

**FEE APPROVAL REPORT FOR
HOLBROOK JOINERY LIMITED ("THE COMPANY") – IN CREDITORS' VOLUNTARY
LIQUIDATION
COMPANY REGISTRATION NUMBER: 10910250**

EXECUTIVE SUMMARY

I was appointed Liquidator of the Company at a General Meeting held on 14 November 2023 at which the members appointed me after no objections were received for the deemed consent procedure that had been convened.

Immediately upon my appointment I filed the relevant documents at Companies House, changed the registered office of the Company to this office and advertised the appointment in the London Gazette. I also arranged for an Insolvency Penalty bond to be put in place. I wrote to all known third parties associated with the Company to inform them of the liquidation but to also invite them to share with me any information and/or books and records they may hold to assist me with my investigations into the affairs of the Company and the conduct of the directors.

My investigations began immediately upon my appointment. So far, I have not found any adverse conduct.

The assets of the Company are made up of tools and equipment.

Prior to my appointment Gavel Auctioneers & Valuers were instructed by the Company to value these assets. Mr Jim Cruickshank, MNAVA, of Gavel Auctioneers & Valuers, a firm of professional, independent valuation agents, provided a value of £3,000 for these assets for the purposes of the Statement of Affairs.

I will go into further detail later in this report regarding the assets.

Investigations have been made into whether the Company had a pension scheme for its employees but it would appear that there wasn't one.

The Company did have a lease in place for the trading premises and this has been disclaimed by us, the notice of disclaimer having been sent to all interested parties.

I have been liaising with the Redundancy Payment Service in order to get a case reference for the employee to make their claim. There are significant delays in getting this and I continue to chase for this. Once this has been received, details of how to make the claim will be sent to the employee and documents will be completed and uploaded to the Redundancy Payment Service by us.

My duties and functions as Liquidator are the realisation of the Company's assets, the agreement of the claims of creditors, investigation of the Directors' conduct and the Company's affairs generally, and where there are sufficient funds after meeting costs and expenses, the eventual distribution of those funds between the creditors in accordance with their legal entitlements. This section is a summary of my report seeking fee approval, although more detail about the assets and liabilities of the Company and my proposed fees and expenses are set out in my report below.

Work still to be done.

I am sending this report early in the liquidation process and so there is still work to be done to include; gather the books and records needed in order to complete my investigations, complete my investigations and submit a conduct report with the Insolvency Service on each director and deal with the Company's registration with the Information Commissioners Office.

In summary, I consider that this is a routine, as highlighted by the information provided above and this is reflected in the level of remuneration, I am seeking approval for.

I am seeking approval from creditors for that my remuneration as Liquidator is fixed on a time cost basis estimated at £10,023 at an "average" rate of £301.31 per hour for undertaking the following categories of work, namely Admin and Planning, Creditors, Investigations and realisation of assets. More information about the categories of work and the work I will undertake in this case are detailed below.

I estimate that the total expenses I will incur as Liquidator will be £279.52 incl VAT. More details about these expenses are detailed below.

After taking into account my proposed remuneration and anticipated expenses I consider that it is unlikely that I will be able to make a distribution to any class of creditor.

RECEIPTS AND PAYMENTS ACCOUNT

I attach at Appendix 4, a receipts and payments account covering the period since the appointment of the Liquidator, which I have reconciled to the financial records that I am required to maintain. All amounts are shown exclusive of VAT. The balance of funds are held in a non interest bearing estate bank account. The receipt represents the funds deposited by the director prior to my appointment for the expenses of the liquidation.

FINANCIAL POSITION OF THE COMPANY

The assets and liabilities of the Company appear to be as follows: -

	£
	Estimated to Realise
	£
Assets	
Tools and equipment	3,000.00
	<u>3,000.00</u>
Liabilities	
Preferential creditors	34,080.00
Trade & expense creditors	14,891.52
Banks & Institutions	21,819.92
Inland Revenue	11,000.00
	<u>81,791.44</u>
Deficiency	<u>(78,791.44)</u>

These figures are based on a combination of information provided by the Directors and information I have obtained during the course of my work as Liquidator. Please note that the figures do not take into account the costs of realisation of assets, nor the costs and expenses of the case generally.

ASSETS

Information was provided about the assets of the Company in the statement of affairs and also in the explanatory information made available to creditors both prior to the liquidation and following my appointment as Liquidator. The following is an update on that information.

Tools and equipment

These assets were valued by Gavel Auctioneers at £3,000 for the purposes of the statement of affairs. The director of the Company wishes to purchase these items and an invoice was sent to him immediately upon my appointment by Gavel Auctioneers. To date no payment has been received but Gavel Auctioneers continue to chase for the payment.

WORK AS LIQUIDATOR

The work I have to undertake as Liquidator, can be divided into different categories of work. Information is set out below about the type of work that falls within each category of work and why I need to undertake it.

Administration:

This represents the work that my staff and I have to undertake in respect of the routine administrative functions of the case, including preparing, reviewing and issuing statutory reports. It also includes my control and supervision of the work done by my staff on the case together with the supervisory functions of my managers).

Such work does not give direct financial benefit to the creditors, but I have to undertake it in order to meet my obligations under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that I must follow. More information about the work that I have already undertaken is included at Appendix 1, while information about the work I will be undertaking as Liquidator in respect of this category of work is set out at Appendix 2 and in the Fees Estimate provided at Appendix 3.

Creditors:

I need to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of my management of the case, and also to ensure that I have accurate information about who to send notices and reports to. I will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. I am required to undertake this work as part of my statutory functions.

