

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 1 1 9 0 6 4 2 6

Company name in full The Mill Tavern (Hebburn) Limited

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

2 Liquidator's name

Full forename(s) Zane

Surname Collins

3 Liquidator's address

Building name/number 1 Aire Street

Street

Post town Leeds

County/Region West Yorkshire

Postcode L S 1 4 P R

Country

4 Liquidator's name ①

Full forename(s)

Surname

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

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region


Postcode

Country

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

LIQ03

Notice of progress report in voluntary winding up

| | | | | | | | | | | | | |
|---|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--|--|--|--|
| 6 | Period of progress report | | | | | | | | | | | |
| From date | ^d 0 | ^d 7 | ^m 0 | ^m 9 | ^y 2 | ^y 0 | ^y 2 | ^y 2 | | | | |
| To date | ^d 0 | ^d 6 | ^m 0 | ^m 9 | ^y 2 | ^y 0 | ^y 2 | ^y 3 | | | | |
| 7 | Progress report | | | | | | | | | | | |
| <input checked="" type="checkbox"/> The progress report is attached | | | | | | | | | | | | |
| 8 | Sign and date | | | | | | | | | | | |
| Liquidator's signature | Signature <div style="display: flex; justify-content: space-between; align-items: center;"> X  X </div> | | | | | | | | | | | |
| Signature date | ^d 0 | ^d 2 | ^m 1 | ^m 0 | ^y 2 | ^y 0 | ^y 2 | ^y 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 | Zane Collins | | | | | | | | | |
| Company name | Insolvency One Limited | | | | | | | | | |
| Address | 1 Aire Street | | | | | | | | | |
| Post town | Leeds | | | | | | | | | |
| County/Region | West Yorkshire | | | | | | | | | |
| Postcode | L | S | 1 | | 4 | P | R | | | |
| Country | | | | | | | | | | |
| DX | | | | | | | | | | |
| Telephone | 0800 999 1329 | | | | | | | | | |

**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

The Mill Tavern (Hebburn) Limited

**("the Company")
In Liquidation**

Liquidator's First Progress Report

From 7 September 2022 to 6 September 2023

("the Reporting Period")

CONTENTS

1. Statutory Information
2. The Liquidator
3. Administration and Planning
4. Progress During the Reporting Period and Receipts and Payments Account
5. Asset Realisations
6. Investigations
7. Ethics
8. Remuneration and Expenses
9. Estimated outcome for Creditors / Distributions
10. Invitation to form a Liquidation Committee
11. Decision by Correspondence
12. Creditors' Rights
13. Conclusion

APPENDICES

- | | |
|------------|---|
| Appendix A | Receipts and Payments Account for the Period from 7 September 2022 to 6 September 2023. |
| Appendix B | Liquidator's disbursement policy and charge out rates |
| Appendix C | Fees Estimate & Summary of Work Undertaken or to be undertaken where Proposed Liquidator proposes to obtain fee approval on a fixed fee basis |
| Appendix D | Expenses Estimate |
| Appendix E | Notice of Decision Procedure by Correspondence |
| Appendix F | Voting Form |
| Appendix G | Proof of Debt |
| Appendix H | Invitation to Form a Liquidation Committee |

1. STATUTORY INFORMATION

| | | |
|-----------------------------------|---|-----------------|
| Name of Company: | The Mill Tavern (Hebburn) Limited | |
| Trading Name(s): | N/A | |
| Date of Incorporation: | 26 March 2019 | |
| Company Registered Number: | 11906426 | |
| Company Registered Office: | c/o Insolvency One Limited, Suite 2.03, 1 Aire Street, Leeds, LS1 4PR | |
| Company Directors: | Appointed | Resigned |
| Alexandria Davison | 26 March 2019 | - |
| Gary Davison | 26 March 2019 | - |
| Shareholders | Shareholding | |
| Alexandria Davison | 1 Ordinary £1 share | |

2. THE LIQUIDATOR

| | |
|--------------------------------------|--|
| Names of Liquidator: | Zane Collins, (25952), Licensed Insolvency Practitioner of Insolvency One Limited, Suite 2.03, 1 Aire Street, Leeds, LS1 4PR |
| Date of Appointment: | 7 September 2022 |
| Liquidator's Contact Details: | 0800 999 1329 or via email – zane.collins@insolvencyone.co.uk |

3. ADMINISTRATION AND PLANNING

Statutory Information

As Liquidator I am required to meet a considerable number of statutory and regulatory obligations. While many of these tasks do not have a direct benefit in enhancing realisations for the insolvency estate, they assist the efficient and compliant progressing of the administration of the case which in turn ensures that work is carried out to high professional standards. A detailed list of these tasks may be found at Appendix C.

