

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

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

### 1 Company details

Company number 1 0 1 2 7 4 8 6

Company name in full Church Lane Building Maintenance Ltd

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Martin

Surname Halligan

### 3 Liquidator's address

Building name/number Wentworth House

Street 122 New Road Side

Post town Horsforth, Leeds

County/Region West Yorkshire

Postcode L S 1 8 4 Q B

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

<b>6</b>	<b>Period of progress report</b>											
From date	<sup>d</sup> 1	<sup>d</sup> 9	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2				
To date	<sup>d</sup> 1	<sup>d</sup> 8	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3				
<b>7</b>	<b>Progress report</b>											
<input checked="" type="checkbox"/> The progress report is attached												
<b>8</b>	<b>Sign and date</b>											
Liquidator's signature	<div>Signature</div> <div><b>X</b> </div>								<b>X</b>			
Signature date	<sup>d</sup> 2	<sup>d</sup> 4	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3				

# LIQ03

## Notice of progress report in voluntary winding up



### Presenter information

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

Contact name

Jonny Jowett

Company name

Live Recoveries Limited

Address

Wentworth House

122 New Road Side

Post town

Horsforth, Leeds

County/Region

West Yorkshire

Postcode

L S 1 8 4 Q B

Country

DX

Telephone

0113 258 5290



### 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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

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

# Church Lane Building Maintenance Ltd

## In Liquidation

### Liquidator's Summary of Receipts and Payments (Accruals Basis)

Statement of Affairs £	From 19 May 2022 To 18 May 2023 £	From 19 May 2020 To 18 May 2023 £
<b>ASSET REALISATIONS</b>		
NIL Goodwill	0.00	0.00
NIL Building Equipment	0.00	0.00
Cash at Bank	0.00	662.67
Contribution to costs	0.00	3,000.00
Bank Interest Gross	0.04	0.22
	0.04	3,662.89
<b>COST OF REALISATIONS</b>		
Preparation of S. of A.	0.00	3,000.00
	0.00	(3,000.00)
<b>UNSECURED CREDITORS</b>		
(31,755.00) Trade & Expense Creditors	0.00	0.00
(20,000.00) HM Revenue & Customs - VAT	0.00	0.00
(1,500.00) HM Revenue & Customs -- CT	0.00	0.00
(1.00) HM Revenue & Customs - CIS	0.00	0.00
(3,500.00) Director	0.00	0.00
	0.00	0.00
<b>DISTRIBUTIONS</b>		
(100.00) Ordinary Shareholders	0.00	0.00
	0.00	0.00
<b>(56,856.00)</b>	<b>0.04</b>	<b>662.89</b>
<b>REPRESENTED BY</b>		
Vat Receivable		600.00
Bank 1 Current		62.89
		<b>662.89</b>



Martin Halligan  
Liquidator



Live Recoveries

Helping You Navigate Recovery And Insolvency

# Liquidator's Annual Progress Report to Creditors & Members

Church Lane Building Maintenance Limited - In **Creditors'**  
Voluntary Liquidation

Reporting period from 19 May 2022 to 18 May 2023

24 May 2023

Live Recoveries  
Wentworth House | 122 New Road Side | Horsforth | Leeds | LS18 4QB  
Tel: 0113 258 5290  
Email: [mail@liverecoveries.com](mailto:mail@liverecoveries.com) Web: [www.liverecoveries.co.uk](http://www.liverecoveries.co.uk)

Martin Halligan & David Cockshott are licensed in the United Kingdom to act as Insolvency Practitioners by the Insolvency Practitioners Association  
Insolvency Practitioners acting as Administrators or Administrative Receivers contract as agents without personal liability.  
Live Recoveries is a trading style of Live Recoveries Limited. Registered Office as above.  
Incorporated in England and Wales. Company Registration No: 07561994.

# CHURCH LANE BUILDING MAINTENANCE LIMITED - IN LIQUIDATION

## CONTENTS

- 1** Introduction and Statutory Information
- 2** Receipts & Payments
- 3** Progress of the Liquidation
- 4** Creditors
- 5** Liquidator's Remuneration
- 6** Creditors' Rights
- 7** Next Report

## APPENDICES

- A** Receipts and Payments Account for the Period from 19 May 2022 to 18 May 2023, and for the cumulative period since the Liquidator's appointment to 18 May 2023.
- B** Time Analysis for the Period from 19 May 2022 to 18 May 2023, and for the cumulative period since the Liquidator's appointment to 18 May 2023.
- C** Additional information in relation to Liquidator's Fees, Expenses & the use of Subcontractors

## **1 Introduction and Statutory Information**

- 1.1 I, Martin P Halligan of Live Recoveries Limited, Wentworth House, 122 New Road Side, Leeds, LS18 4QB was appointed as Liquidator of Church Lane Building Maintenance Limited (the Company) on 28 April 2021. I am authorised to act as an insolvency practitioner in the UK by the Insolvency Practitioners Association and am bound by the Insolvency Code of Ethics when carrying out all professional work in relation to an insolvency appointment. In the event of case related queries, the Liquidator can be contacted on telephone number 0113 258 5290 or by email via [mail@liverecoveries.com](mailto:mail@liverecoveries.com).
- 1.2 This progress report provides an update on the conduct of the Liquidation for the period 19 May 2022 to 18 May 2023 (the Period) and should be read in conjunction with my previous reports.
- 1.3 I am bound by the Insolvency Code of Ethics ("the Code") when carrying out all professional work. The Code sets out fundamental principles dealing with requirements for integrity, objectivity, professional competence and due care, confidentiality and professional behaviour. A copy of the Code can be found at [www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics](http://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics).
- 1.4 Information about the way that this firm will use, and store personal data on insolvency appointments can be found at [www.liverecoveries.co.uk/publications/resources-and-guides](http://www.liverecoveries.co.uk/publications/resources-and-guides). If you are unable to download this, please contact us and a hard copy will be provided to you.
- 1.5 The principal trading address of the Company was 301a Oxford Road, Cleckheaton, BD19 4LA.
- 1.6 The registered office of the Company has been changed to c/o Live Recoveries Limited, Wentworth House, 122 New Road Side, Leeds, LS18 4QB and its registered number is 10127486.

## **2 Receipts and Payments**

- 2.1 At Appendix A is my Receipts and Payments Account covering the Period of this report, together with a cumulative Receipts and Payments Account for the period from the date of my appointment as Liquidator to the end of the Period covered by this report.
- 2.2 The Receipts and Payments Account shows the balance in hand as at the period end, which has been reconciled against the financial records I am required to maintain. In accordance with the provisions of Statement of Insolvency Practice 7, the receipts and payments are shown net of VAT.
- 2.3 A bank account has been opened with Barclays Bank PLC for the purposes of the case.

## **3 Progress of the Liquidation**

- 3.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Liquidator and his staff.
- 3.2 During the Period, the Liquidator has focused solely on finalising all administrative and statutory matters required in order to bring the case to a conclusion and obtain his release from office. Finalisation of these matters is delayed due by a third party. However, it is anticipated that these matters will be finalised imminently, at which point the Liquidator's final report will be issued and the case closed.
- 3.3 No further work has been undertaken in the Period.

#### Investigations

- 3.4 You may recall from my first progress report to creditors that some of the work Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (CDDA 1986) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.
- 3.5 My report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the liquidation and is confidential.
- 3.6 Since my last progress report I would advise that no further matters have come to light that may be pursued by me for the benefit of creditors.

#### Matters still to be dealt with

- 3.7 The outstanding matters still to be dealt with is finalising the Company's VAT account, receiving clearance from HMRC that the case can be closed and final billing.

### 4 Creditors

#### Secured Creditors

- 4.1 There are no known secured creditors.

#### Preferential Creditors

- 4.2 There are no known primary preferential creditors. Whilst it is anticipated that HMRC may have a secondary preferential claim, I confirm that no secondary preferential claims have been received to date.

#### Unsecured Creditors

- 4.3 The Company's statement of affairs indicated there were 8 creditors whose debts totalled £56,756. To date, I have received claims totalling £3,500 from 1 creditor.
- 4.4 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part), which only applies to charges created after 15 September 2003.
- 4.5 I give notice that no dividend will be paid to unsecured creditors (or any class of creditor) on this matter due to insufficient asset realisations. All funds realised in the estate have been used to defray the costs and expenses of the procedure.

### 5 Liquidator's Remuneration

- 5.1 Creditors approved that the basis of the Liquidator's remuneration be fixed on a mixed basis by reference to a fixed fee of £8,168 and time costs, which were estimated in the sum of £5,437. Further information is detailed below.