More information about the work that I have already undertaken is included at Appendix 1, while information about the work I will be undertaking as Liquidator in respect of this category of work is set out at Appendix 2 and in the Fees Estimate provided at Appendix 3.

Assets:

As far as I am aware, the only assets owned by the Company are the tools and equipment used by the director as reported above but my investigations have only just begun and this will include making sure that there are no further assets to be realised.

Investigations:

The insolvency legislation gives Liquidator powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure, and also in respect of matters such as misfeasance and wrongful trading. I am required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are any potential recovery actions for the benefit of creditors.

More information about the work that I have already undertaken is included at Appendix 1, while information about the work I will be undertaking as Liquidator in respect of this category of work is set out at Appendix 2 and in the Fees Estimate provided at Appendix 3.

If I identify potential recoveries, or matters for further investigation, I will then need to undertake additional work to investigate them in detail and attempt recovery where necessary for the benefit of creditors. I cannot fix the basis of my remuneration for dealing with such unknown or uncertain assets at present, and if such assets are identified I will seek approval for an appropriate fee basis.

I am also required by legislation to report to the Secretary of State on the conduct of the Directors. I have to undertake this work to enable me to comply with this statutory obligation, which is of no direct benefit to the creditors, although it may identify potential recovery actions.

LIQUIDATOR'S REMUNERATION

I have provided this fee approval report to creditors at an early stage in my administration of the case and before I have full knowledge of the case. While I have taken all possible steps to make this estimate as accurate as possible, it is based on my current knowledge of the case and my knowledge and experience of acting as office holder in respect of cases of a similar size and apparent complexity. As a result, my fee request does not take into account any currently unknown complexities or difficulties that may arise during my administration of the case.

Since I was appointed Liquidator in addition to realising the assets as detailed above, I have completed my statutory duties immediately upon appointment as reported in full above and begun my investigations into the running of the Company and the conduct of the directors as well as making sure there are no further assets to be realised.

A copy of my practice fee recovery policy is available to view at www.hawkinsinsolvency.co.uk/practice-fee-recovery. In this case I am seeking to fix the basis of my remuneration on a time costs basis as detailed below:

Time costs:

For all tasks I propose to seek approval on a time cost basis. i.e., by reference to time properly spent by me and members of my staff of the practice at our standard charge out rates. When I seek approval for my fees on a time cost basis, I have to provide a fees estimate. That estimate acts as a cap on my time costs so that I cannot draw fees of more than the total estimated time costs without further approval from those who approved the fees. I attach at Appendix 3 a "Fees estimate" that sets out the work that I intend to undertake, the hourly rates I intend to charge for each part of the work, and the time that I think each part of the work will take. It includes a summary of that information in an average or "blended" rate for all of the work being carried out within the estimate. In summary, I am seeking to be remunerated on a time cost in respect of the work my staff and I undertake in respect of the following categories of work, namely: Administration; Realisation of Assets; Creditors and Investigations.

More details of the tasks included in these categories of work are included in the fees estimate and in Appendix 1 and 2 below. I estimate that the total time costs that I will incur in undertaking these tasks in this case will be £10,023 at an "average" rate of £301.31 per hour.

To date I have spent a total of hours undertaking tasks in respect of these categories of work, and total time costs to date are £1,376.00 charged at an average charge out rate of £320.00. Details of the time units used, and current charge-out rates are provided in Hawkins Insolvency Limited's practice fee recovery sheet, a copy of which is available to view at www.hawkinsinsolvency.co.uk/practice-fee-recovery. I also attach an analysis of time costs incurred to date by reference to grade of staff and tasks undertaken by reference to the different categories of work.

If my time costs incurred on the case exceed the estimate, or are likely to exceed the estimate, I will provide an explanation as to why that is the case in the next progress report I send to creditors. Since I cannot draw remuneration in excess of my fees estimate without first obtaining approval to do so, then where I consider it appropriate in the context of the case, I will seek a resolution to increase the fee estimate so that I will then be able to draw additional remuneration over and above this fees estimate.

I only anticipate needing to seek approval to draw fees in excess of the estimate if any currently unknown complexities or difficulties arise during my administration of the case; or if my initial investigations identify further areas of investigation, potential further asset recoveries and any associated recovery actions; or if the realisation of assets gives rise to the need to participate in arbitration or legal proceedings.

At this time I am unable to estimate how much I will be able to draw in fees or if I will be writing time off as it is too early in the liquidation.

LIQUIDATOR'S EXPENSES

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.

Category 1 Expenses:

My category 1 expenses incurred to date amount to £279.52 incl VAT where applicable in total, and are made up as follows:

Nature of category 1 expense	Amount incurred/ accrued	Amount still to be paid
	to date	
	£	£
Insolvency Penalty Bond	40.00 Nil VAT	40.00 Nil VAT
Statutory Advertising	239.52 incl VAT	NIL

I have not paid any expenses to date.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at www.creditorinsolvencyguide.co.uk/. Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at www.hawkinsinsolvency.co.uk/guide-to-office-holders-fees. There are different versions of these Guidance Notes, and in this case please refer to the most recent version.

LIABILITIES

Secured creditors.

There are provisions of the insolvency legislation that require Liquidator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property" ("prescribed part"). A Company's net property is that left after paying the preferential creditors, but before paying the lender who holds a floating charge. Any costs of the liquidation that are payable before the Liquidator has reached a position to make a distribution to the floating charge holder have to be deducted from floating charge realisations before arriving at an amount for the "net property" of the Company. As a result, the costs associated with realising floating charge assets, paying preferential claims in full, the general costs of winding up and the costs of confirming the validity of the floating charge will have to be deducted before the "net property" is calculated. The "prescribed part" that the Liquidator then has to set aside for unsecured creditors is:

- 50% of the first £10,000 of the net property; and
- 20% of the remaining net property

up to a maximum of £600,000.

There is no qualifying floating charge in this case so the prescribed part provisions do not apply.

Preferential Unsecured Creditors

It is believed the Company owes HM Revenue & Customs £30,000 in respect of VAT and this is a preferential claim in the liquidation.

The Company had employed 1 member of staff and it is understood that monies are owed to them in respect of outstanding holiday pay and wages. The outstanding holiday pay and wages of employees are subject to statutory limits and are preferential claims in the liquidation.

Based on current known information about the Company's assets and liabilities, and after taking into account the anticipated fees and expenses, I think that it is unlikely that any dividend will be paid to preferential unsecured creditors.

Non-preferential unsecured Creditors

The statement of affairs included 14 known 'trade & expense' creditors with an estimated total liability of £14,891.52 as detailed above.

The statement of affairs also included a total of £21,819.92 owing to Lloyds Bank Plc in respect of an overdraft and bounce back loan.

It is believed the Company owes HM Revenue & Customs £11,000 in respect of Corporation Tax which would be an unsecured claim in the liquidation.

Based on current known information about the Company's assets and liabilities, and after taking into account the anticipated fees and expenses, I think that it is unlikely that any dividend will be paid to non-preferential unsecured creditors.

A proof of debt is enclosed, and if you have not already lodged one you should now complete and return it to me, together with evidence in support of your claim.

There is a provision of the Insolvency Act 1986 which states that the liquidator is to be paid a percentage of the net assets of the company in respect of the costs of the liquidation. This is known as the 'liquidator's fee'. The liquidator's fee is calculated on the basis of the net assets of the company as at the date of the liquidation. The net assets of the company are the assets of the company less the liabilities of the company. The net assets of the company are £14,891.52. The liquidator's fee is 10% of the net assets of the company, which is £1,489.15. The liquidator's fee is payable to the liquidator out of the assets of the company. The liquidator's fee is payable to the liquidator out of the assets of the company. The liquidator's fee is payable to the liquidator out of the assets of the company.

- 10% of the net assets of the company, which is £1,489.15
- 20% of the remaining net assets

up to a maximum of £100,000

There is no provision for the liquidator's fee in respect of the costs of the liquidation.

HM Revenue & Customs

HM Revenue & Customs is a creditor of the company in respect of VAT and this is a preferential claim in the liquidation.

Appendix 1: Details of work undertaken to date

Administration

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

Case planning - devising an appropriate strategy for dealing with the case and giving instructions to staff to undertake the work on the case.

Setting up physical/electronic case files.

Setting up the case on the practice's electronic case management system and entering data.

Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.

Obtaining a specific penalty bond (this is insurance required by statute that every insolvency office holder must obtain for each insolvency appointment).

Disclaiming the lease for the trading premises.

Convening a decision procedure to seek a decision from creditors to approve the basis of remuneration.

Dealing with all routine correspondence and emails relating to the case.

Opening, maintaining and managing the estate bank account.

Creating, maintaining and managing a cashbook.

Undertaking regular bank reconciliations of the estate bank account.

Overseeing and controlling the work done on the case by case administrators.

Realisation of assets:

This represents the work involved in the protection and realisation of assets, which is undertaken directly for the benefit of creditors.

Liaising with Gavel Auctioneers and Valuers regarding the sale of the assets.

Creditors

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

Employees - The office holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Service. The office holder is required to undertake this work as part of their statutory functions.

Obtaining information from the case records about employee claims.

Corresponding with employees regarding their claims.

Liaising with the Redundancy Payments Service regarding employee claims.

Dealing with creditor correspondence, emails and telephone conversations regarding their claims.

Maintaining up to date creditor information on the case management system.

Investigations:

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

Recovering the books and records for the case.

Listing the books and records recovered.

Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.

Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors.

Appendix 2: Details of future work to be undertaken in the liquidation

Work for which the Liquidator is seeking to be remunerated on a time cost basis:

Administration:

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

Case planning - devising an appropriate strategy for dealing with the case and giving instructions to staff to undertake the work on the case.

Dealing with all routine correspondence and emails relating to the case.

Maintaining and managing the estate bank account.

Maintaining and managing a cashbook.

Undertaking regular bank reconciliations of the estate bank account.

Reviewing the adequacy of the specific penalty bond on a quarterly basis.

Undertaking periodic reviews of the progress of the case.

Overseeing and controlling the work done on the case by case administrators.

Preparing, reviewing and issuing annual progress reports to creditors and members.

Filing returns at Companies House.

Preparing, reviewing and issuing a final account of the liquidation to creditors and members.

Filing a final return at Companies House.

Creditors:

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

Employees - The office holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Service. The office holder is required to undertake this work as part of their statutory functions.

Completing documentation for submission to the Redundancy Payments Service.

Corresponding with employees regarding their claims.

Liaising with the Redundancy Payments Service regarding employee claims.

Dealing with creditor correspondence, emails and telephone conversations regarding their claims.

Maintaining up to date creditor information on the case management system.

Investigations:

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

Submitting an online return on the conduct of the Directors as required by the Company Directors Disqualification Act.

Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.

Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors

Estimate of Fees and Expenses for Holbrook Joinery Limited

Summary

	Total Hours	Average Hourly Rate £	Time Cost £	Expenses £
Classification of Work Function				
Admin & Planning				
Banking	5.10	321.76	1,641.00	
Case review	3.30	327.58	1,081.00	
Closing Procedures	5.20	318.08	1,654.00	
Communication with director	1.40	288.57	404.00	
Communication with HMRC	1.00	250.00	250.00	
Formalities	3.20	284.38	910.00	
Strategy (incl Sales)	1.00	410.00	410.00	
Case Specific Matters				
Fee approval	2.00	298.00	596.00	
Creditors				
Statutory Reporting to Creditors	2.00	305.00	610.00	
Unsecured Creditors	0.50	250.00	125.00	
Investigations				
CDDA Reports	7.20	293.61	2,114.00	
Realisation of Assets				
Ident / Securing & Insuring	0.40	285.00	114.00	
Plant & Machinery / Motor Vehicles	0.40	285.00	114.00	
	<u>32.70</u>	<u>301.31</u>	<u>10,023.00</u>	
Expenses				
				0.00
Category 1 Expenses				<u>0.00</u>
				<u>0.00</u>
Totals	<u>32.70</u>	<u>301.31</u>	<u>10,023.00</u>	<u>0.00</u>

Estimated Chargeable Time	10,023.00
Total Expenses	0.00
Assets by Percentage	0.00
Total Fees and Expenses	<u>10,023.00</u>

Details of estimated expenses that will be paid during the period of this estimate.

	<u>0.00</u>
Category 1 Expenses	
	<u>0.00</u>

Notes:

- Category 1 Expenses are payable without prior approval as they are payments to independent third parties e.g. advertising, room hire, storage, travel expenses, Agents Fees etc.

2. Category 2 Expenses are costs directly referable to the appointment e.g. Postage, Printing & Stationery, Mileage but as they are not to an independent third party they require approval in the same manner as the fee
3. Further approval will be sought from the creditors committee or creditors if the circumstances of the case indicate that the above fee estimate is likely to be exceeded
4. The above estimates are all exclusive of VAT
5. Where applicable, the Assets by Percentage are itemised in the section headed Asset Realisations on a Percentage Basis

Category	Estimated Amount	Actual Amount	Percentage
Category 1 Expenses	100,000	100,000	100%
Category 2 Expenses	50,000	50,000	100%
Category 3 Expenses	20,000	20,000	100%
Category 4 Expenses	10,000	10,000	100%
Category 5 Expenses	5,000	5,000	100%
Category 6 Expenses	2,500	2,500	100%
Category 7 Expenses	1,250	1,250	100%
Category 8 Expenses	625	625	100%
Category 9 Expenses	312.5	312.5	100%
Category 10 Expenses	156.25	156.25	100%
Category 11 Expenses	78.125	78.125	100%
Category 12 Expenses	39.0625	39.0625	100%
Category 13 Expenses	19.53125	19.53125	100%
Category 14 Expenses	9.765625	9.765625	100%
Category 15 Expenses	4.8828125	4.8828125	100%
Category 16 Expenses	2.44140625	2.44140625	100%
Category 17 Expenses	1.220703125	1.220703125	100%
Category 18 Expenses	0.6103515625	0.6103515625	100%
Category 19 Expenses	0.30517578125	0.30517578125	100%
Category 20 Expenses	0.152587890625	0.152587890625	100%
Category 21 Expenses	0.0762939453125	0.0762939453125	100%
Category 22 Expenses	0.03814697265625	0.03814697265625	100%
Category 23 Expenses	0.019073486328125	0.019073486328125	100%
Category 24 Expenses	0.0095367431640625	0.0095367431640625	100%
Category 25 Expenses	0.00476837158203125	0.00476837158203125	100%
Category 26 Expenses	0.002384185791015625	0.002384185791015625	100%
Category 27 Expenses	0.0011920928955078125	0.0011920928955078125	100%
Category 28 Expenses	0.00059604644775390625	0.00059604644775390625	100%
Category 29 Expenses	0.000298023223876953125	0.000298023223876953125	100%
Category 30 Expenses	0.0001490116119384765625	0.0001490116119384765625	100%
Category 31 Expenses	0.00007450580596923828125	0.00007450580596923828125	100%
Category 32 Expenses	0.000037252902984619140625	0.000037252902984619140625	100%
Category 33 Expenses	0.0000186264514923095703125	0.0000186264514923095703125	100%
Category 34 Expenses	0.00000931322574615478515625	0.00000931322574615478515625	100%
Category 35 Expenses	0.000004656612873077392578125	0.000004656612873077392578125	100%
Category 36 Expenses	0.0000023283064365386962890625	0.0000023283064365386962890625	100%
Category 37 Expenses	0.00000116415321826934814453125	0.00000116415321826934814453125	100%
Category 38 Expenses	0.000000582076609134674072265625	0.000000582076609134674072265625	100%
Category 39 Expenses	0.0000002910383045673370361328125	0.0000002910383045673370361328125	100%
Category 40 Expenses	0.00000014551915228366851806640625	0.00000014551915228366851806640625	100%
Category 41 Expenses	0.000000072759576141834259033203125	0.000000072759576141834259033203125	100%
Category 42 Expenses	0.0000000363797880709171295166015625	0.0000000363797880709171295166015625	100%
Category 43 Expenses	0.00000001818989403545856475830078125	0.00000001818989403545856475830078125	100%
Category 44 Expenses	0.000000009094947017729282379150390625	0.000000009094947017729282379150390625	100%
Category 45 Expenses	0.0000000045474735088646411895751953125	0.0000000045474735088646411895751953125	100%
Category 46 Expenses	0.00000000227373675443232059478759765625	0.00000000227373675443232059478759765625	100%
Category 47 Expenses	0.000000001136868377216160297393798828125	0.000000001136868377216160297393798828125	100%
Category 48 Expenses	0.0000000005684341886080801486968994140625	0.0000000005684341886080801486968994140625	100%
Category 49 Expenses	0.00000000028421709430404007434844970703125	0.00000000028421709430404007434844970703125	100%
Category 50 Expenses	0.000000000142108547152020037174224853515625	0.000000000142108547152020037174224853515625	100%
Category 51 Expenses	0.0000000000710542735760100185871124267578125	0.0000000000710542735760100185871124267578125	100%
Category 52 Expenses	0.00000000003552713678800500929355621337890625	0.00000000003552713678800500929355621337890625	100%
Category 53 Expenses	0.000000000017763568394002504646778106689453125	0.000000000017763568394002504646778106689453125	100%
Category 54 Expenses	0.00000000000888178419700125232338905334472265625	0.00000000000888178419700125232338905334472265625	100%
Category 55 Expenses	0.00000000000444089209850062616169452667361328125	0.00000000000444089209850062616169452667361328125	100%
Category 56 Expenses	0.000000000002220446049250313080847263336816640625	0.000000000002220446049250313080847263336816640625	100%
Category 57 Expenses	0.000000000001110223024625156540423631668408203125	0.000000000001110223024625156540423631668408203125	100%
Category 58 Expenses	0.00000000000055511151231257827021181684241015625	0.00000000000055511151231257827021181684241015625	100%
Category 59 Expenses	0.00000000000027755575615628913510590842120578125	0.00000000000027755575615628913510590842120578125	100%
Category 60 Expenses	0.000000000000138777878078144567552954210602890625	0.000000000000138777878078144567552954210602890625	100%
Category 61 Expenses	0.000000000000069388939039072283776477103014453125	0.000000000000069388939039072283776477103014453125	100%
Category 62 Expenses	0.0000000000000346944695195361418882385515072265625	0.0000000000000346944695195361418882385515072265625	100%
Category 63 Expenses	0.00000000000001734723475976807094411927578125	0.00000000000001734723475976807094411927578125	100%
Category 64 Expenses	0.0000000000000086736173798840472205963890625	0.0000000000000086736173798840472205963890625	100%
Category 65 Expenses	0.00000000000000433680868994202361029819453125	0.00000000000000433680868994202361029819453125	100%
Category 66 Expenses	0.00000000000000216840434497101180514909765625	0.00000000000000216840434497101180514909765625	100%
Category 67 Expenses	0.000000000000001084202172485505902724548828125	0.000000000000001084202172485505902724548828125	100%
Category 68 Expenses	0.0000000000000005421010862427529513622724140625	0.0000000000000005421010862427529513622724140625	100%
Category 69 Expenses	0.0000000000000002710505431213764756811207153125	0.0000000000000002710505431213764756811207153125	100%
Category 70 Expenses	0.00000000000000013552527156068823784056035640625	0.00000000000000013552527156068823784056035640625	100%
Category 71 Expenses	0.000000000000000067762635780344118920280178203125	0.000000000000000067762635780344118920280178203125	100%
Category 72 Expenses	0.0000000000000000338813178901720594601400890625	0.0000000000000000338813178901720594601400890625	100%
Category 73 Expenses	0.00000000000000001694065894508602973007004453125	0.00000000000000001694065894508602973007004453125	100%
Category 74 Expenses	0.000000000000000008470329472543014865035022265625	0.000000000000000008470329472543014865035022265625	100%
Category 75 Expenses	0.000000000000000004235164736271507432517511328125	0.000000000000000004235164736271507432517511328125	100%
Category 76 Expenses	0.0000000000000000021175823681357537162587556640625	0.0000000000000000021175823681357537162587556640625	100%
Category 77 Expenses	0.0000000000000000010587911840678768562537783203125	0.0000000000000000010587911840678768562537783203125	100%
Category 78 Expenses	0.000000000000000000529395592033938428126889166015625	0.000000000000000000529395592033938428126889166015625	100%
Category 79 Expenses	0.000000000000000000264697796016969214064444453125	0.00000000000000000026469779601696921406444453125	100%
Category 80 Expenses	0.0000000000000000001323488980084846070322222265625	0.000000000000000000132348898008484607032222265625	100%
Category 81 Expenses	0.000000000000000000066174449004242303511111328125	0.000000000000000000066174449004242303511111328125	100%
Category 82 Expenses	0.0000000000000000000330872245021211517555556640625	0.0000000000000000000330872245021211517555556640625	100%
Category 83 Expenses	0.00000000000000000001654361225106057587777783203125	0.00000000000000000001654361225106057587777783203125	100%
Category 84 Expenses	0.00000000000000000000827180612553028793888889166015625	0.00000000000000000000827180612553028793888889166015625	100%
Category 85 Expenses	0.0000000000000000000041359030627651439694444453125	0.0000000000000000000041359030627651439694444453125	100%
Category 86 Expenses	0.00000000000000000000206795153138257198472222265625	0.00000000000000000000206795153138257198472222265625	100%
Category 87 Expenses	0.00000000000000000000103397576569128599236111328125	0.00000000000000000000103397576569128599236111328125	100%
Category 88 Expenses	0.000000000000000000000516987882845642996180556640625	0.000000000000000000000516987882845642996180556640625	100%
Category 89 Expenses	0.0000000000000000000002584939414228214980902783203125	0.0000000000000000000002584939414228214980902783203125	100%
Category 90 Expenses	0.000000000000000000000129246970711414249404611328125	0.000000000000000000000129246970711414249404611328125	100%
Category 91 Expenses	0.0000000000000000000000646234853557071224702306640625	0.0000000000000000000000646234853557071224702306640625	100%
Category 92 Expenses	0.0000000000000000000000323117426778535612235115328125	0.0000000000000000000000323117426778535612235115328125	100%
Category 93 Expenses	0.0000000000000000000000161558713389272806175576640625	0.0000000000000000000000161558713389272806175576640625	100%
Category 94 Expenses	0.0000000000000000000000080779356694636403187783203125	0.0000000000000000000000080779356694636403187783203125	100%
Category 95 Expenses	0.000000000000000000000004038967834731820158889166015625	0.000000000000000000000004038967834731820158889166015625	100%
Category 96 Expenses	0.000000000000000000000002019483917365910079444453125	0.000000000000000000000002019483917365910079444453125	100%
Category 97 Expenses	0.0000000000000000000000010097419586829550397222265625	0.0000000000000000000000010097419586829550397222265625	100%
Category 98 Expenses	0.0000000000000000000000005048709793414775198611328125	0.0000000000000000000000005048709793414775198611328125	100%
Category 99 Expenses	0.000000000000000000000000252435489670738759930556640625	0.000000000000000000000000252435489670738759930556640625	100%
Category 100 Expenses	0.0000000000000000000000001262177448353693799652783203125	0.0000000000000000000000001262177448353693799652783203125	100%

**Holbrook Joinery Limited
(In Liquidation)
Liquidator's Summary of Receipts and Payments
To 22 November 2023**

RECEIPTS

Total (£)

Cash at Bank

279.52

279.52

PAYMENTS

Statutory Advertising

199.60

VAT Receivable

39.92

239.52

Net Receipts/(Payments)

40.00

MADE UP AS FOLLOWS

Bank 1 Current

40.00



Samantha Hawkins
Liquidator

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

Holbrook Joinery Limited - HOLB001

14 November 2023 to 22 November 2023

Showing Post-Appointment Only

Classification of Work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Senior Manager	SIP9 Additional 2	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Banking	0.00	0.00	0.00	0.00	0.80	0.00	0.80	256.00	320.00	0.80	256.00
Formalities	0.00	0.00	0.00	0.00	1.90	0.00	1.90	608.00	320.00	1.90	608.00
Admin & Planning	0.00	0.00	0.00	0.00	2.70	0.00	2.70	864.00	320.00	2.70	864.00
Fee approval	0.00	0.00	0.00	0.00	0.70	0.00	0.70	224.00	320.00	0.70	224.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.70	0.00	0.70	224.00	320.00	0.70	224.00
Statutory Reporting to Creditors	0.00	0.00	0.00	0.00	0.30	0.00	0.30	96.00	320.00	0.30	96.00
Unsecured Creditors	0.00	0.00	0.00	0.00	0.10	0.00	0.10	32.00	320.00	0.10	32.00
Creditors	0.00	0.00	0.00	0.00	0.40	0.00	0.40	128.00	320.00	0.40	128.00
Property	0.00	0.00	0.00	0.00	0.50	0.00	0.50	160.00	320.00	0.50	160.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.50	0.00	0.50	160.00	320.00	0.50	160.00
Total Hours	0.00	0.00	0.00	0.00	4.30	0.00	4.30	1,376.00	320.00	4.30	1,376.00
Total Fees Claimed								0.00			
Total Expenses Claimed								0.00			

n/a - Denotes time recorded under that section with no sub-analysis code specified

Notice of decision by correspondence
Decision Date: 14 December 2023

Holbrook Joinery Limited ("the Company")
Company Registration Number: 10910250

NOTICE IS GIVEN by Samantha Hawkins to the creditors of the Company that set out below are decisions for your consideration under rule 18.16 of The Insolvency (England and Wales) Rules 2016. Please complete the voting section below indicating whether you are in favour or against the following decision:

Voting on Decisions

1. That the Liquidator's fees will be charged by reference to the time properly spent by her and her staff in dealing with the matters relating to the liquidation of the Company plus VAT, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken and subject to the fees estimate set out in the report prepared in connection with fee approval and issued with the notice of this decision procedure.

The final date for votes is 14 December 2023, the decision date.

1. In order for their votes to be counted creditors must submit to me their completed voting form so that it is received at Hawkins Insolvency Limited, The Clock House, High Street, Wrington, BS40 5QA by no later than 23.59 hours on 14 December 2023. It must be accompanied by proof of their debt, (if not already lodged). Failure to do so will lead to their vote being disregarded.
2. Creditors must lodge proof of their debt (if not already lodged) at the offices of Samantha Hawkins of Hawkins Insolvency Limited, The Clock House, High Street, Wrington, BS40 5QA by no later than 23.59 on 14 December 2023, without which their vote will be invalid.
3. Creditors with claims of £1,000 or less must have lodged proof of their debt for their vote to be valid.
4. Any creditors who have previously opted out from receiving documents in respect of the insolvency proceedings are entitled to vote on the decision provided they have lodged proof of their debt.
5. Creditors may, within 5 business days of delivery of this notice to them, request a physical meeting of creditors be held to determine the outcome of the decision below. Any request for a physical meeting must be accompanied by valid proof of their debt (if not already lodged). A meeting will be convened if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."
6. Creditors have the right to appeal a decision of the convener made under Chapter 8 of Part 15 of The Insolvency (England and Wales) Rules 2016 about Creditors' Voting Rights and Majorities, by applying to court under Rule 15.35 of The Insolvency (England and Wales) Rules 2016 within 21 days of 14 December 2023, the Decision Date.

Creditors requiring further information regarding the above, should either contact me at The Clock House, High Street, Wrington, BS40 5QA, or contact Hawkins Insolvency Limited, The Clock House, High Street, Wrington, BS40 5QA by telephone on 01934 862877, or by email at info@hawkinsinsolvency.co.uk

Dated this 22nd day of November 2023

Notice of Decision by Company
Decision Date: 14 December 2023

Holbrook (Jointly Owned Firm Company)
Company Registration Number: 1070250

Samantha Hawkins
Liquidator

NOTICE IS GIVEN BY COMPANYALY FLOWERS IS THE CREDITORS OF THE COMPANY THAT SET OUT BELOW THE
details for your consideration under rule 13-17 of the Insolvency (England and Wales) Regulations 2016
Please complete the voting form below indicating whether you are in favour or against the proposed
Decision

Voting on Decisions

1. That the liquidator's fees will be charged by reference to the time properly spent by her and her
staff in dealing with the matters relating to the liquidation of the Company (the Company's VAT and any
other matters) and that the fee to be charged will be the greater of the fee estimated in the report prepared in connection
with the liquidation and the fee estimated in the report prepared in connection
with the proposed and actual work done in the liquidation.

The final date for votes is 14 December 2023, the decision date

2. That the liquidator's fees will be charged by reference to the time properly spent by her and her
staff in dealing with the matters relating to the liquidation of the Company (the Company's VAT and any
other matters) and that the fee to be charged will be the greater of the fee estimated in the report prepared in connection
with the liquidation and the fee estimated in the report prepared in connection
with the proposed and actual work done in the liquidation.

3. That the liquidator's fees will be charged by reference to the time properly spent by her and her
staff in dealing with the matters relating to the liquidation of the Company (the Company's VAT and any
other matters) and that the fee to be charged will be the greater of the fee estimated in the report prepared in connection
with the liquidation and the fee estimated in the report prepared in connection
with the proposed and actual work done in the liquidation.

4. That the liquidator's fees will be charged by reference to the time properly spent by her and her
staff in dealing with the matters relating to the liquidation of the Company (the Company's VAT and any
other matters) and that the fee to be charged will be the greater of the fee estimated in the report prepared in connection
with the liquidation and the fee estimated in the report prepared in connection
with the proposed and actual work done in the liquidation.

5. That the liquidator's fees will be charged by reference to the time properly spent by her and her
staff in dealing with the matters relating to the liquidation of the Company (the Company's VAT and any
other matters) and that the fee to be charged will be the greater of the fee estimated in the report prepared in connection
with the liquidation and the fee estimated in the report prepared in connection
with the proposed and actual work done in the liquidation.

6. That the liquidator's fees will be charged by reference to the time properly spent by her and her
staff in dealing with the matters relating to the liquidation of the Company (the Company's VAT and any
other matters) and that the fee to be charged will be the greater of the fee estimated in the report prepared in connection
with the liquidation and the fee estimated in the report prepared in connection
with the proposed and actual work done in the liquidation.

7. That the liquidator's fees will be charged by reference to the time properly spent by her and her
staff in dealing with the matters relating to the liquidation of the Company (the Company's VAT and any
other matters) and that the fee to be charged will be the greater of the fee estimated in the report prepared in connection
with the liquidation and the fee estimated in the report prepared in connection
with the proposed and actual work done in the liquidation.

8. That the liquidator's fees will be charged by reference to the time properly spent by her and her
staff in dealing with the matters relating to the liquidation of the Company (the Company's VAT and any
other matters) and that the fee to be charged will be the greater of the fee estimated in the report prepared in connection
with the liquidation and the fee estimated in the report prepared in connection
with the proposed and actual work done in the liquidation.

**Decision by correspondence voting form
Decision Date: 14 December 2023**

**Holbrook Joinery Limited ("the Company")
Company Registration Number: 10910250**

Registered Office: The Clock House, High Street, Wrington, North Somerset, BS40
5QA

Principal Trading Address: Unit 8, Swan Business Centre, Stephens Way, Warminster,
Wiltshire, BA12 8GH

Voting on Decisions

1. That the Liquidator's fees will be charged by reference to the time properly spent by her and her staff in dealing with the matters relating to the liquidation of the Company plus VAT, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken and subject to the fees estimate set out in the report prepared in connection with fee approval and issued with the notice of this decision procedure.

Accept / Reject

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM:

Name of creditor: _____

Signature of creditor: _____

Dated: _____

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

Capacity in which signing document: _____

This form must be delivered to Hawkins Insolvency Limited, The Clock House, High Street, Wrington, BS40 5QA by 23.59 hours on 14 December 2023 in order to be counted as an objection. It must be accompanied by proof of the debt, unless one has already been submitted. Failure to do so will lead to this objection being invalid.