Reporting

I have met my statutory and regulatory duties to report to creditors, as listed below. In awareness of the need for transparency in engagement with creditors, care has been taken to ensure that reports and other communications with creditors provide useful details of the strategies and the outcomes anticipated.

The following key documents have been issued during the Reporting Period:

- This progress report

Other administration tasks

The following material tasks in this category were carried out during the Reporting Period:

- Case review
- Statutory advertising
- Document maintenance/file reviews/checklists
- Bank account administration
- Planning/reviewing
- Books and records/storage

4. PROGRESS DURING THE REPORTING PERIOD AND RECEIPTS AND PAYMENTS

At Appendix A is a copy of my Receipts and Payments Account for the Reporting Period from 7 September to 6 September 2023. All transactions during the Reporting Period are set out in this report.

Detailed below is key information about asset realisations and strategy and additional details about the work undertaken will be found at Appendix C. As Liquidator I have formulated and worked through a realisation strategy which sought to maximise realisations, net of costs. The financial benefit of those efforts is set out below.

5. ASSET REALISATIONS

As detailed on the directors' Statement of Affairs the Company's records showed that the director, Gary Davison, had an overdrawn director's loan account of £21,527.05 however that the director claimed that he was owed the sum of £27,000 in respect of personal funds he had loaned to the Company, it was therefore uncertain as at the date of my appointment whether any funds remained due to the Company under the director's loan account.

I can confirm that following the completion of my investigations and analysis of the director's loan account no funds remain due to the company from the director.

I can confirm that no realisations have been made during the reporting period.

6. INVESTIGATIONS

As liquidator I have a statutory duty to carry out investigations and to report to the Insolvency Service in compliance with the Company Directors Disqualification Act 1986, even though this work may not benefit creditors directly unless consequent recoveries are made.

During the reporting period I have carried out an initial review of the Company's affairs in the period prior to my appointment. This included seeking information and explanations from the directors by means of a questionnaire, making enquiries of the Company's accountants, reviewing information received from creditors; and collating and examining the Company's bank statements, accounts and other records.

This work has enabled me to complete and submit a confidential report on the conduct of the directors to the Department for Business, Energy and Industrial Strategy (DBEIS) In accordance with Statement of Insolvency Practice 2 - Investigations by Officeholders in Administration and Insolvent Liquidations. The contents of and the response received to this report are confidential and cannot be disclosed to creditors.

These investigations were also carried out with the objective of making an initial assessment on matters that may lead to recoveries for the benefit of creditors. This would typically include any potential claims being brought against parties connected to, or who have past dealings with the Company.

I can confirm that my investigations have now concluded and have not resulted in any claims being brought against the directors or any other third party.

ETHICS

I am bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

No threats to compliance with the Code of Ethics have been identified during the Reporting Period.

7. REMUNERATION AND EXPENSES

Liquidator's Remuneration and Expenses

Pre-Appointment Fees

No fee approval has been obtained from creditors in respect of my pre-appointment fees.

My fees for assisting the directors with the preparation of the Statement of Affairs and convening of the decision procedure were agreed on a fixed fee basis of £4,000 plus VAT and disbursements and were to be paid partly by the Company directors. I can confirm that these fees have been received in full during the reporting period.

Liquidator's Remuneration and Expenses

Liquidator's Fees

The basis of my fees as liquidator has not been fixed. Creditors are now asked to approve the basis of my liquidator's fees as follows:

- A set amount of £5,000 plus VAT and disbursements.

Further information, including an explanation as to why the fee basis being sought is a fair and reasonable reflection of the work that has been undertaken by my staff and by me, is at Appendix C.

Expenses

Expenses are amounts properly payable by the office holder (in this case, the liquidator) from the Company's estate which are not otherwise categorised as the office holder's remuneration or as a distribution to a creditor or creditors. These may include (but are not limited to) legal and agents' fees, trading expenses and tax liabilities.

