

AM23

Notice of move from administration to dissolution



Companies House

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

1 Company details

Company number 1 0 8 3 0 6 5 6

Company name in full Church Lake Limited

→ Filling in this form

Please complete in typescript or in bold black capitals.

2 Court details

Court name High Court of Justice, Business and Property Courts of England and Wales, Insolvency and Companies List (ChD)

Court number C R - 2 0 2 2 - 0 0 4 1 3 6

3 Administrator's name

Full forename(s) Philip

Surname Dakin

4 Administrator's address

Building name/number Kroll Advisory Ltd

Street The Shard

32 London Bridge Street

Post town London


County/Region

Postcode S E 1 9 S G

Country United Kingdom

AM23

Notice of move from administration to dissolution

5	Administrator's name ①		
Full forename(s)	Benjamin		① Other administrator Use this section to tell us about another administrator.
Surname	Wiles		
6	Administrator's address ②		
Building name/number	Kroll Advisory Ltd		② Other administrator Use this section to tell us about another administrator.
Street	The Shard		
	32 London Bridge Street		
Post town	London		
County/Region			
Postcode	S E 1 9 S G		
Country	United Kingdom		
7	Final progress report		
	<input checked="" type="checkbox"/> I have attached a copy of the final progress report		
8	Sign and date		
Administrator's signature	Signature X  X		
Signature date	d 0 7 m 1 1 y 2 0 y 2 3		

**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 Jemma Playle

Company name Kroll Advisory Ltd

Address The Shard

32 London Bridge Street

Post town London

County/Region

Postcode SE1 9SG

Country United Kingdom

DX

Telephone 020 7089 4700

**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

Final Progress Report to Creditors

7 November 2023

Church Lake Limited (In Administration)

Joint Administrators' final Progress Report for the period from 9 November 2022 to 7 November 2023 with a summary of the Administration.

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1. Introduction

The Joint Administrators were appointed on 9 November 2022 by the Secured Creditor, the holder of a qualifying floating charge.

This report is the Joint Administrators' final progress report and provides creditors with a final account of the Administration of the Company together with a summary of the Administration as a whole.

The Joint Administrators have also explained the exit route from the Administration and the outcome for each class of creditors.

You will find other important information in this final progress report such as the costs the Joint Administrators have incurred.

A glossary of the abbreviations and definitions used throughout this document is attached at Appendix 8.

Please also note that an important legal notice about this final progress report to creditors is attached at Appendix 9.

2. Creditor summary

Summary of Proposals

- The Proposals for achieving the purpose of the Administration were approved by creditors via deemed approval on 11 January 2023. There were no amendments to or deviations from these Proposals.
- Due to the Joint Administrators' investigations showing that the Company is dormant and does not have any realisable assets, no purpose was achieved in the Administration.

A summary of the Proposals is included at Appendix 2. A copy of the Statement of Proposals is available on the Creditors' Portal.

Progress to date

- The Joint Administrators' initial strategy was to try to achieve a sale of the Company and/or its business and assets alongside all other companies within the Group on a going-concern basis. However, due to the discovery of the Company being dormant, there were no assets to realise.
- The Joint Administrators have concluded their investigations.
- The Joint Administrators have dealt with statutory matters to progress the closure of the Administration.

Outcome for Creditors

- There were no assets realised to enable a distribution to the Secured Creditor. It is anticipated that the sale of the Group's assets will allow for the Secured Creditor to be repaid in full across the Group's estates, however, the quantum and timing of such is wholly dependent on the length of time required to deliver a sale of the Group or its business and assets.
- The Company did not have any employees at the Appointment Date and therefore there were no Preferential Creditors.
- HMRC were written to in their capacity as a potential secondary Preferential Creditor, however no claim was received.
- As above, there were no asset realisations to enable a dividend to the non-preferential unsecured creditors from the Prescribed Part or otherwise.