Notice of invitation to form a Liquidation Committee ("the Committee")

Decision Date: 14 December 2023

Holbrook Joinery Limited ("the Company")

Company Registration Number: 10910250

NOTICE IS GIVEN by Samantha Hawkins, the Liquidator to the creditors of the Company of an invitation to establish a Committee under rule 6.19 of The Insolvency (England and Wales) Rules 2016.

1. In addition to seeking a decision on the matters set out in the accompanying notice, creditors are also invited to determine by correspondence, at the same time, whether a Committee should be established.
2. A Committee may be formed if a minimum of 3 and a maximum of 5 creditors are willing to become members.
3. Nominations can only be accepted for a creditor to become a member of the Committee if they are an unsecured creditor and have lodged a proof of their debt that has not been disallowed for voting or dividend purposes.
4. The specified date for receipt of nominations for creditors to act as a member of the Committee under rule 6.19 of The Insolvency (England and Wales) Rules 2016 is 12 December 2023, the Decision Date.
5. Please complete the form sent with this notice and include the name and address of any person you wish to nominate to act as a member of the Committee. The completed document should be returned to Hawkins Insolvency Limited of The Clock House, High Street, Wrington, BS40 5QA so that it is received by no later than 23.59 hours on 14 December 2023, the decision date.

Note: Further information on the rights, duties and the functions of a Committee is available in a booklet published by the Association of Business Recovery Professionals (R3). This booklet can be accessed at www.hawkinsinsolvency.co.uk/guide-to-creditors-committees

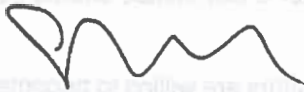
The final date for votes to establish a Committee is 14 December 2023, the decision date.

1. In order for their votes to be counted creditors must submit to me their completed voting form so that it is received at Hawkins Insolvency Limited, The Clock House, High Street, Wrington, BS40 5QA by no later than 23.59 hours on 14 December 2023. It must be accompanied by proof of their debt, (if not already lodged). Failure to do so will lead to their vote(s) being disregarded.
2. Creditors must lodge proof of their debt (if not already lodged) at the offices of Samantha Hawkins by no later than 23.59 on 14 December 2023, without which their vote will be invalid.
3. Creditors with small debts, that is claims of £1,000 or less, must have lodged proof of their debt for their vote to be valid.
4. Any creditors who have previously opted out from receiving documents in respect of the insolvency proceedings are entitled to vote on the decision provided they have lodged proof of their debt.
5. Creditors may, within 5 business days of delivery of this notice to them, request a physical meeting of creditors be held to determine the outcome of the decision above. Any request for a physical meeting must be accompanied by valid proof of their debt (if not already lodged). A meeting will be convened if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."
6. Creditors have the right to appeal a decision of the convener made under Chapter 8 of Part 15 of The Insolvency (England and Wales) Rules 2016 about Creditors' Voting Rights and Majorities,

by applying to court under Rule 15.35 of The Insolvency (England and Wales) Rules 2016 within 21 days of 14 December 2023, the Decision Date.

Creditors requiring further information regarding the above, should either contact me at The Clock House, High Street, Wrington, BS40 5QA, or contact Tanya Filer by telephone on 01934 862877, or by email at info@hawkinsinsolvency.co.uk

Dated this 22nd day of November 2023



Samantha Hawkins
Liquidator

Decision to establish a Liquidation Committee ("the Committee")
Decision Date: 14 December 2023

Holbrook Joinery Limited ("the Company")
Company Registration Number: 010910250

Registered Office: The Clock House, High Street, Wrington, North Somerset, BS40
5QA

Principal Trading Address: Unit 8, Swan Business Centre, Stephens Way, Warminster,
Wiltshire, BA12 8GH

Decision

1. That a Committee should be established.

For/Against

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

Name of nominated creditor: _____

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM:

Name of creditor: _____

Signature of creditor: _____

Dated: _____

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

Capacity in which signing document: _____

Note: The completed form should be delivered to Samantha Hawkins either by posting it to Hawkins
Insolvency Limited of The Clock House, High Street, Wrington, BS40 5QA, or by emailing it to
info@hawkinsinsolvency.co.uk so that it is received by no later than 23.59 hours on 14 December 2023.

Rule 14.4 The Insolvency (England and Wales) Rules 2016

Proof of Debt – General Form

Name of Company in Liquidation:

Company Registration Number:

Date of Liquidation:

1 Name of creditor
(If a company, please also provide the company registration number).

2 Correspondence address of creditor (including any email address)

3 Total amount of claim (£)
(include any Value Added Tax)

4 If amount in 3 above includes (£)
outstanding uncapitalised interest, state amount.

5 Details of how and when the debt was incurred.
(If you need more space, attach a continuation sheet to this form)

6 Details of any security held, the value of the security and the date it was given.

7 Details of any reservation of title claimed in respect of goods supplied to which the debt relates.

8 Details of any document by reference to which the debt can be substantiated

9 Signature of creditor

(or person authorised to act on the creditor's behalf)

10 Address of person signing if different from 2 above

11 Name in BLOCK LETTERS:

12 Position with, or relation to, creditor

13 Date of signature

Admitted to vote for

Admitted for dividend for

Amount (£)

Amount (£)

Date

Date

Samantha Hawkins
LIQUIDATOR

Samantha Hawkins
LIQUIDATOR

Notes:

1. There is no need to attach them now but the office holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convener of any qualifying decision procedure.

2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.

3. If you wish any dividend to be paid by way of bank transfer rather than by cheque, please provide the following information:

Bank Name:

Account Name;

Sort Code:

Account Number: