a higher blended rate than the assignment as a whole as it includes case strategy and case reviews which will be undertaken by senior members of staff and office holders with higher charge out rates

Creditors

Description of the work to be undertaken	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £
Obtaining information from the company's records about employee claims	0	0.00	0.00
Completing documentation for submission to the Redundancy Payments Office	0	0.00	0.00
Corresponding with employees regarding their claims	0	0.00	0.00
Liaising with the Redundancy Payments Office regarding employee claims	0	0.00	0.00
Dealing with creditor correspondence, emails and telephone conversations	3	485.00	0.00
Maintaining up to date creditor information on the case management systems	6	540.00	0.00
Issuing a notice of intended dividend and placing an appropriate gazette notice	1.5	247.50	0.00
Reviewing and adjudicating on proofs of debt received from creditors	3.5	632.50	0.00
Calculating and paying a dividend to creditors, and issuing the notice of intended dividend	1.5	247.50	0.00
Paying tax deducted from the dividends paid to employees	0	0.00	0.00
Total:	15.5	2,162.50	138.52

This category of work has a lower blended rate than the assignment as a whole as the work undertaken with be carried out by junior members of staff with lower charge out rates

Investigations

Description of the work to be undertaken	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £
Recovering the books and records for the case	1.5	165.00	
Review and storage of books and records	1.5	165.00	
Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act	5	890.00	
Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors etc.	5.5	770.00	
Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors	8.5	1,175.00	
Total:	22	3,155.00	143.41

This category of work has a lower blended rate as much of the work will be undertaken by junior members of staff with lower charge out rates in respect of reviewing bank statements and individual transactions before being reviewed by officeholders

Realisation of assets

Description of the work to be undertaken	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £
Arranging suitable insurance	0	0.00	
Regularly monitoring the suitability and appropriateness of the insurance cover in place	0	0.00	
Corresponding with the debtors and attempting to collect outstanding book debts	9	1,575.00	

Liaising with the bank regarding the closure of the account	1	110.00
Instructing agents to value the tangible assets	0	0.00
Liaising with agents to realise the tangible assets	0	0.00
Instructing Solicitors to assist in the realisation of assets	3	495.00
Registering a caution in respect of property owned by the debtor	2.5	357.50
Obtaining details from mortgagees about debts secured over the debtor's property	0	0.00
Determining the joint owner's/spouse's interest in the matrimonial home	0	0.00
Liaising with the secured creditors over the realisation of the charges assets	0	0.00
Total:	15.5	2,537.50
		103.71

This category of work as a higher blended rate as it will include decision making which will be undertaken by the office holders

Case specific matters (specify)

Description of the work to be undertaken	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £
De-registration from Auto-Enrolment	0.5	5.5	
Review of lease in relation to trading premises including rent deposit deed and lease disclaimer	0	0	
	0.5	5.50	110.00
Grand total for all categories of work:	98.5	15,490.50	156.65

Note 1: This estimate has been provided to creditors at an early stage in the administration of the case and before the office holder has full knowledge of the case. Whilst all possible steps have been taken to make this estimate as accurate as possible, it is based on the office holder's current knowledge of the case and their knowledge and experience of acting as office holder in similar cases. As a result, the estimate does not take into account any currently unknown complexities or difficulties that may arise during the administration of the case. If the time costs incurred on the case by the office holder exceed the estimate, or is likely to exceed the estimate, the office holder will provide an explanation as to why that is the case in the next progress report sent to creditors. Since the office holder cannot draw remuneration in excess of this estimate without first obtaining approval to do so, then where the office holder considers it appropriate in the context of the case, they will seek a resolution to increase the fee estimate so that they will then be able to draw additional remuneration over and above this estimate.

Notice of decisions by correspondence

WS SOCIAL CARE SERVICES LIMITED - In Creditors' Voluntary Liquidation

(Company Number 08458558)

NOTICE IS GIVEN by Richard Frank Simms to the creditors of WS Social Care Services Limited that set out below are resolutions for your consideration under rule 18.16 of The Insolvency (England and Wales) Rules 2016. Please complete the voting section below indicating whether you are in favour or against the following decision(s):

- i). That the Liquidators fees will be charged by reference to the time properly spent by them and their staff in dealing with the matters relating to the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken and subject to the fees estimate set out in the report prepared in connection with fee approval and issued with the notice of this decision procedure.
- ii). That the Liquidator be permitted to recover category 2 disbursements.

The final date for votes is 18 May 2021, the decision date.

1. In order for their votes to be counted creditors must submit to me their completed voting form so that it is received at F A Simms & Partners Limited, Alma Park, Woodway Lane, Claybrooke Parva, Lutterworth, Leicestershire, LE17 5FB by no later than 23.59 hours on 18 May 2021. It must be accompanied by proof of their debt, (if not already lodged). Failure to do so will lead to their vote(s) being disregarded. 2. Creditors must lodge proof of their debt (if not already lodged) at the offices of Richard Frank Simms by no later than 23.59 on 18 May 2021, without which their vote will be invalid.
3. Creditors with claims of £1,000 or less must have lodged proof of their debt for their vote to be valid.
4. Any creditors who have previously opted out from receiving documents in respect of the insolvency proceedings are entitled to vote on the decision(s) provided they have lodged proof of their debt.
5. Creditors may, within 5 business days of delivery of this notice to them, request a physical meeting of creditors be held to determine the outcome of the decision(s) above. Any request for a physical meeting must be accompanied by valid proof of their debt (if not already lodged). A meeting will be convened if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."
6. Creditors have the right to appeal a decision of the convener made under Chapter 8 of Part 15 of The Insolvency (England and Wales) Rules 2016 about Creditors' Voting Rights and Majorities, by applying to court under Rule 15.35 of The Insolvency (England and Wales) Rules 2016 within 21 days of 18 May 2021, the decision date.

Creditors requiring further information regarding the above, should either contact me at Alma Park, Woodway Lane, Claybrooke Parva, Lutterworth, Leicestershire, LE17 5FB, or contact Georgia Flower by telephone on 01455 555 444, or by email at gflower@fasimms.com.

WS SOCIAL CARE SERVICES LIMITED - In Creditors' Voluntary Liquidation

(Company Number 08458558)

Voting on Decision

i). That the Liquidators' fees will be charged by reference to the time properly spent by them and their staff in dealing with the matters relating to the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken and subject to the fees estimate set out in the report prepared in connection with fee approval and issued with this notice.

For / Against

ii). That the Liquidators be permitted to recover category 2 disbursements.

For / Against

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM:

Name of creditor: _____

Signature of creditor: _____

(Complete the following if signing on behalf of creditor, e.g. director/solicitor)

Capacity in which signing
document: _____

Date: _____

Notice of invitation to form a Liquidation Committee

WS Social Care Services Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

(Company Number 08458558)

NOTICE IS GIVEN by Richard Frank Simms to the creditors of WS Social Care Services Limited of an invitation to establish a Liquidation Committee under rule 6.19 of The Insolvency (England and Wales) Rules 2016.

1. In addition to seeking a decision on the matters set out in the accompanying notice, creditors are also invited to determine by correspondence, at the same time, whether a Liquidation Committee should be established.
2. A Committee may be formed if a minimum of 3 and a maximum of 5 creditors are willing to become members.
3. Nominations can only be accepted for a creditor to become a member of the Committee if they are an unsecured creditor and have lodged a proof of their debt that has not been disallowed for voting or dividend purposes.
4. The specified date for receipts of nominations for creditors to act as a member of the Committee under rule 6.19 of The Insolvency (England and Wales) Rules 2016 is 18 MAY 2021, the Decision Date.
5. Please complete the form sent with this notice, and include the name and address of any person you wish to nominate to act as a member of the Committee. The completed document should be returned to F A Simms & Partners Limited of Alma Park, Woodway Lane, Claybrooke Parva, Lutterworth, Leicestershire, LE17 5FB so that it is received by no later than 23.59 hours on 18 MAY 2021, the decision date.

Note: Further information on the rights, duties and the functions of a Committee is available in a booklet published by the Association of Business Recovery Professionals (R3). This booklet can be accessed at <https://www.r3.org.uk/what-we-do/publications/professional/creditors-guides>. If you require a hard copy of the booklet please contact Georgia Flower of F A Simms & Partners Limited by email at gflower@fasimms.com, or by phone on 01455 555 444.

The final date for votes to establish a committee is 18 MAY 2021, the decision date.

1. In order for their votes to be counted creditors must submit to me their completed voting form so that it is received at F A Simms & Partners Limited, Alma Park, Woodway Lane, Claybrooke Parva, Lutterworth, Leicestershire, LE17 5FB by no later than 23.59 hours on 18 MAY 2021. It must be accompanied by proof of their debt, (if not already lodged). Failure to do so will lead to their vote(s) being disregarded.
2. Creditors must lodge proof of their debt (if not already lodged) at the offices of Richard Frank Simms by no later than 23.59 on 18 MAY 2021, without which their vote will be invalid.
3. Creditors with small debts, that is claims of £1,000 or less must have lodged proof of their debt for their vote to be valid.

4. Any creditors who have previously opted out from receiving documents in respect of the insolvency proceedings are entitled to vote on the decision provided they have lodged proof of their debt.

5. Creditors may, within 5 business days of delivery of this notice to them, request a physical meeting of creditors be held to determine the outcome of the decision above. Any request for a physical meeting must be accompanied by valid proof of their debt (if not already lodged). A meeting will be convened if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."

6. Creditors have the right to appeal a decision of the convener made under Chapter 8 of Part 15 of The Insolvency (England and Wales) Rules 2016 about Creditors' Voting Rights and Majorities, by applying to court under Rule 15.35 of The Insolvency (England and Wales) Rules 2016 within 21 days of the Decision Date.

Creditors requiring further information regarding the above, should either contact me at Alma Park, Woodway Lane, Claybrooke Parva, Lutterworth, Leicestershire, LE17 5FB, or contact Georgia Flower by telephone on 01455 555 444, or by email at gflower@fasimms.com.

DATED THIS 26TH DAY OF APRIL 202

Richard Simms

Richard Frank Simms
LIQUIDATOR

WS Social Care Services Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

(Company Number 08458558)

Decision

1. That a Liquidation Committee should be established.
For/Against

Please note that if creditors vote to establish a Committee, then unless at least 3 nominations for creditors to act as Committee members are received at the same time, it will be necessary to convene a further decision procedure to decide which creditors are to act as Committee members. That will involve incurring additional costs, so if you intend to vote to establish a Committee, please also nominate either yourself or another creditor to act as a Committee member.

I wish to nominate the following creditor to act as a member of the Committee:

Name of nominated creditor _____

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM:

Name of creditor: _____

Signature of creditor: _____

(Complete the following if signing on behalf of creditor, e.g. director/solicitor)

Capacity in which signing document: _____

Dated: _____

Note: The completed form should be delivered to Richard Frank Simms either by posting it to F A Simms & Partners Limited of Alma Park, Woodway Lane, Claybrooke Parva, Lutterworth, Leicestershire, LE17 5FB, or by emailing it to gflower@fasimms.com.

PRACTICE FEE RECOVERY POLICY FOR F A SIMMS & PARTNERS LIMITED

Introduction

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

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorsinsolvencyguide.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) and can be accessed at www.fasimms.co.uk. Alternatively a hard copy may be requested from F A Simms & Partners Limited, Woodway Lane, Claybrooke Parva, Lutterworth, Leicestershire, LE17 5FB. Please note that we have provided further details in this policy document.

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

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

Time cost basis

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

Charge out Rates

Grade of staff	Range of hourly charge out rates from 1 September 2019	Range of hourly charge out from 1 September 2020
Insolvency Practitioner, Director and Specialist	£200 - £275	£240 - £325
Senior Manager	£150 - £200	£200 - £280
Manager	£75 - £150	£140 - £200
Assistant and Support Staff	£45 - £110	£100 - £140

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

From time to time, the firm engages contractors in order to supplement permanent staff resources and the firm has the benefit of secondees, for which there is a reciprocal arrangement where the firm's staff may be seconded to other organisations in the insolvency industry.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system. Details of the time spent and nature of the work undertaken is recorded at that time.

In cases where we were appointed prior to 1 October 2015, our fees were generally recovered on a time costs basis and appropriate authority was obtained from creditors or committees as set down in the legislation.

The legislation changed on 1 October 2015 and on appointments from that date we now only allocate our time costs across the following categories:

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

In cases where we seek a time cost approval, we must set out a fee estimate. Once approved, that fee estimate acts as a cap on our time costs unless we obtain 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 fee estimate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

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

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

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets.

In cases where we were appointed prior to 1 October 2015, our fees were generally recovered on a time costs basis and appropriate authority was obtained from creditors or committees as set down in the legislation.

The legislation changed on 1 October 2015 and we now seek remuneration on a percentage basis more often. A report accompanying any fee request will set out the potential assets in the case, the remuneration percentage proposed for any realisations and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval but must be disclosed to help put the remuneration request into context.

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

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

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

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks.

In cases where we were appointed prior to 1 October 2015, our fees were generally recovered on a time costs basis and appropriate authority was obtained from creditors or committees as set down in the legislation

The legislation changed on 1 October 2015 and we now seek remuneration on a fixed fee basis more often. A report accompanying any fee request will set out the fixed fee that we propose to charge and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval but must be disclosed to help put the remuneration request into context.

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

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

Members' voluntary liquidations and Voluntary Arrangements

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

All bases

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

Agent's Costs

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

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

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

Disbursements

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

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

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

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

Room Hire	Initial meeting of creditors - £100.00 All other meetings of creditors - £50.00 Any other venue – at actual cost
Mileage	Motor Vehicle at 30p per mile All other forms at actual cost
Storage	Charged at actual cost incurred for storage
Photocopying	15p per sheet of A4 30p per sheet of A3
Company Searches	At actual cost incurred
Postage	At actual cost incurred
Fax / Telephone	Charged at the following rate during connection: Local Calls – 5p per minute National Calls – 10p per minute International Calls – 30p per minute Landline to Mobile Calls (telephone only) 20p per minute

PROOF OF DEBT - GENERAL FORM

WS Social Care Services Limited

DETAILS OF CLAIM	
1.	Name of Creditor (If a company, its registered name)
2.	Address of Creditor (i.e. principal place of business)
3.	<p>If the Creditor is a registered company:</p> <ul style="list-style-type: none"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act
4.	<p>Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25</p> <p>£</p>
5.	<p>If the total amount above includes outstanding uncapitalised interest, please state</p> <p>YES (£) / NO</p>
6.	Particulars of how and when debt incurred
7.	Particulars of any security held, the value of the security, and the date it was given
8.	Details of any reservation of title in relation to goods to which the debt relates

9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.: Account Name: Sort code:
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO