

# CVA3

## Notice of supervisor's progress report in voluntary arrangement



Companies House

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

### 1 Company details

Company number	0	8	9	3	9	1	5	2
Company name in full	Wessex Drawing Services Ltd							

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

### 2 Supervisor's name

Full forename(s)	Matthew
Surname	Dix

### 3 Supervisor's address

Building name/number	Cartergate House
Street	26 Chantry Lane
Post town	Grimsby
County/Region	North East Lincolnshire
Postcode	D N 3 1 2 L J
Country	

### 4 Supervisor's name<sup>①</sup>

Full forename(s)	Ian Michael
Surname	Rose

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

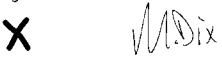
### 5 Supervisor's address<sup>②</sup>

Building name/number	Cartergate House
Street	26 Chantry Lane
Post town	Grimsby
County/Region	North East Lincolnshire
Postcode	D N 3 1 2 L J
Country	

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

# CVA3

## Notice of supervisor's progress report in voluntary arrangement

<b>6</b>	<b>Date of voluntary arrangement</b>																
Date	<sup>d</sup>	1	<sup>d</sup>	0	<sup>m</sup>	0	<sup>m</sup>	5	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	1	<sup>y</sup>	8	
<b>7</b>	<b>Period of progress report</b>																
Date from	<sup>d</sup>	1	<sup>d</sup>	0	<sup>m</sup>	0	<sup>m</sup>	5	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	1	
Date to	<sup>d</sup>	0	<sup>d</sup>	9	<sup>m</sup>	0	<sup>m</sup>	5	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	2	
<b>8</b>	<b>Progress report</b>																
<input type="checkbox"/> I attach a copy of the progress report																	
<b>9</b>	<b>Sign and date</b>																
Supervisor's signature	Signature  X												X				
Signature date	<sup>d</sup>	3	<sup>d</sup>	1	<sup>m</sup>	0	<sup>m</sup>	5	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	2	

# CVA3

## Notice of supervisor's progress report in voluntary arrangement



### 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 **Emily Stokell**

Company name **Wilkin Chapman Business Solutions Limited**

Address **Cartergate House**

**26 Chantry Lane**

Post town **Grimsby**

County/Region **North East Lincolnshire**

Postcode **D N 3 1 2 L J**

Country

DX

Telephone **01472 246666**



### 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 and dated the form.



### Important information

**All information on this form will appear on the public record.**



### Where to send

**You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:**

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



### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

**Voluntary Arrangement of  
Wessex Drawing Services Ltd  
Joint Supervisors' Summary of Receipts & Payments**

<b>Statement of Affairs £</b>		<b>From 10/05/2021 To 09/05/2022 £</b>	<b>From 10/05/2018 To 09/05/2022 £</b>
	<b>ASSET REALISATIONS</b>		
355,000.00	Contributions	79,875.00	355,000.00
40,000.00	Lump Sums	NIL	40,000.00
		79,875.00	395,000.00
	<b>OTHER REALISATIONS</b>		
	Bank interest, gross	328.66	1,600.87
		328.66	1,600.87
	<b>COST OF REALISATIONS</b>		
	Agents'/Valuers' fees	NIL	180.00
	Nominee's fee	NIL	25,000.00
	Postage	NIL	35.20
	Specific bond	NIL	1,040.00
	Stationary	NIL	5.00
	Supervisor's fees	325.00	35,000.00
	Telephone/Fax/Printing	NIL	246.75
	Travel Costs	NIL	42.00
	Variation Fee	2,000.00	2,000.00
		(2,325.00)	(63,548.95)
	<b>UNSECURED CREDITORS</b>		
	HM Revenue & Customs	NIL	132,108.36
	Trade & expense	NIL	2,761.38
		NIL	(134,869.74)
<b>395,000.00</b>		<b>77,878.66</b>	<b>198,182.18</b>
	<b>REPRESENTED BY</b>		
	Estate Account		198,182.18
			<b>198,182.18</b>