Category 1 expenses are payments to persons providing a service to which the expense relates who are not associates and where the specific expenditure is directly referable to the appointment in question. These are charged to the estate at cost, with no uplift. These include, but are not limited to, items such as advertising, bonding and other insurance premiums. Legislation provides that liquidators may discharge Category 1 expenses from the funds held in the insolvent estate without further recourse to creditors.

Category 2 expenses are other expenses payable to associates or which involve an element of shared cost. Payment can only be made in relation to Category 2 expenses after the creditors have approved the bases of their calculation.

Appendix D, Estimated Expenses, details both the Category 1 & 2 expenses I anticipate during my time in office as liquidator.

Other professional costs

No other professional costs have been incurred within the Reporting Period.

Sub-contracted work

No work has been subcontracted during the Reporting Period.

Other information to support the Fees and Expenses Estimates

The Fees and Expenses Estimates are based upon the assumptions set out below. Should it be necessary for me to incur additional expenses in performing my duties I will provide further details in my progress reports, although there is no statutory obligation to seek creditor approval for any adjusted Expenses Estimate. If I incur time costs in excess of the Fees Estimate I will only revert to creditors for approval if I propose to draw any additional fees from the insolvent estate.

Creditors should note that these are assumptions only for the purposes of preparing the estimates in accordance with the statutory provisions:

- no further investigations will be required to be undertaken.
- no exceptional work will need to be conducted in order to realise any remaining assets;
- there are insufficient funds to pay a distribution to any class of creditor; and
- the liquidation will be concluded in approximately 6 months' time.

Disbursements Incurred & Paid

The following disbursements have been paid during the Reporting Period:

| | £ |
|--------------------------|---------------|
| <u>Category 1</u> | |
| Statutory Advertising | 263.10 |
| Bordereau Costs | 50.00 |
| TOTAL | 313.10 |

No category 2 disbursements have been charged.

Bank Charges

No bank charges have been incurred.

Creditors' Rights

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 Liquidators' Fees' is available on request or may be downloaded from <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>. A hard copy of both the Creditors' Guide and the Firm's charge-out rate and disbursement policy may be obtained free of charge from Insolvency One upon request.

8. ESTIMATED OUTCOME FOR CREDITORS / DISTRIBUTIONS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, as Liquidator I have had to carry out key tasks which are detailed in the list at Appendix C. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Secured Creditor

There are no secured creditors.

Preferential Creditors

Preferential claims of £985.41 have been received within the reporting period in respect of employees' arrears of wages and holiday pay.

Secondary preferential claims of £30,590.61 and £3,191.51 have been received from HM Revenue & Customs in respect of unpaid VAT and PAYE/NIC respectively.

Prescribed part for the unsecured creditors s176A Insolvency Act 1986

Section 176A of the 1986 Insolvency Act states that where the Company has created a floating charge on or after 15 September 2003 the Liquidator must calculate and pay to unsecured creditors a 'prescribed part' of the Company's net property, to rank ahead of any distribution to a floating charge holder.

Net property means the amount available to floating charge holders from floating charge assets, after deduction of the Company's preferential debts and the costs of realising the floating charge assets.

The prescribed part of the Company's net property is calculated by reference to a sliding scale:

- 50% of the first £10,000 of net property; 20% of net property thereafter;
- Up to a maximum amount to be made available of £600,000

A Liquidator is not required to set aside the prescribed part of net property if:

- the net property is less than £10,000 and the Liquidator is of the opinion that the cost of distributing the prescribed part would be disproportionate to the benefit; or
- the Liquidator makes an application to the court for an Order on the grounds that the cost of distributing the prescribed part would be disproportionate to the benefit and the Court so orders that the provision shall not apply.

As there are no floating charges registered at Companies House, the prescribed part provisions do not apply.

Unsecured Creditors

The Director's Statement of Affairs estimated there to be unsecured creditors totalling £150,950.95. Unsecured claims totalling £60,444.90 have been received within the Reporting Period.

9. INVITATION TO FORM A LIQUIDATION COMMITTEE

Attached at appendix H is a Notice to creditors to form a Liquidation Committee. The purpose of the Committee is to assist me in discharging my functions as Liquidator of the Company.

Creditors are entitled to seek the formation of a Committee, provided that sufficient nominations are received by the date set out in Appendix H.

10. DECISIONS BY CORRESPONDENCE

As Liquidator, I am seeking creditors' approval of the proposed decisions by means of a vote by correspondence.