Please note, this report provides creditors with a final account of the Administration of the Company together with a summary of the Administration as a whole. The Joint Administrators' Previous Progress Report and the Statement of Proposals issued to the Company's creditors are available to view at <https://www.ips-docs.com> and paper copies can be provided free of charge by writing to Jemma Playle at Jemma.Playle@kroll.com. Unless otherwise stated, all amounts in this progress report and appendices are stated net of VAT.

3. Progress of the Administration

This section provides a final update on the strategy for the Administration and progress made, including a summary of the information provided in the Previous Progress Report.

3.1 Strategy and progress to date

According to the information available to the Joint Administrators prior to their appointment, the Group as a whole was trading profitably. It was decided that continuing to trade the Group would be in the best interests of all stakeholders in order to maximise realisable value via a going-concern sale and also minimise any potential disruption for staff and residents.

Following the conclusion of the Joint Administrators' investigations it was identified that the Company was dormant and as a result, the Joint Administrators are exiting the Administration via dissolution.

3.2 Asset realisations

Realisations during the Cumulative Period are set out in the attached receipts and payments account at Appendix 3. There were no realisations during the Administration, but summaries of potential areas of realisations are provided below:

3.2.1 Sale of business

The Joint Administrators' initial strategy was to try and achieve a sale of the Company and/or its business and assets alongside all other companies within the Group on a going-concern basis. However, the Joint Administrators' investigations showed that the Company is dormant and does not have any realisable assets.

3.2.2 Sub Lease

During the course of the Joint Administrators' dealings, it was identified that in March 2020 the Company entered into two 25 year sub-leases in respect of two properties owned by another Group company. As no rent seems to have been received/paid, these leases appear not to have been observed in practice but were duly reviewed by the Joint Administrator's specialist real estate agents to establish whether they had any realisable value.

Based on the recent marketing and due diligence undertaken in respect of the two properties and taking into consideration that the properties are now vacant and no longer operating as care homes, Colliers formed the view that the two subleases did not have any realisable value. Accordingly, during the Reporting Period, these subleases were formally surrendered.

3.2.3 Investigations

The Joint Administrators reviewed the affairs of the Company to find out if there were any actions which could be taken against third parties to increase recoveries for creditors.

The Joint Administrators have filed their confidential report with DBT regarding the conduct of the Directors of the Company and the investigations did not result in any realisations for the benefit of the Administration estate.

There are no outstanding lines of enquiry.

3.3 Costs

No payments have been made in the Cumulative Period as set out in the attached receipts and payments account at Appendix 3.

4. Outcome for Creditors

4.1 Secured Creditor

In consideration for monies advanced under a term loan agreement, the Group granted the Secured Creditor a composite debenture which confers fixed and floating charges over all of the Group's assets. The debenture was created on 29 July 2022 and has been duly registered at Companies House. In addition, the Group granted a composite guarantee which secured all sums due by the Group to the Secured Creditor and associated legal charges were granted over the Group's property-owning entities.

According to the SOA, the outstanding balance due to the Secured Creditor as at the Appointment Date totals c.£17 million.

It is anticipated that the sale of the Group's assets will allow for the Secured Creditor to be repaid in full across the Group's estates, however, the quantum and timing of such is wholly dependent on the length of time required to deliver a sale of the Group or its business and assets. The Joint Administrators understand that interest and charges continue to accrue and will confirm these figures with the Secured Creditor in due course, should a dividend be payable.

4.2 Preferential Creditors

The Joint Administrators understand the Company does not have any employees and therefore no primary Preferential Creditor claims were received.

HMRC were written to in their capacity as a potential secondary Preferential Creditor and no claim was received.

4.3 Unsecured Creditors

According to the Directors' SOA, the Company did not have any unsecured creditors as at the Appointment Date. However, claims totalling £1,680 were received.

There were insufficient realisations to enable a distribution to the unsecured creditors of the Company.

4.4 Prescribed Part

The Company granted a floating charge to the Secured Creditor on 29 July 2022 and the Prescribed Part provisions will apply. As stated above, based on current estimates using information available to the Joint Administrators, the Secured Creditor would likely be repaid in full from realisations across the Group's estates. However, as the Company had no realisable assets, there are insufficient funds for a distribution to unsecured creditors under the Prescribed Part provisions.

5. Other matters

5.1 Creditors' Committee

A creditors' committee was not established in the Administration as no nominations were received for a committee to be quorate.

5.2 Joint Administrators' Receipts and Payments account

A detailed receipts and payments account for the Final Period is shown in Appendix 3 together with a cumulative account for the whole of the Administration.

There is no cash balance in the Administration account.

5.3 Creditors' rights

Further information regarding the remuneration and disbursements of the Joint Administrators, including creditors' rights to challenge such costs is provided at Appendix 7, Statement of Creditors' Rights.

6. Fees, Expenses and Pre-Administration Costs

It was proposed that the Joint Administrators' fee basis was based on time costs, however due to the Company having no realisable assets, approval of their fees was not sought from the Secured Creditor

6.1 Fees and expenses

6.1.1 Time costs

Time has been charged in six-minute units. Details of the time charged for the Final Period and Cumulative Period are attached at Appendix 5.

Time costs incurred in the Final Period total £13,227, which represents 31 hours at an average hourly rate of £427.

Time costs incurred in the Cumulative Period total £38,274 which represents 110 hours at an average hourly rate of £348.

These costs are within the estimate provided in the Statement of Proposals.

In accordance with SIP 9, the Joint Administrators have provided further narrative detail of the time costs incurred at Appendix 6.

6.1.2 Fees

No fees have been drawn in the Cumulative Period.

As advised above, fee approval has not been sought from the Secured Creditor and therefore the Joint Administrators will suffer a shortfall of £38,274 in relation to their time costs incurred.

6.1.3 Expenses

Expenses are any payments from the Administration which are neither an Administrator's remuneration nor a distribution to a creditor or member. Expenses also include disbursements. Disbursements are payments which are first met by the Administrator and then reimbursed to the Administrator from the Administration.

Expenses are divided into those that do not need approval before they are charged to the Administration (Category 1) and those that do (Category 2).

Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the Administrator.

Category 2 expense are payments to associates or which have an element of shared costs and require approval from creditors in the same manner as the Administrator's remuneration, whether paid directly from the estate or as a disbursement.

The Joint Administrators provided in their Statement of Proposals an estimate of expenses for the Administration, totalling £1,182. This was for information purposes only and could possibly change over the course of the Administration.

Appendix 4 details the final update of the expenses estimate. Appendix 4 also details the expenses incurred and paid for the Final Period and the whole of the Administration.

In the Final Period, no Category 1 expenses were incurred and in the same period, no Category 2 expenses were incurred.

For the whole period of the Administration, Category 1 expenses incurred totalled £2,262 which will not be paid. Category 2 expenses incurred for the same period totalled £41 and these will not be paid.

The Previous Report included Irwin Mitchell LLP's total balance owing across the Group, however it was confirmed during the Final Period that no costs were incurred in relation to the Company and Appendix 4 has been updated accordingly.

There were insufficient realisations to settle the outstanding expenses.

6.1.5 Additional information

Also attached at Appendix 6 is a narrative summary of the work carried out to assist creditors in understanding the progress of the Administration, the associated costs and expenses of the related activities and the financial benefit to creditors.

Details of how to obtain further information relating to the fees and expenses of the Joint Administrators is set out in Appendix 7.

6.2 Pre-Administration costs

Pre-Administration costs are fees, charges and expenses incurred by the Joint Administrators or their firm, or another person qualified to act as an insolvency practitioner, before the Company entered Administration but with a view to it doing so.

Details of the pre-Administration costs were reported in the Joint Administrators' Proposals. The Joint Administrators are not seeking approval for these costs, due to insufficient funds realised during the Administration.

7. Conclusion of the Administration

The Joint Administrators have now concluded the Administration. This is the Joint Administrators' final report on the Administration and no further reports will be issued.

The Joint Administrators have filed a copy of this final progress report with the Registrar of Companies, together with the requisite notice to dissolve the Company.

The Administration will cease to have effect when the Registrar of Companies registers these documents. The Company will be automatically dissolved three months after that date.