**Wessex Drawing Services Ltd  
(Company Voluntary Arrangement)**

**Progress Report**

**Matthew Dix  
Ian Michael Rose  
JOINT SUPERVISORS**

## **Contents**

1. Executive Summary
2. Receipts and Payments
3. Ethics
4. The Joint Supervisors' Fees and Expenses
5. Creditors' Claims and Dividends
6. Conclusion

## **Appendices**

1. Statutory Information
2. The Joint Supervisors' Receipts and Payments Account
3. Breakdown of the Joint Supervisors' Time Costs
4. Charge-out Rates and Bases of Expenses
5. Full Details of Work Undertaken
6. Notice of Intended Dividend
7. Proof of Debt form
8. Full Charge Out Rates

**Wessex Drawing Services Ltd (Company Voluntary Arrangement)**  
**Annual Progress Report to 9 May 2022**

**1. Executive Summary**

**1.1** This report describes the progress of the CVA in the period 10 May 2021 to 9 May 2022 (“the Review Period”) and the prospects for the full implementation of the CVA.

**1.2** A summary of key information in this report is detailed below.

**Contributions and assets**

Contribution / asset	Estimated to realise per CVA Proposal £	Realisations to date £	Anticipated future realisations £	Total anticipated realisations £
Contributions	355,000.00	355,000.00	0.00	355,000.00
Lump Sums	40,000.00	40,000.00	0.00	40,000.00

**Expenses**

Expense	Estimated per CVA Proposal £	Expense incurred to date £	Anticipated further expense to closure £	Total anticipated expense £
Joint Supervisors’ Fee	35,000.00	44,130.00	Uncertain	Uncertain
Joint Supervisors expenses	2,000.00	1,572.30	Uncertain	Uncertain
Variation Fee	-	2,000.00	Uncertain	Uncertain

**Dividend prospects**

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Unsecured creditors	42.53p in the £	100p in the £

**Summary of key issues outstanding**

**1.3** The final claim submitted by HM Revenue and Customs is significantly higher than the amount stated in the Statement of Affairs. The Company is required to introduce additional funds into the CVA to allow for the minimum dividend of 100p in the £ to be met and for the completion of the CVA.

**Prospects for implementation**

A variation was proposed by the director to amend the original terms of the CVA, which was issued to creditors on 8 March 2022, and the decision date was fixed for 30 March 2022. I can confirm that the variation has been approved and the duration of the CVA has been extended for a period of 12 months and the CVA shall not exceed 56 months.

The CVA has a further 8 months to run and is due to conclude on 9 January 2023. As detailed above, the Company is required to introduce additional contributions in order to meet the

minimum dividend of 100p in the £. If the funds are introduced within the time-frame, then it is likely that the CVA will be successfully implemented.

## **1. Receipts and Payments**

- 1.1** Attached at Appendix II is the Joint Supervisors' Receipts and Payments Account for the Review Period and for the CVA as a whole. The contents are in the main self-explanatory.
- 1.2** Under the terms of the CVA Proposal, the Company was required to contribute £355,000.00 over a forty-month period.
- 1.3** Contributions totalling £355,000.00 have been received since the commencement of the CVA and therefore the Company has met the requirement in relation to the payment of contributions. The Company has also made two lump sum contributions totalling £40,000 in accordance with the terms of the proposal.
- 1.4** Due to HMRC's claim being higher than originally estimated, the contribution payments originally envisaged in the proposal are insufficient to meet the minimum dividend. Therefore, the Joint Supervisors estimate that additional funds of £102,000.00 are required into the CVA for successful completion.
- 1.5** Other than bank interest, there have been no other receipts into the CVA, which is in line with the CVA terms.
- 1.6** The CVA terms also provide that the Joint Supervisors conduct a review of the Company's trading accounts no more than three months before each anniversary with the primary objective of assessing whether the Company has generated any surplus that may be contributed to the CVA in addition to the regular payments. The Joint Supervisors have requested this information from the director and are awaiting receipt of the information. A further update will be provided in due course.
- 1.7** On 6 October 2021, a formal notice of non-compliance was issued against the Company due to the Company falling more than sixty days into arrears in respect of monthly contributions. However the payments were brought up to date and the Joint Supervisors withdrew their intention to commence winding up proceedings, upon the agreement from HMRC, being the majority creditor.
- 1.8** In accordance with the CVA terms, Joint Nominees' fees of £25,000.00 have been drawn. Section 3 below provides information regarding the Joint Supervisors' fees and expenses.