Fixed Fee

5.2 The fixed fee was agreed for time spent on the following matters:-

- Administration & Planning
- Meetings, Reports & Reviews
- Taxation

5.3 Specific work undertaken in this regard is detailed at Appendix C.

5.4 No fees have been drawn by the Liquidator in respect of the approved fixed fee due to insufficient asset realisations.

Time Costs

5.5 The time costs were aged for time spent on the following matters:-

- Investigations
- Realisation of Assets
- Creditors – Claims and Distributions

5.6 The fee approved, as set out above, acts as a cap and I cannot draw remuneration in excess of that estimated without first seeking approval from creditors.

5.7 I have incurred no time costs in the Period as all work undertaken in the Period is related to the categories covered by a fixed fee.

5.8 Attached at Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by referenced to time properly spent in managing the liquidation, together with a Time Analysis for the cumulative period from the start of the liquidation to the end of the current reporting Period.

5.9 No fees have been drawn by the Liquidator against recorded time costs due to insufficient asset realisations. I anticipate that all of my current & future time costs will be written off.

5.10 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/m>. Details about the rights of creditors in relation to an office holder's fees available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at [www.liverecoveries.com](http://www.liverecoveries.com). Alternatively, a hard copy may be requested from Live Recoveries.

5.11 Attached as Appendix C is additional information in relation to the Liquidator's fees and expenses including where relevant, information on the use of subcontractors and professional advisers.

**6 Creditors' Rights**

6.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.

6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an

application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

- 6.3 At Live Recoveries we always strive to provide a professional and efficient service. However, I recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. As such, should you have any comments or complaints regarding the administration of this case, then in the first instance you should contact me at the address given in this letter.
- 6.4 If you consider that I have not dealt with your comments or complaint appropriately, put your concerns in writing to the Complaints Officer, Live Recoveries Limited, Wentworth House, 122 New Road Side, Leeds, LS18 4QB. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior member of staff unconnected with the appointment. Please note our full grievance procedure is available at <https://www.liverecoveries.co.uk/resources/publications-and-guides/grievance-procedure/>.

## 7 Next Report

- 7.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 7.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 0113 258 5290 or by email at [mail@liverecoveries.com](mailto:mail@liverecoveries.com).

Yours faithfully



Martin P Halligan  
Liquidator

## CHURCH LANE BUILDING MAINTENANCE LIMITED - IN LIQUIDATION

### APPENDIX A

Receipts and Payments Account for the Period from 19 May 2022 to 18 May 2023 and cumulatively from the start of the liquidation to 18 May 2023

# Church Lane Building Maintenance Ltd

## In Liquidation

### Liquidator's Summary of Receipts and Payments (Accruals Basis)

Statement of Affairs	From 19 May 2022 To 18 May 2023	From 19 May 2020 To 18 May 2023
£	£	£
<b>ASSET REALISATIONS</b>		
NIL Goodwill	0.00	0.00
NIL Building Equipment	0.00	0.00
Cash at Bank	0.00	662.67
Contribution to costs	0.00	3,000.00
Bank Interest Gross	0.04	0.22
	0.04	3,662.89
<b>COST OF REALISATIONS</b>		
Preparation of S. of A.	0.00	3,000.00
	0.00	(3,000.00)
<b>UNSECURED CREDITORS</b>		
(31,755.00) Trade & Expense Creditors	0.00	0.00
(20,000.00) HM Revenue & Customs - VAT	0.00	0.00
(1,500.00) HM Revenue & Customs -- CT	0.00	0.00
(1.00) HM Revenue & Customs - CIS	0.00	0.00
(3,500.00) Director	0.00	0.00
	0.00	0.00
<b>DISTRIBUTIONS</b>		
(100.00) Ordinary Shareholders	0.00	0.00
	0.00	0.00
<b>(56,856.00)</b>	<b>0.04</b>	<b>662.89</b>

### REPRESENTED BY

Vat Receivable	600.00
Bank 1 Current	62.89
	<b>662.89</b>



Martin Halligan  
Liquidator

APPENDIX B

Time Analysis for the Period from 19 May 2022 to 18 May 2023 and cumulatively from the start of the liquidation to 18 May 2023

**Case Time Analysis - SIP9 Time & Cost Summary + Cumulative**

19 May 2022 to 18 May 2023

Church Lane Building Maintenance Ltd - C078 (Showing Post-Appointment only)

Classification of Work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Senior Manager	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.70	1,380.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.60	135.00
<b>Total Hours</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.30</b>	<b>1,515.00</b>
<b>Total Fees Claimed</b>							0.00			
<b>Total Expenses Claimed</b>							0.00			

## APPENDIX C

### Additional Information in Relation to the Liquidator's Fees, Expenses & the use of Subcontractors

#### Staff Allocation and the use of Subcontractors

The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.

We have not utilised the services of any subcontractors on this case.

#### **Liquidator's Remuneration**

##### Fixed fee

The legislation also allows all or part of the office holder's fees to be agreed as a set amount. Different set amounts can be used for different tasks undertaken by the office holder. A report accompanying any fee request will disclose the set fee that we propose to charge, and the work covered by that fees, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval but must be disclosed to help put the fees request into context.

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

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

There are certain tasks that have to be undertaken in most liquidations. Although these are required by statute or regulation or are necessary for the orderly conduct of the proceedings, they do not produce any direct benefit for creditors, but still have to be carried out.

The fixed fee has been calculated following a review of the work to be undertaken on each case at the appropriate staff level. The following sets out work undertaken in regard to the fixed fee:-

##### Administration and planning:

- 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 (as applicable).
- Consideration of the fee basis.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other parties required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Convening and holding general meetings of creditors and members (as applicable).

## CHURCH LANE BUILDING MAINTENANCE LIMITED - IN LIQUIDATION

- Obtaining the Company's books and records and archiving the same.
- Dealing with all routine correspondence and e-mails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Creating, maintaining and managing the office holder's cashbook.
- Undertaking monthly/quarterly bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a periodic basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Filing returns at Companies House.

### Meetings Reports and Reviews:

- Preparing and reviewing annual progress reports to creditors and members.
- Preparing and reviewing the final account to creditors and members.

### Taxation:

- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.
- Seeking closure clearance from HMRC and other relevant parties.

In considering the inherent time involved in undertaken the above work it is considered that the set fee proposed represents an appropriate, reasonable and commensurate reflection of the work which we anticipate will need to be undertaken at this stage. Please note that certain tasks (detailed in italics) may not be required (i.e. the Company may not be registered for VAT) However, any specific individual task does not have a material impact on the consideration given for the fixed fee.

### Time Costs

For some of the elements of the work which the office holder is required to carry out, the cost involved cannot be identified with enough certainty at this stage to seek fees approval on a fixed cost basis. Therefore, it is proposed to seek approval on a time cost basis for this element of work and an estimate of what the office holder considers these costs may be at this stage is included with the initial report. This estimate acts as a cap on time costs so that fees cannot be drawn in excess of the estimated time costs without further approval from those who approved the initial fees.

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

Grade of staff	Current charge-out rate per hour £
Partner	400
Senior Manager	350
Manager	300
Administrator	225
Assistant	125

The firm only intends to seek time costs for the following categories:

- Creditors
- Asset Realisations
- Investigations
- Trading (if applicable)



## CHURCH LANE BUILDING MAINTENANCE LIMITED - IN LIQUIDATION

When seeking approval for fees, an office-holder will disclose the work that it intends to undertake, the hourly rates that it intends to charge for each part of the work, and the time that is considered each part of the work will take. The firm will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate. The firm will also say whether it is anticipated needing to seek approval to exceed the estimate and, if so, the reasons that it is considered that may be necessary.

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

If an office holder subsequently needs to seek authority to draw fees in excess of the estimate, the firm will say why it has been exceeded, or are likely to exceed the estimate; any additional work undertaken or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, the firm will state whether it is considers further approval to be necessary and, if so, why the firm thinks it may be necessary to seek further approval.

No time cost work has been undertaken in the Period, please refer to my previous reports for work undertaken since my appointment as Liquidator to date. No future time costs work is anticipated save for liaising with creditors on an ad-hoc basis.

### Professional Advisors

On this assignment we have not used any professional advisors.

### Liquidator Expenses

The estimate of expenses which were anticipated at the outset of the liquidation was provided to creditors when the basis of my fees was approved.

#### Category 1 expenses

These expenses do not require prior approval by creditors. The type of expenses that may be charged to a case as a Category 1 expense generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, external room hire and external storage costs. Also chargeable, will be any properly reimbursed expenses incurred by personnel in connection with the case. These expenses may include disbursements which are payments first met by an office holder and then reimbursed from the estate.

No category 1 expenses have been recharged to the estate.

#### Category 2 expenses

These expenses do require approval from creditors. As Liquidator, I have not sought approval of Category 2 expenses.