The Joint Administrators will be discharged from liability in respect of any actions as Joint Administrators on 7 November 2023.

Discharge does not prevent the exercise of the Court's power in relation to any misfeasance action against the Joint Administrators.

If you require further information or assistance, please do not hesitate to contact Jemma Playle.



Philip Dakin
Joint Administrator

Enc.

The affairs, business and property of the Company are being managed by the Joint Administrators, Philip Dakin and Benjamin Wiles, who act as agents for the Company and without personal liability. Both are licensed by the Insolvency Practitioners Association.

Appendix 1 – Statutory information

Company information

Company and trading name	Church Lake Limited	
Date of incorporation	22 June 2017	
Registered Number	10830656	
Company Director(s)	Alan Jebson, Margarita O'Malley & Frederick Sinclair-Brown	
Company Secretary	N/A	
Shareholders	Alan Jebson – at least 75% of shares	
Trading address	First Floor Offices Sweeps Ditch, 44a Gresham Road, Staines-Upon-Thames, England, TW18 2AN	
Registered office	Current: The Shard 32 London Bridge Street London SE1 9SG	Former: First Floor Offices Sweeps Ditch 44a Gresham Road Staines-Upon-Thames TW18 2AN
Any Other trading names	N/A	

Administration information

Administration Appointment	The Administration appointment granted in The High Court of Justice, Business & Property Courts in England & Wales, 004136 of 2022.	
Appointor	Secured Creditor	
Date of Appointment	9 November 2022	
Joint Administrators	Philip Dakin and Benjamin Wiles	
Original purpose	Achieving a better result for the Company's Creditors as a whole than would be likely if the company were wound up (without first being in Administration)	
Functions	The functions of the Joint Administrators are being exercised by them individually or together in accordance with Paragraph 100(2) of Schedule B1	
Current Administration expiry date	8 November 2023	
Prescribed part	The Prescribed Part is applicable in this case. It has been taken into account when determining the dividend prospects for unsecured creditors (Section 4)	

Application of EC Regulations

These proceedings have been defined as the Main Proceedings under Article 3 of the EC Regulations

Appendix 2 – Approved Proposals

The Joint Administrators' Proposals were approved by Creditors by deemed approval on 11 January 2023.

The Joint Administrators proposed the following:

General

- To continue to deal with such outstanding matters in relation to the Company as the Joint Administrators consider necessary until such time as the Administration ceases to have effect;
- To do all such other things and generally exercise all of their powers as contained in Schedule 1 of the Act, as they, in their sole and absolute discretion, consider desirable or expedient in order to achieve the purpose of the Administration;
- To investigate and, if appropriate, pursue any claims the Company may have for the benefit of the Company's Creditors; and
- Seek an extension to the Administration period if considered necessary.

Distributions

- To make distributions to the Secured and Preferential Creditors where funds allow;
- To make distributions to the Unsecured Creditors from the prescribed part, where applicable.
- To make further distributions to the Unsecured Creditors over and above the prescribed part, if funds become available and apply to court for authority to do so, where applicable.

End of Administration

That the Joint Administrators might use any or a combination of the following exit route strategies in order to bring the Administration to an end:

- Apply to Court for the Administration order to cease to have effect from a specified time and for the return of control to the Directors;
- Place the Company into Creditors' Voluntary Liquidation if deemed appropriate. It is proposed that the Joint Administrators, currently Philip Dakin and Benjamin Wiles of Kroll would act as Joint Liquidators should the Company be placed into Creditors' Voluntary Liquidation. The Creditors may nominate a different person as the proposed Liquidator, provided the nomination is received at this office prior to the approval of these Proposals. Any action required or authorised under any enactment to be done by the Joint Liquidators is to be done by all or any one or more of them;
- Petition the Court for a winding-up order placing the Company into Compulsory Liquidation if deemed appropriate. It is proposed that the Joint Administrators, currently Philip Joseph Dakin and Benjamin John Wiles of Kroll would act as Joint Liquidators should the Company be placed into Compulsory Liquidation without further recourse to Creditors. Any action required or

authorised under any enactment to be done by the Joint Liquidators is to be done by all or any one or more of them;

- Take the necessary steps to give notice of move from Administration to dissolution with the Registrar of Companies, if the Joint Administrators consider that Liquidation is not appropriate, because (1) the Company has no remaining property which might permit a distribution to its Creditors, and (2) all outstanding matters have been satisfactorily completed.

Alternatively, the Joint Administrators may allow the Administration to end automatically.

Remuneration and pre-Administration costs

- That the Joint Administrators' remuneration be fixed by reference to the time properly given by them and their staff in attending to matters arising in the Administration.
- That the Joint Administrators' Fee Estimate in the total sum of £46,202, is approved;
- That the Joint Administrators be authorised to pay the following expenses to associates in dealing with the Administration ("Category 2 Expenses"):
 - Mileage allowance payments to staff at the rate of 45p per mile
 - Travel, accommodation and subsistence payments for staff
- That the unpaid pre-Administration costs totalling £42,242, as detailed in the Joint Administrators' statement of pre-Administration costs, is approved for payment as an expense of the Administration.
- Where a Creditors' Committee is formed, the Joint Administrator's will seek to obtain approval from the Creditors' Committee.

Discharge of liability

- That the Joint Administrators be discharged from all liability in respect of any actions as Joint Administrators upon filing their final Receipts and Payments account with the Registrar of Companies or their appointment otherwise ceasing.

Appendix 3 – Receipts and Payments Account

**Church Lake Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 09/05/2023 To 07/11/2023 £	From 09/11/2022 To 07/11/2023 £
(17,014,184.00)	SECURED CREDITORS		
	TC Loans Limited	NIL	NIL
		NIL	NIL
(17,014,184.00)		NIL	NIL
	REPRESENTED BY		
			NIL

Appendix 4 – Analysis of Expenses Incurred

Joint Administrators' Expenses: comparison with estimate

Expenses	Original expenses estimate £	Actual expenses incurred in the Final Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Legal costs	TBC	Nil	Nil	Note that previously the total outstanding balance due across the Group to Irwin Mitchell LLP was included for prudence, but it was confirmed during the Final Period that there were no costs incurred in relation to the Company.
Storage costs	500	Nil	Nil	
Statutory Advertising	207	Nil	124	
Postage	250	Nil	Nil	
Bonding	225	Nil	225	
TOTAL	1,182	Nil	349	

Notes

The above costs exclude VAT.

Joint Administrators' Expenses: Category 1 and Category 2

Category 1 Expenses		Fee Basis	Final Period		Cumulative period	
Company	Activity		Incurred (£)	Paid (£)	Incurred (£)	Paid (£)
TLT LLP	Legal fees in respect of validity of the appointment	Time costs	0	0	1,850	0
AON UK Ltd	Statutory bond premium	Fixed fee	0	0	225	0
Courts Advertising	Statutory advertising	Fixed fee	0	0	124	0
Kroll Advisory Ltd	Reimbursement of staff meals on site	Fixed fee	0	0	63	0
Total			0	0	2,262	0

Category 2 Expenses		Fee Basis	Final Period		Cumulative period	
Company	Activity		Incurred (£)	Paid (£)	Incurred (£)	Paid (£)
Kroll Advisory Ltd	Staff mileage to site whilst trading	45p per mile	0	0	41	0
Total			0	0	41	0

Notes

The above costs exclude VAT

The Joint Administrators' choice of professional advisors was based on their perception of the experience and ability of the respective firms/individuals to perform their work, the complexity and nature of the assignment and the basis of their fee.

Kroll Advisory Ltd, being the employer of the Joint Administrators and the staff working on the Administration, is considered an associate of the Administrators.

It is considered that these expenses are fair and reasonable and proportionate to the Administration.

Appendix 5 – Analysis of Time Charged

Joint Administrators' Fees

Church Lake Limited (In Administration)

Analysis of the Joint Administrators' time costs for the Final Period

		Hours				Total	Time	Avg	
		Managing	Manager	Senior	Assistant	Support	Hours	Cost	Hourly
		Director						(£)	Rate
								(£)	(£)
Administration and Planning									
Case Review & Case Diary Management	0.00	0.10	2.00	1.20	0.00	3.30	1,151.50	348.94	
Cashiering & Accounting	0.00	0.50	1.50	0.00	0.00	2.00	831.50	415.75	
IPS Set up & Maintenance	0.00	0.00	0.00	0.20	0.00	0.20	36.00	180.00	
Statutory Matters (Meetings, Reports & Notices)	0.50	7.30	7.30	2.10	0.00	17.20	7,984.00	464.19	
Strategy, Planning & Control	0.00	1.25	1.80	0.50	0.00	3.55	1,557.25	438.66	
Tax Compliance / Planning	0.00	0.00	0.80	0.45	0.00	1.25	431.00	344.80	
	0.50	9.15	13.40	4.45	0.00	27.50	11,991.25		
Investigations									
Financial review and investigations (S238/239 etc)	0.00	0.00	0.00	0.30	0.00	0.30	96.00	320.00	
	0.00	0.00	0.00	0.30	0.00	0.30	96.00		
Realisation of Assets									
Other Intangible Assets	0.00	0.00	3.00	0.00	0.00	3.00	1,140.00	380.00	
	0.00	0.00	3.00	0.00	0.00	3.00	1,140.00		
Total Hours:	0.50	9.15	16.40	4.75	0.00	30.80		429.46	
Total Fees Claimed (£):							13,227.25		

Church Lake Limited (In Administration)

Analysis of the Joint Administrators' time costs for the Cumulative Period

			Hours			Total	Time	Avg Hourly
	Managing Director	Manager	Senior	Assistant	Support	Hours	Cost (£)	Rate (£)
Administration and Planning								
Case Review & Case Diary Management	0.00	0.70	6.00	5.90	0.00	12.60	3,327.45	264.08
Cashiering & Accounting	0.00	1.20	1.50	1.55	0.00	4.25	1,521.50	358.00
Dealings with Directors and Management	0.00	0.10	1.35	0.50	0.00	1.95	279.48	143.32
IPS Set up & Maintenance	0.00	0.00	0.00	1.25	0.00	1.25	187.48	149.98
Insurance	0.00	0.10	0.00	0.00	0.00	0.10	39.00	390.00
Statement of Affairs	0.00	0.00	0.20	0.75	0.00	0.95	117.90	124.11
Statutory Matters (Meetings, Reports & Notices)	1.50	19.25	20.30	9.15	0.00	50.20	20,790.49	414.15
Strategy, Planning & Control	0.00	5.35	3.30	6.20	0.00	14.85	4,878.27	328.50
Tax Compliance / Planning	0.00	0.00	0.80	0.45	0.00	1.25	431.00	344.80
	1.50	26.70	33.45	25.75	0.00	87.40	31,572.57	
Creditors								
Dealings with creditors and employees	0.00	0.30	3.25	1.35	0.00	4.90	1,113.93	227.33
Non pref Creditors / Employee claims handling	0.00	0.00	0.00	2.35	0.00	2.35	235.09	100.04
Secured Creditors	0.10	0.10	0.10	0.00	0.00	0.30	167.50	558.33
	0.10	0.40	3.35	3.70	0.00	7.55	1,516.52	
Investigations								
CDDA & reports & Communication	0.50	1.65	3.60	3.70	0.00	9.45	3,332.50	330.00
Financial review and investigations (S238/239 etc)	0.00	0.60	0.00	1.40	0.00	2.00	652.97	326.49
	0.50	2.25	3.60	5.10	0.00	11.45	3,985.47	
Realisation of Assets								
Other Intangible Assets	0.00	0.00	3.00	0.00	0.00	3.00	1,140.00	380.00
Sale of business	0.00	0.10	0.00	0.00	0.00	0.10	59.50	595.00
	0.00	0.10	3.00	0.00	0.00	3.10	1,199.50	
Total Hours:	2.10	29.45	43.40	34.55	0.00	109.50		349.53
Total Fees Claimed (£):							38,274.06	

Appendix 6 – Narrative of work carried out for the Cumulative Period

SIP 9 narrative for the period 9 November 2022 to 7 November 2023

Administration and planning	<ul style="list-style-type: none">• Monitoring and reviewing the Administration strategy;• Briefing staff on the Administration strategy and matters in relation to workstreams;• Regular case management and reviewing of process including regular team update meetings and calls;• Meeting with management to review and update strategy and monitor progress;• Reviewing and authorising junior staff correspondence and other work;• Dealing with queries arising during the appointment;• Reviewing matters affecting the outcome of the Administration;• Allocating and managing staff/ case resourcing and budgeting exercises and reviews;• Liaising with legal advisors regarding various instructions, including agreeing content of engagement letters;• Complying with internal filing and information recording practices, including documenting strategy decisions;• Dealing with post appointment tax compliance;• Writing to HMRC requesting post-appointment tax clearance;• Preparing statutory receipts and payments accounts;• Reviewing bonding and complying with statutory requirements;• Ensuring compliance with all statutory obligations within the relevant timescales;• Uploading information to the Creditors' Portal;• Drafting and publishing a progress report;• Running a decision procedure;• Reviewing time costs to date and producing analysis of time incurred which is compliant with SIP 9;• Monitoring the fees estimate; and• Monitoring the expenses estimate.
Creditors	<ul style="list-style-type: none">• Updating the list of unsecured creditors;• Responding to enquiries from creditors regarding the Administration and submission of their claims;• Reviewing completed forms submitted by creditors, recording claim amounts and maintaining claim records; and• Drafting a progress statutory progress report;• Providing written and oral updates to the Secured Creditor regarding the progress of the Administration and cases strategy;• Preparing the final account to creditors.
Investigations	<ul style="list-style-type: none">• Managing and reviewing the Company books and records;

- Investigating the affairs of the Company to identify any actions available to the Company against third parties in respect of antecedent transactions or other litigation;
- Obtaining records from third parties;
- Enquiring with counterparties who has raised disputes against the Company;
- Reviewing pre-appointment transactions;
- Documenting investigations; and
- Complete and submitting report to DBT.

Appendix 7 – Statement of Creditors' rights

Rule numbers refer to Insolvency (England & Wales) Rules 2016 (as amended)

Section or paragraph numbers refer to Insolvency Act 1986

If you require a copy of any relevant rule or section, please contact Jemma Playle at Jemma.Playle@kroll.com.

Information for Creditors on remuneration and expenses of Administrators

Information regarding the fees and expenses of Administrators, including details of Kroll's expense policy and hourly charge out rates for each grade of staff that may undertake work on this case, can be viewed and downloaded from the Kroll website at:

<https://www.kroll.com/en-gb/services/restructuring-advisory/creditor-guides-and-employee-fact-sheets>

Click on the document - Creditor Guides (amended for changes introduced by the Insolvency (England & Wales) Rules 2016 from 6 April 2017) – Administrations.

Should you require a copy (at no cost), please contact this office.

Creditors' requests for further information

If you would like to request more information about the Joint Administrators' remuneration and expenses disclosed in this progress report, you must do so in writing within 21 days of receiving this progress report.

Requests from unsecured creditors must be made with the concurrence of at least 5% in value of unsecured creditors (including, the unsecured creditor making the request) or with the permission of the Court.

Creditors' right to challenge our remuneration and expenses

If you wish to challenge the basis of the Joint Administrators' remuneration, the remuneration charged, or the expenses incurred during the period covered by this progress report, you must do so by making an application to Court within eight weeks of receiving this progress report.

Applications are by unsecured creditors (including the unsecured creditors making the challenge) or with the permission of the Court.

The full text of the relevant rules can be provided on request by writing to Jemma Playle at Jemma.Playle@kroll.com.

Appendix 8 – Definitions

Word or Phrase	Definition
the Act	The Insolvency Act 1986 (as amended)
the Appointment Date	9 November 2022 being the date of appointment of the Joint Administrators
DBT	Department for Business & Trade
Category 1 Expenses	The Joint Administrators' expenses, in dealing with the Administration, to persons providing the service to which the expense relates and who are not an associate of the Administrator. These expenses can be paid without prior approval
Category 2 Expenses	The Joint Administrators' expenses, in dealing with the Administration, to associates or where there is an element of shared costs. Such expenses require approval by creditors before payment
the Company	Church Lake Limited (In Administration) (Company Number: 10830656)
Creditors' Portal	www.ips.docs.co.uk where certain documents will be uploaded in accordance with the rules. Details on how to access the Creditors' Portal were provided in the Joint Administrators' first communication to creditors
the Cumulative Period	The period from 9 November 2022 to 7 November 2023
the Directors	Alan Jebson, Margarita O'Malley and Frederick Sinclair-Brown, the directors of the Company
EC Regulation	EC Regulation on Insolvency Proceedings 2000
the Final Period	The period from 9 May 2023 to 7 November 2023
the Group	Churchlake Care Ltd, Churchlake Holdings Ltd, Church Lake Limited, Churchlake NE Hold Co Limited, Crystal Croftdene Limited, Cumbria Nursing Services Limited, Eastbourne House Ltd, Eastgate Manor Limited, Herrington Mews Ltd, Lakeland Care Services Limited, Lakeland Care Group Limited and Primrose House Ltd
HMRC	HM Revenue and Customs
the Joint Administrators	Philip Dakin and Benjamin Wiles of Kroll Advisory Ltd, The Shard, 32 London Bridge Street, London SE1 9SG

Preferential Creditor/s	A creditor with a claim that ranks in priority to other unsecured creditors, to floating charge holders and the prescribed part. Preferential debts are either 'ordinary', such as certain employee claims, or 'secondary', such as HMRC's claims for VAT and PAYE income tax, which will rank for payment after the ordinary preferential claims are paid in full.
the Prescribed Part	Pursuant to Section 176A of the Act where a floating charge is created after 15 September 2003 a designated amount of the Company's net property (floating charge assets less costs of realisation) shall be made available to unsecured creditors
Previous Progress Report	The Joint Administrators' Progress Report to Creditors dated 2 June 2023
the Proposals / Statement of Proposals	The Joint Administrators' Statement of Proposals dated 23 December 2022
the Rules	The Insolvency (England & Wales) Rules 2016 (as amended)
the Secured Creditor	TC Loans Limited (Company Number: 13031559), the holder of a fixed and floating charge over the Company's assets
SIP 9	Statement of Insolvency Practice 9 – Industry best practice for Insolvency Practitioners in relation to disclosure of remuneration and expenses
SOA	Statement of Affairs, documentation supplied by the Directors outlining the Company's financial position as at the Appointment Date

Appendix 9 – Notice about this Report

This report has been prepared by Philip Dakin and Benjamin Wiles, the Joint Administrators of the Company, solely to comply with their statutory duty to report to Creditors under the Insolvency (England and Wales) Rules 2016 on the progress of the Administration, and for no other purpose. It is not suitable to be relied upon by any other person, or for any other purposes, or in any other context.

This report has not been prepared in contemplation of it being used, and is not suitable to be used, to inform any investment decision in relation to the debt of any financial interest in the Company or any other company in the same group.

Any estimated outcomes for creditors included in this report are illustrative only and cannot be relied upon as guidance as to the actual outcomes for creditors.

Any person that chooses to rely on this report for any purpose or in any context other than under the Insolvency (England and Wales) Rules 2016 does so at their own risk. To the fullest extent permitted by law, the Joint Administrators do not assume any responsibility and will not accept any liability in respect of this report to any such person.

Philip Dakin and Benjamin Wiles are authorised to act as insolvency practitioners by the Insolvency Practitioners Association.

The Joint Administrators are bound by the Insolvency Code of Ethics.

The Joint Administrators act as agents for the Company and contract without personal liability. The appointments of the Joint Administrators are personal to them and, to the fullest extent permitted by law, Kroll Advisory Ltd does not assume any responsibility and will not accept any liability to any person in respect of this Progress Report or the conduct of the Administration.