## **2. Ethics**

Please also be advised that the Joint Supervisors are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

### **General ethical considerations**

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.



### **3. The Joint Supervisors' Fees and Expenses**

- 3.1** The CVA terms provide that the Joint Supervisors are remunerated on the basis of time properly incurred by them and their staff in the administration of the CVA at the Joint Supervisors' standard charge-out rates applicable at the time. Appendix III provides a breakdown of the time costs between the grades of staff allocated to the administration of this matter and the charge out rates of the Joint Supervisors and their staff are detailed in Appendix IV. During the Review Period, time costs totalling £9,082.50 have been incurred.
- 3.2** These time costs were incurred in carrying out the tasks listed in Appendix V of which the following were the most material:
- 3.2.1** Administration and Planning: complying with the statutory and regulatory duties as regards filing, maintaining records, managing a cash book and bank account, conducting periodic case reviews and drafting this progress report;
  - 3.2.2** Administration and Planning: liaising with the Company as regards the variation described above and seeking creditors' approval of the proposed variation;
  - 3.2.3** Administration and Planning: monitoring and processing the Company's payment of voluntary contributions;
  - 3.2.4** Administration and Planning: pursuing delivery of the Company's trading accounts and carrying out a review of them;
  - 3.2.5** Creditors: responding to creditors' queries; logging creditors' claims and supporting information; maintaining the database as regards creditors' contact details and claims; and
  - 3.2.6** Creditors: adjudicating on all claims received and declaring the dividends set out below.
- 3.3** The attached breakdown shows that a significant proportion of the time costs incurred relate to Administration and Planning, which in the main relates to undertaking statutory duties. Whilst these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the administration, which has ensured that the Joint Supervisors and their staff have carried out their work to high professional standards. In addition, the time spent supervising the Company's compliance with the CVA terms and in reacting swiftly to the breaches has increased the likelihood that the CVA will be implemented successfully.
- 3.4** Significant time has also been spent in dealing with creditors' claims and particularly liaising with HMRC in relation to their final claim. Although this work has had no direct financial benefit to creditors, it is the Joint Supervisors' duty to ensure that dividends are correctly paid to creditors in line with their statutory entitlements.
- 3.5** The CVA Proposal disclosed that the Joint Supervisors' fees for administering and completing the CVA were estimated to be £35,000.00. In view of the time costs incurred to date and the anticipated work to conclude the CVA, the final time costs of the Joint

Supervisors and their staff will be larger than this estimate due to the difficulties encountered and the additional work carried out, as described above.

- 3.6** An amended Statement of Insolvency Practice (SIP), SIP 9, was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.
- 3.7** There were no category 1 expenses paid for in the period 10 May 2021 to 9 May 2022. The category 1 expenses incurred since appointment total £1,258.00 and are detailed at Appendix IV and represent payments to parties not associated with the firm, who have provided services or goods for the administration of the assignment.
- 3.8** The category 2 expenses for the period 10 May 2021 to 9 May 2022 total £13.05. The category 2 expenses incurred since appointment total £314.30. The basis of calculation of this category of expense was disclosed to creditors prior to their approval, which was given on 10 May 2018, and are also detailed at Appendix IV. Please note that some category 2 expenses that have previously been approved and their estimated costs or basis of their cost provided as part of the expenses estimate may not be discharged from the estate from 1 April 2021 and these are detailed at Appendix IV.
- 3.9** Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and expenses policy may be found at [www.wilkinchapman.co.uk/business-solutions](http://www.wilkinchapman.co.uk/business-solutions). A hard copy of both the Creditors' Guide and the firm's charge-out rate and expenses policy may be obtained on request.