Attached at Appendix E is a Notice of Decision Procedure, which sets out the following decisions that I am asking the creditors to consider:

- That the Liquidator's fees be fixed at £5,000 plus VAT and disbursements

Creditors are invited to vote on these proposed decisions by completing and returning the enclosed voting form (Appendix F) together with a proof of debt form (Appendix G), if one has not already been submitted. The Liquidator must receive completed forms by no later than 23.59 on **17 November 2023** to enable your vote to be counted.

While a vote by correspondence is being sought, creditors who meet a statutory threshold as set out in the Notice attached at Appendix E may require that a physical meeting of creditors be convened. Such a request must be made to the Liquidator within 5 business days of the date on which this report was delivered. If you wish to request a physical meeting, please set out in writing which of the decision(s) above you wish the meeting to consider.

11. CREDITORS' RIGHTS

Any secured creditor, or an unsecured creditor who has the support of at least 10% in value of all unsecured creditors (including its own claim by value) may, within 8 weeks of receipt of this progress report, apply to Court on the grounds that the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator are excessive.

12. CONCLUSION

I anticipate being in a position to conclude my administration within the next 12 months subject to the completion of my investigations.

I will continue to undertake all statutory duties and will report to creditors on an annual basis unless events require me to do so sooner.

Should creditors have any questions about the contents of this report will they please contact me on 0800 9991329 or at zane.collins@insolvencyone.co.uk.

A handwritten signature in black ink, appearing to be 'Zane Collins', with a stylized flourish at the end.

Zane Collins MIPA MABRP
Liquidator

APPENDIX A

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE PERIOD 7 SEPTEMBER 2022 TO 6 SEPTEMBER 2023

The Mill Tavern (Hebburn) Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

| Statement of Affairs £ | | From 07/09/2022 To 06/09/2023 £ | From 07/09/2022 To 06/09/2023 £ |
|------------------------------|-----------------------------------|---------------------------------------|---------------------------------------|
| | ASSET REALISATIONS | | |
| | Contribution to Costs | 5,185.00 | 5,185.00 |
| Uncertain | Directors Loan Account | NIL | NIL |
| | | 5,185.00 | 5,185.00 |
| | COST OF REALISATIONS | | |
| | Bordereau Premium | 50.00 | 50.00 |
| | Preparation of S. of A. | 4,000.00 | 4,000.00 |
| | Statutory Advertising | 263.10 | 263.10 |
| | | (4,313.10) | (4,313.10) |
| | PREFERENTIAL CREDITORS | | |
| (1.00) | Employee Arrears/Hol Pay | NIL | NIL |
| (8,773.20) | HM Revenue & Customs - PAYE | NIL | NIL |
| (30,016.94) | HM Revenue & Customs - VAT | NIL | NIL |
| (2,650.97) | Pension Schemes | NIL | NIL |
| | | NIL | NIL |
| | UNSECURED CREDITORS | | |
| (50,000.00) | Banks/Institutions | NIL | NIL |
| (27,000.00) | Directors | NIL | NIL |
| (681.92) | HM Revenue & Customs - Machine Ga | NIL | NIL |
| (45,635.18) | Landlord | NIL | NIL |
| (27,633.85) | Trade & Expense Creditors | NIL | NIL |
| | | NIL | NIL |
| | DISTRIBUTIONS | | |
| (1.00) | Ordinary Shareholders | NIL | NIL |
| | | NIL | NIL |
| (192,394.06) | | 871.90 | 871.90 |
| | REPRESENTED BY | | |
| | Bank 1 Current | | 19.28 |
| | Vat Control Account | | 852.62 |
| | | | 871.90 |

3

Zane Collins
Liquidator

APPENDIX B
LIQUIDATOR'S DISBURSEMENT POLICY AND CHARGE OUT RATES

Insolvency One Limited Charge Out Rates

Work undertaken on cases is recorded in 6-minute units and is recorded by reference to time spent and the nature of work carried out. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done.

The current charge out rates are as follows: -

| From 1 January 2022 onwards | |
|------------------------------|---------------|
| Grade | Rate per hour |
| | £ |
| Director | 300 |
| Manager | 250 |
| Cashier | 175 |
| Administrative/Support Staff | 150 |
| | |

Disbursement Recovery

Disbursements are categorised as either category 1 or category 2 expenses

Category 1 expenses

External supplies of services which are specifically identifiable to the case, where these are paid by Insolvency One Limited and approval is not required.

Category 2 disbursements

Shared or allocated costs incurred by Insolvency One Limited which are rechargeable to the case.

Disbursements policy**Category 1**

| | |
|--------------------------------|--|
| Bordereau/ insurance | Charged at cost |
| Case advertising | As per advertisers/ agents' invoice |
| Courier | Charged at cost |
| Land Registry/ Searches | As per Land Registry, agents or Companies House invoice |
| Postage | Charged at cost |
| Post re-direction | Charged at cost |
| Subsistence | Charged at cost |
| Storage | Pro-rata per number of boxes per storage charge invoice where an external records storage provider provides this facility to the firm. |
| Room hire | Where appropriate, external room hire at cost. |

Category 2

Room hire

£75 for room hire made available in-house for case specific meetings. Charge is only to be made when attendance of debtor/ director and/or creditors is likely, and a meeting room has been set aside. Where appropriate, external room hire at cost (Category 1).

Travel

Charged at cost for public transport and taxis.

Car travel charged at 45p per mile.

APPENDIX C

**FEES ESTIMATE & SUMMARY OF WORK UNDERTAKEN OR TO BE UNDERTAKEN WHERE PROPOSED
LIQUIDATOR PROPOSES TO OBTAIN FEE APPROVAL ON A FIXED FEE BASIS**

The Mill Tavern (Hebburn) Limited – In Liquidation (“the Company”)

Fees Estimate & Summary of Work undertaken or to be undertaken where Proposed Liquidator proposes to obtain fee approval on a fixed fee basis

It is proposed that the Liquidator’s Fees be fixed at £5,000 plus VAT and Disbursements.

This summary provides details of the work that the Liquidator proposes to undertake or has already been undertaken and the expenses that the Liquidator expects to incur in order to conclude the liquidation.

This information is provided to assist creditors in considering the proposed decisions as regards the Liquidator’s fees and Category 2 disbursements.

The Liquidator is entitled to pay expenses in excess of those listed below without further recourse to creditors (provided that creditors have approved the bases of the Category 2 disbursements).

| General Description | Includes | Basis of Proposed Fees |
|---|---|------------------------|
| Administration and Planning | | Fixed fee |
| Statutory/advertising | Filing of documents to meet statutory requirements Advertising in accordance with 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 and submitting correspondence to Bank 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 report, investigation and general reports to creditors Disclosure of sales to connected parties Production of final account | |
| Creditors Decisions | Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions For virtual or physical meetings: preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting Responding to queries and questions following decisions | |
| Investigations | | Fixed fee |
| SIP 2 Review | Collection, and making an inventory, of company books and records Correspondence to request information on the company’s dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company’s books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken Advising OR of any matters that may be relevant to their reporting requirements on the director(s) | |
| Statutory reporting on conduct of director(s) | Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service | |

| General Description | Includes | Basis of Proposed Fees |
|-------------------------------------|---|------------------------|
| | Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations | |
| Creditors | | Fixed fee |
| 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 | |
| Dealing with proofs of debt ("POD") | Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend | |
| Processing proofs of debt | Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims | |

APPENDIX D
EXPENSES ESTIMATE

The Mill Tavern (Hebburn) Limited – In Liquidation

Expenses Estimate

My estimate for my category 1 expenses for the period of the case is £313.10 and no approval from creditors is required for these to be paid.

No category 2 disbursements are anticipated to be incurred during my appointment.

The following expenses have been or are likely to be incurred during the period of the Office Holder's appointment:

| Expenses Category 1 | Basis | Estimate of total |
|----------------------------|--------------|--------------------------|
| Advertising | | £263.10 |
| Bonding | | £50.00 |
| Total | | £313.10 |

APPENDIX E

NOTICE OF DECISION PROCEDURE BY CORRESPONDENCE

NOTICE OF DECISION PROCEDURE BY CORRESPONDENCE

Company Name: The Mill Tavern (Hebburn) Limited (In Liquidation) ("the Company")
Company Number: 11906426

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Zane Collins of Insolvency One Limited, Suite 2.03, 1 Aire Street, Leeds, West Yorkshire, LS1 4PR (telephone number 0800 999 1329), who was appointed by the creditors.

Creditors are invited to vote by correspondence on the following:

1. That a liquidation committee be established if sufficient nominations are received by 12.00 noon on 16 November 2023 and those nominated are willing to be members of a Committee.
2. That the Liquidator's fees be fixed at £5,000 plus VAT and disbursements.

Also provided is a voting form on which creditors may signify their decisions on the above matters. All voting forms, together with a proof of debt if one has not already been submitted, must be completed and returned to the Liquidator by one of the methods set out below:

By post to: Insolvency One, Suite 2.03, 1 Aire Street, Leeds, LS1 4PR
By email to: zane.collins@insolvencyone.co.uk

Please note that, if you are sending votes by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9am on the next business day after it was sent.


All voting forms and proofs of debt must be delivered by 23.59 on the Decision Date, 17 November 2023.

If the Liquidator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the time specified above.

Creditors who meet one or more of the statutory thresholds listed below may, within 5 business days from the date of the delivery of this Notice, require a physical meeting to be held to consider the matter.

Statutory thresholds to request a meeting: 10% in value of the creditors
10% in number of the creditors
10 creditors

A creditor may appeal a decision by application to the court in accordance with Rule 15.35 of the Rules. Any such appeal must be made not later than 21 days after the Decision Date.

Signed: 
Z Collins
Liquidator

Dated: 2.11.23

APPENDIX F
VOTING FORM

VOTE BY CORRESPONDENCE

The Mill Tavern (Hebburn) Limited (In Liquidation)

Name of Creditor: _____

Address: _____

Decisions:

| | | |
|---|--|-------------------|
| 1 | That a liquidation committee be established if sufficient nominations are received by 12.00 noon on 16 November 2023 and those nominated are willing to be members of a Committee. | *For / Against |
| 2 | That the Liquidator's fees be fixed at £5,000 plus VAT and disbursements | *For / Against |

* Please delete as applicable to indicate your voting instructions

Signed: _____ Dated: _____

Name in capitals: _____

Position with, or relationship to, creditor or other authority for signature: _____

Are you the sole member/shareholder of the creditor (where it is a company)?

Yes / No

NOTE: Once a vote has been cast, it cannot be changed.

Please complete this form and return it, along with a completed proof of debt if you have not submitted one previously, so that it is delivered by 23.59 on 17 November 2023, by:

Post: Insolvency One, Suite 2.03, 1 Aire Street, Leeds, LS1 4PR

Email: please scan in a signed copy of this form and attach it as a pdf to zane.collins@insolvencyone.co.uk

APPENDIX G

PROOF OF DEBT

Proof of Debt – General Form
The Mill Tavern (Hebburn) 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. | If the Creditor is a registered company: <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. | 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 | £ |
| 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. [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 |

APPENDIX H

INVITATION TO FORM A LIQUIDATION COMMITTEE

NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

Company Name: The Mill Tavern (Hebburn) Limited ("the Company") In Liquidation

Company Number: 11906426

This Notice is given under Rule 6.19 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Zane Collins of Insolvency One, Suite 2.03, 1 Aire Street, Leeds, West Yorkshire, LS1 4PR (telephone number 0800 999 1329), who was appointed by the creditors.

Creditors are invited to nominate creditors (which may include themselves) by completing the section below and returning this Notice to the Liquidator by one of the following methods:

By post to: Insolvency One, Suite 2.03, 1 Aire Street, Leeds, LS1 4PR

By email to: zane.collins@insolvencyone.co.uk

Please note that, if you are sending nominations by post, you must ensure that you have allowed sufficient time for the Notice to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9am on the next business day after it was sent.

All nominations must be delivered by: 12.00 noon on 16 November 2023

Nominations can only be accepted if the convener is satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules.

For further information on the role of Liquidation Committees, go to <https://www.insolvencyone.co.uk>

Signed:  _____

Z Collins
Liquidator

Dated: 2 . 11 . 23 _____

NOMINATIONS FOR MEMBERS OF A LIQUIDATION COMMITTEE

THE MILL TAVERN (HEBBURN) LIMITED

On behalf of (name of Creditor): _____,

at (address of Creditor): _____,

I nominate the following creditor(s) to be member(s) of a Liquidation Committee (provide name(s) and address(es)):

1. _____

2. _____

3. _____

Signed: _____

Dated: _____

Name in capitals: _____

Position with, or relationship to, Creditor or other authority for signature: _____

Are you the sole member/shareholder of the Creditor (where it is a company)?

Yes / No