#### **4. Creditors' Claims and Dividends**

- 4.1** In accordance with the CVA terms, a Notice to Submit Claims was issued to creditors on 15 May 2018.
- 4.2** The creditors' claims admitted for dividend purposes are summarised as follows:

<b>Creditor</b>	<b>Claims admitted £</b>
Unsecured creditors' claims	430,109.55
<b>TOTAL</b>	<b>430,109.55</b>

- 4.3** The dividend prospects as set out in the CVA Proposal were based on the creditors' claims estimated at that time totalling £323,283.33. Although the claims received to date are greater than the total listed in the CVA Proposal, it should be noted that the CVA terms require the Company to contribute sufficient funds to pay a dividend of 100p in the £.
- 4.4** On 9 October 2019, a dividend of 42.53p in the £ was declared and paid to unsecured creditors, bringing the total sum distributed to £134,869.74. The Joint Supervisors are

**Wessex Drawing Services Ltd (Company Voluntary Arrangement)**  
**Annual Progress Report to 9 May 2022**

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now in a position to declare a further dividend within the next three months and a Notice of Intended Dividend is attached at Appendix VI.

**6. Conclusion**

- 6.1** The Joint Supervisors will continue to monitor the Company's adherence to its terms, taking appropriate steps in line with the CVA terms where necessary.
- 6.2** Provided that the CVA continues to progress as planned, the Joint Supervisors will issue a completion report upon conclusion.

Should you have any questions or queries regarding this report, please contact the Administrator dealing with this matter, Emily Stokell on 01472 246666 or by email on [emily.stokell@wilkinchapman.co.uk](mailto:emily.stokell@wilkinchapman.co.uk).

**Dated 31 May 2022**

A handwritten signature in black ink, appearing to read 'M. Dix'.

**Matthew Dix**  
**Joint Supervisor**

**APPENDIX 1****Wessex Drawing Services Ltd (COMPANY VOLUNTARY ARRANGEMENT)****STATUTORY INFORMATION**

Company Name	Wessex Drawing Services Ltd
Previous Names	
Proceedings	Company Voluntary Arrangement
Court	Leeds Business and Property Court
Court Reference	343 of 2018
Date of Appointment	10 May 2018
Joint Supervisors	Matthew Dix and Ian Michael Rose Wilkin Chapman Business Solutions Limited Cartergate House, 26 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LJ
Registered office Address	1 Horsefair Mews, Horsefair Mews, Romsey, England, SO51 8J
Company Number	08939152
Change in office holder:	On 19 March 2021 Karen Tracy Potts was replaced by Matthew Dix of this firm, as Joint Supervisor, following an order of the High Court in proceedings entitled CR-2021-000463

## **APPENDIX 2**

### **The Joint Supervisors' Receipts and Payments Account**

Wessex Drawing Services Ltd  
(Under a Company Voluntary Arrangement)  
JOINT SUPERVISORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 10/05/2021 To 09/05/2022 £	From 10/05/2018 To 09/05/2022 £
RECEIPTS			
Contributions	355,000.00	79,875.00	355,000.00
Lump Sums	40,000.00	0.00	40,000.00
Bank interest, gross		328.66	1,600.87
		<u>80,203.66</u>	<u>396,600.87</u>
PAYMENTS			
Specific bond		0.00	1,040.00
Nominee's fee		0.00	25,000.00
Supervisor's fees		325.00	35,000.00
Variation Fee		2,000.00	2,000.00
Agents'/Valuers' fees		0.00	180.00
Telephone/Fax/Printing		0.00	246.75
Postage		0.00	35.20
Travel Costs		0.00	42.00
Stationary		0.00	5.00
Trade & expense		0.00	2,761.38
HM Revenue & Customs		0.00	132,108.36
		<u>2,325.00</u>	<u>198,418.69</u>
Net Receipts/(Payments)		<u>77,878.66</u>	<u>198,182.18</u>
MADE UP AS FOLLOWS			
Estate Account		77,878.66	198,182.18
		<u>77,878.66</u>	<u>198,182.18</u>

## **APPENDIX 3**

### **Breakdown of the Joint Supervisors' Time Costs**

# Time Entry - Detailed SIP9 Time & Cost Summary

WK1CA - Wessex Drawing Services Ltd  
From: 10/05/2021 To: 09/05/2022  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	1.50	11.00	2.75	2.90	18.15	4,038.75	222.52
CR-CRED : Creditors & Distributions	0.90	2.10	0.00	0.20	3.20	830.00	259.38
RA-FLTG : Asset Realisations / Contributions	0.00	0.20	0.00	0.20	0.40	75.00	187.50
S3-STAT : Statutory & Compliance	5.90	6.40	2.75	0.00	15.05	4,138.75	275.00
Productive Time	8.30	19.70	5.50	3.30	36.80	9,082.50	246.81
Total Hours	8.30	19.70	5.50	3.30	36.80	9,082.50	246.81
Total Fees Claimed						0.00	



# Time Entry - Detailed SIP9 Time & Cost Summary

WK1CA - Wessex Drawing Services Ltd  
To: 09/05/2022  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	6.10	21.55	44.23	18.20	90.08	17,759.00	197.15
CR-CRED : Creditors & Distributions	4.70	8.90	22.47	4.55	40.62	8,269.75	203.59
RA-FLTG : Asset Realisations / Contributions	3.40	8.45	12.15	3.70	27.70	6,085.00	219.68
S3-STAT : Statutory & Compliance	13.40	11.30	24.35	0.00	49.05	12,016.25	244.98
Productive Time	27.60	50.20	103.20	26.45	207.45	44,130.00	212.73
Total Hours	27.60	50.20	103.20	26.45	207.45	44,130.00	212.73
Total Fees Claimed						0.00	

## APPENDIX 4

### Charge-out Rates and Bases of Expenses

Below are details of the Joint Supervisors expenses for the period under review and the total to date.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
<b>Category 1 Expenses</b>				
Bonding	-	-	£1,040.00	
Agents Fees	-	-	£180.00	
Postage	-	-	£38.00	
<b>Total Category 1 Expenses</b>	-	-	<b>£1,258.00</b>	
<b>Category 2 Expenses</b>				
Travel / Mileage	-	-	£42.00	
Stationary	-	-	£5.00	
Telephone / Printing / Fax	-	£13.05	£267.30	
<b>Total Category 2 Expenses</b>	-	<b>£13.05</b>	<b>£314.30</b>	

#### Current Charge-out Rates for the firm

##### Time charging policy

Support staff do charge their time to each case.  
Support staff include cashier, secretarial and administration support.  
The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Insolvency Practitioner/Partners	375
Manager	275
Assistant Manager	225
Senior Administrator	200
Administrator	175
Cashier	150
Assistants and Support Staff	100

## APPENDIX 5

### Full Details of Work Undertaken

General Description	Includes
<b>Administration and Planning</b>	
Statutory	Filing of documents to meet statutory requirements
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Creditor reports	Preparing annual progress reports to creditors and other parties
Communication with creditors if variation of proposal required	Preparation of notices, proxies/voting forms, report and proposed variation(s) to all creditors Collate and examine proofs and proxies/votes to conclude proposed variation(s) Where relevant, preparation of meeting file and draft minutes of meeting Responding to queries and questions regarding proposed variation(s) Issuing notice of result
<b>Realisation of Assets</b>	
Contributions	Monitoring the Company's compliance with the terms of the CVA and taking necessary steps in the event of any delayed compliance with, or breaches of, the terms Periodic review of amount of contribution
Other terms of the proposal	Reviewing quarterly/annual management accounts Liaising with Director and HMRC about finalisation of the pre appointment tax position of the company Monitoring compliance with the terms of the VA
<b>Creditors</b>	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator Finalising pre appointment tax position
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of proofs of debt Receipt of proofs of debt Adjudicating on claims Request further information from claimants regarding claims Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on any complex claims
Dividend procedures	Paying a distribution to pre moratorium/preferential/secondary preferential or unsecured creditors The process below will need to be applied for each class of creditor paid: Preparation of correspondence to creditors advising of intention to declare distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting information on PAYE/Nl deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividend When paying the secondary preferential creditor the adjudication of HMRC's secondary preferential claim, involved bringing the Company's preferential tax affairs up to date

**Notice of Intended Dividend**

## Notice of Intended Dividend

Wessex Drawing Services Ltd

### SUBJECT TO A COMPANY VOLUNTARY ARRANGEMENT

08939152 1 Horsefair Mews, Horsefair Mews, Romsey, England, SO51 8JG

Unit 22 Romsey Industrial Estate, Greatbridge Road, Romsey, SO51 0HR

Company Number: 08939152

In the Leeds Business and Property Court Reference No. 2018-343 of

NOTICE IS HEREBY GIVEN that the Joint Supervisors in this matter intend declaring an interim dividend to unsecured creditors who are required on or before 1 July 2022, being the last date for proving, to submit their claims to Matthew Dix of Wilkin Chapman Business Solutions Limited, Cartergate House, 26 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LJ, and provide such further details or produce such documentation or other evidence as to support the claim. A creditor who has not proved his debt before the last date for proving is not entitled to disturb, by reason that he had not participated in it, any dividend subsequently declared.

The dividend will be declared within the period of three months from the date of this notice.

Please contact Emily Stokell on 01472 806667 or [emily.stokell@wilkinchapman.co.uk](mailto:emily.stokell@wilkinchapman.co.uk) for further information.



Matthew Dix

Joint Supervisor

Date: 31 May 2022

## **APPENDIX 7**

### **Proof of Debt form**

## PROOF OF DEBT - GENERAL FORM

### WESSEX DRAWING SERVICES LTD (Company Voluntary Arrangement)

DETAILS OF CLAIM - Relevant Date: 10 May 2018		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the relevant date, 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	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£        ) / NO
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. Please attach detailed Statement of Account.	
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.	<b>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.</b>	Account Number:  Account Name:  Sort Code:
<b>AUTHENTICATION</b>		
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		
Telephone Number		
Email Address		
Are you the sole member of the Creditor?		YES / NO

## APPENDIX 8

### EXPENSES AND CHARGEOUT RATES EFFECTIVE FROM 1 APRIL 2021

#### Expenses

##### Definitions

Category 1 - approval not required - specific expenditure that is directly related to a particular insolvency case, where the cost of the expense incurred is referable against an independent external supplier's invoice or published tariff of charges.

Category 2 - approval required - all other items of expenditure. Which cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost, and/or where the cost of the expense incurred is an estimated, utilised cost with the estimate based on external costs or opportunity costs.

##### Charging Policy of Wilkin Chapman Business Solutions Limited

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Wilkin Chapman Business Solutions Limited and as they are incurred.

Category 2 expenses, the following items are recharged at the following rates:

- Where meeting rooms of Wilkin Chapman Business Solutions Limited are used for the purpose of statutory meetings of creditors the room hire is recharged to the individual insolvency case at £150 per meeting. (Not applicable from 1 April 2021)
- Car mileage is recharged to the individual insolvency case at the rate of 45p per mile.
- The storage of books and records (when not charged as a Category 1 expense) is recharged at the rate of £1.50 per box per month. (Not applicable from 1 April 2021)
- With effect from 1 April 2021 the Office Holder(s) reserve the right to recharge the costs incurred for offsite storage of books and records, currently 5p per box, per week. In addition, a recharge may occur for the collection and return of the books and records.
- The Office Holder(s) also reserve the right to recharge the costs incurred for the destruction of the books and records upon their release, currently £1.70 per box.
- Printing and photocopying is charged at 15p per sheet.
- Faxes are charged at 50p per sheet.
- IPS computer charge £6.25 per month, up to a maximum of £200 per case. (Not applicable from 1 October 2018).
- Stationery charged at £5.00 per file.

#### Chargeout Rates

The hourly rates for the different levels of staff are shown below:

Insolvency Practitioner	£375
Manager	£275
Assistant Manager	£225
Senior Administrator	£200
Administrator	£175
Cashier	£150
Assistants and Support Staff	£100

Time is charged to the individual insolvency case in 6 minute units.

Please note that the above expenses and chargeout rates are the same as they were for Silke & Co Limited and have not changed since 1 October 2013, with the exception of the rate of the Insolvency Practitioner which increased from £350 on 1 April 2020.



## Wilkin Chapman Business Solutions Limited

### Charging Policy

#### Chargeout Rates

The officeholder has overall responsibility for the administration of the estate. The officeholder will be assisted by other members of staff in the insolvency case administration team, to whom tasks will be delegated. It is the officeholder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity, skill and experience actually required to perform it.

There are various grades of staff working in the officeholder's case administration team, and each grade is allocated an hourly charge out rate which is reviewed from time to time. Time spent by insolvency practitioners and all staff in relation to the insolvency estate is charged to the estate and is subject to VAT at the applicable rate, where appropriate. The minimum unit of time recorded is 6 minutes, and time is charged at the rates prevailing at the time the work is done.

Wilkin Chapman Business Solutions Limited's charge out rates are reviewed periodically, and the current hourly charge out rates, which are effective from 1 March 2022, are set out in the table below:

Grade	Rate (£)	Previous Rate (£)
Insolvency Practitioner	375	375
Senior Manager	300	-
Manager	275	275
Assistant Manager	250	225
Senior Administrator	200	200
Administrator	175	175
Cashier	150	150
Assistants and Support Staff	100	100

#### Expenses

Expenses are 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.

There are two categories of expense:

**Category 1 expenses:** These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without prior approval.

**Category 2 expenses:** These 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. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

The following Category 2 expenses will be charged to a case, subject to creditor approval.

- Car Mileage – Charged at the rate of 45 pence plus VAT per mile

### **Payments to Associates**

Any payments made by the office holder to associates must be disclosed and approved in the same manner as the office holder's remuneration or category 2 expenses.

Where the office holder instructs solicitors from Wilkin Chapman LLP, a firm associated with Wilkin Chapman Business Solutions Limited, their charges will be calculated by reference to time spent dealing with the matter, at their prevailing hourly rates plus VAT and disbursements. The relevant hourly rates are set out in the table below. Where Wilkin Chapman LLP are instructed by the officeholder to deal with any debt collection work, their fees will be calculated on the basis of 15% of realisations, plus VAT and disbursements.

<b>Grade</b>	<b>Applicable Hourly Rates (£)</b>
Senior Solicitor/Partner	250-300
Solicitor	146-250
Trainee Solicitors/Paralegals	112-146

### **Legal disbursements**

Where solicitors are instructed, they may incur disbursements which will be recharged as a disbursement to the insolvent estate at cost. Such disbursements likely to be incurred, and the basis of their charge, are summarised (but not limited to) the following:

- Counsel fees charged at time costs plus VAT at the prevailing rate.
- Court fees at cost.
- Car Mileage – charged at the rate of 45 pence plus VAT per mile.
- Search fees charged at cost plus VAT.
- Telegraphic Transfer Fee – charged at the rate of £25 plus VAT per transfer.

In certain circumstances where contentious litigation is required the Joint Liquidators may be required to obtain insurance to protect the Company against any adverse cost orders. Such premiums would be paid as an expense of the winding-up from the proceeds of any recoveries achieved.

In such circumstances, and given the inherent risk of litigation, Solicitors and Counsel may require the Joint Liquidators, acting on behalf of the Company, to enter into conditional fee arrangements. The fees proposed on such arrangements shall be on an enhanced time basis.