



FRIDAY



A22 *A6DL75KX*
25/08/2017 #369
COMPANIES HOUSE

1 Company details

Company number	0 0 0 0 7 6 3 3
Company name in full	William Sinclair Horticulture Limited

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

2 Administrator's name

Full forename(s)	William James
Surname	Wright

3 Administrator's address

Building name/number	One Snowhill
Street	Snow Hill Queensway
Post town	Birmingham
County/Region	
Postcode	B 4 6 G H
Country	

4 Administrator's name ①

Full forename(s)	Mark Jeremy
Surname	Orton

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

5 Administrator's address ②

Building name/number	One Snowhill
Street	Snow Hill Queensway
Post town	Birmingham
County/Region	
Postcode	B 4 6 G H
Country	

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

AM10

Notice of administrator's progress report

6 Period of progress report

From date	^d 3	^d 1	^m 0	^m 1	^y 2	^y 0	^y 1	^y 7
To date	^d 3	^d 0	^m 0	^m 7	^y 2	^y 0	^y 1	^y 7

7 Progress report

I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date

^d2 ^d4 ^m0 ^m8 ^y2 ^y0 ^y1 ^y7

AM10

Notice of administrator's progress report

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 **Amy Rose**

Company name **KPMG LLP**

Address **One Snowhill**

Snow Hill Queensway

Post town **Birmingham**

County/Region

Postcode **B 4 6 G H**

Country

DX

Telephone **Tel +44 (0) 115 935 3535**

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



Joint
Administrators'
progress
report for the
period 31
January 2017
to 30 July
2017

William Sinclair Horticulture
Limited - in Administration

24 August 2017



Notice to creditors

This progress report provides an update on the administration of the Company.

We have included (Appendix 2) an account of all amounts received and payments made since the date of our appointment.

We have also explained our future strategy for the administration and how likely it is that we will be able to pay each class of creditor.

You will find other important information in this progress report such as the costs which we have incurred to date.

A glossary of the abbreviations used throughout this document is attached (Appendix 5).

Finally, we have provided answers to frequently asked questions and a glossary of insolvency terms on the following website, <http://www.insolvency-kpmg.co.uk/case+KPMG+WF731F3320.html>. We hope this is helpful to you.

Please also note that an important legal notice about this progress report is attached (Appendix 6).

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1 Executive summary

- This progress report covers the period from 31 January 2017 to 30 July 2017. During the period, the High Court of Justice granted a 12-month extension to the period of the administration. The administration is currently due to end on 30 July 2018.
- The property at Firth Road, Lincoln continues to be marketed by the LPA Receiver. The sale of this asset will be for the sole benefit of the secured creditor, the Pension Scheme. However, the Administrators must remain in office to account for the VAT on its disposal. (Section 2 - Progress to date).
- During the period we have successfully completed a sale of the land at Bolton Fell to Natural England for a nominal amount. Total consideration of £13 was received during the period. This sale eliminated ongoing holding costs associated with the property and also facilitated a business rates refund of £31,853 which was paid in the Administration. (Section 2 - Progress to date).
- A book debt surplus of £546,268 was received from Leumi in the period after deducting their final charges and legal fees totalling £234,063. (Section 2 - Progress to date).
- The Administrators also facilitated the Cladance Moss cash bond release during the period by agreeing a replacement bond with the purchaser and council. This amounted to £85,887. (Section 2 - Progress to date).
- A payment of £9,806 was received from Westland in the period in relation to the Company's prepayment of pre-appointment private medical insurance of which they derived the benefit. (Section 2 - Progress to date).
- A distribution of £1.1 million was paid to the Loan Note Holders during the period. We anticipate a further distribution in the administration of £45,000 which will result in them suffering a shortfall on their indebtedness. (Section 3 - Dividend prospects and dividends paid).
- A preferential dividend of £5,019 was paid during the previous period. No further dividend will be paid to the preferential creditors. (Section 3 - Dividend prospects and dividends paid).
- A dividend to unsecured creditors was declared in paid during the period totalling £479,905. No further dividends will be paid to this class of creditor. (Section 3 - Dividend prospects and dividends paid).
- Please note: you should read this progress report in conjunction with our previous progress reports and proposals issued to the Company's creditors which can be found at <http://www.insolvency-kpmg.co.uk/case+KPMG+WF731F3320.html>. Unless stated otherwise, all amounts in this progress report and appendices are stated net of VAT.



Mark Orton
Joint Administrator

2 Progress to date

This section updates you on our strategy for the administration and on our progress to date. It follows the information provided in our previous progress report.

2.1 Strategy and progress to date

Sale of Business

As previously outlined, the sale of the majority of the business and assets of the Group to Westland (GB Trading) Limited was completed on 31 July 2015 for a total consideration of £13.5 million. All consideration was received in previous periods.

2.2 Asset realisations

Realisations during the period are set out in the attached receipts and payments account (Appendix 2).

Summaries of the most significant realisations and strategy updates during the period are provided below.

Bolton Fell

As previously reported, this property had been difficult to sell due to the various restoration liabilities attached to it. The site also had quite significant holding costs associated with it including a business rates rating.

Despite these complications, we successfully completed a sale of the land titles for a nominal value to Natural England for £1 per title during the period. A total sum of £13 was received in respect of the sale.

Firth Road, Lincoln

The Pension Scheme, the first ranking fixed charge holder, appointed a Law of Property Act ('LPA') Receiver over this property on 10 December 2015.

The property remains to be realised and as the administrators will be required to account for the VAT upon the sale of this property. The administration period has been extended for a period of 12-months to enable this. As per our notice of extension sent to all creditors on 19 July 2017, the sale of this asset is for the benefit of the secured creditor only.

Book debts

The Company's book debts were subject to a CID facility with Leumi. As previously reported, a surplus of just under £1 million was being held in their facility account which we have been actively seeking to be assigned to the Company.

Leumi's final charges and legal fees of £234,063 were agreed during the period following legal advice.

Leumi also deducted a further amount of £200,000 from this amount in relation to an agreement between them and the Loan Note Holders which would see the Loan Notes Holders reduce their claim by £200,000 in the Administration. It should be noted that this

agreement had a net nil impact on the Administration estate and therefore doesn't impact on the funds available for any other creditor.

Following agreement of these matters a surplus of £546,268 was received from Leumi during the period.

In reaching a conclusion on the above matters, as well as seeking legal advice, the Administrators consulted with the Creditors' Committee and the largest creditor (the Pension Protection Fund) to seek their approval.

Cladance Moss bond

The cash bond of £85,887 was received from NatWest which had been held in relation to the restoration of Cladance Moss. This bond was released after it was replaced by a bond from the land purchaser.

Sundry debtors and prepayments

An amount of £9,806 was received from Westland in the period in respect of a prepayment made by the Company relating to private medical insurance which Westland subsequently derived the benefit from.

Rates refund

A refund totalling of £31,853 was received from Carlisle City Council in respect of payments made for business rates relating to the Bolton Fell property during the administration. This was after we engaged GVA to complete a successful appeal of the rating treatment for the site.

Rent

During the period, final rent of £1,171 was received from Westland in relation to the final rent due for their occupation of the Bolton Fell site for the period from January 2016 to September 2016.

The site was not occupied under a formal lease/license but the rent was agreed at a low value amount given the reduction of holding costs which was obtained for this period.

Investigations

We have continued to review the affairs of the Company to find out if there are any actions which can be taken against third parties to increase recoveries for creditors.

2.3 Costs

Payments made in this period are set out in the attached receipts and payments account (Appendix 2).

Summaries of the most significant payments made during the period are provided below.

Administrators' fees and expenses

We have drawn fees of £300,000 and expenses of £1,655 during the period.

Insurance

Insurance costs of £2,321 were paid in the period in relation to the remaining properties held. Insurance cover has been cancelled following the disposal of these sites, and therefore no further insurance costs will be paid.

Rates

A total of £31,853 was paid to Carlisle City Council in respect of business rates relating to the Bolton Fell property. These funds were subsequently challenged and refunded during the period as outlined above.

2.4 Schedule of expenses

We have detailed the costs incurred during the period, whether paid or unpaid, in the schedule of expenses attached (Appendix 3).

Summaries of the most significant expenses which have been incurred in the period but have not yet been paid are provided below.

Administrators' fees

Time costs totalling £133,651 have been incurred in the period.

Legal fees

Pinsent Mason are owed £25,141 in respect of advice regarding the settlement with Leumi, the Cladance Moss bond, the extension of the administration period and general outstanding matters relating to the administration. This has been discharged following the period end.

Agents' fees

An amount of £4,778 is owed to GVA in relation to assistance provided with challenging the business rating of the Bolton Fell property.

3 Dividend prospects and dividends paid

3.1 Secured creditors

As previously reported, Leumi, the Company's first ranking charge holder, have been repaid their principle indebtedness through a combination of distributions totalling £5.4 million and debtor book receipts totalling £4.1 million.

Leumi's claim has now been discharged in full following a deduction of final charges and legal fees of £234,063 from the surplus being held by them.

Distributions of £6 million and £3.2 million were paid to the Company's second charge holder, the Loan Note Holders by Horticulture and Holdings respectively during a previous period.

During the period, we have distributed a further £1.1 million to the Loan Note Holders by the Company - all of which relates to fixed charge realisations. In addition to the above, the Loan Note Holders agreed to reduce their claim by £200,000 in the period with the same amount

of funds being retained by Leumi from the debtor surplus (thus having a net nil impact on the Administration estate).

A final distribution of approximately £45,000 is anticipated to be paid the Loan Note Holders during the next period however it is expected that this will result in a shortfall on their debt.

3.2 Preferential creditors

The preferential claims have been agreed at £5,019, which as previously advised, relates to an element of unpaid pension contributions prior to the appointment.

The preferential creditors have been repaid in full during the previous period.

3.3 Unsecured creditors

The unsecured claims have been agreed at £52,917,999.60.

A first and final dividend to unsecured creditors of 0.91p in the £ was declared on 22 June 2017 and paid during the period.

The total amount distributed to unsecured creditors during the period was £479,905.25.

There will not be sufficient funds to enable a further dividend to the unsecured creditors.

4 Other matters

4.1 Creditors' Committee

As previously disclosed, a Creditors' Committee was formed on 30 October 2015.

Committee meetings

The first committee meeting was held on 10 December 2015, followed by further meetings being held on 4 February 2016 and 29 September 2016.

Although no further meetings have been arranged, the Committee members have been kept up to date with any matters affecting the outcome of the administration.

5 Joint Administrators' remuneration and disbursements

Time costs

From 31 January 2017 to 30 July 2017, we have incurred time costs of £133,651. These represent 418 hours at an average rate of £320 per hour.

Disbursements

During the period, we have incurred disbursements of £1,077. None of these have yet been paid.

We have drawn disbursements of £1,655 during the period, however these were incurred in a previous period.

Additional information

We have attached (Appendix 4) an analysis of the time spent, the charge-out rates for each grade of staff and the expenses paid directly by KPMG for the period from 31 January 2017 to 30 July 2017. We have also attached our charging and disbursements policy.

6 Future strategy

6.1 Future conduct of the administration

We will continue to manage the affairs, the business and the property of the Company in order to achieve the purpose of the administration. This will include but not be limited to:

- pay a final distribution to the Loan Note Holders;
- payment of our final remuneration;
- completion of ongoing VAT and tax matters; and
- completion of ongoing statutory requirements.

6.2 Extension of the administration

During the period the High Court of Justice granted a 12 month extension to the period of the administration. This was deemed to be required to complete asset realisations including accounting for VAT on the sale of Firth Road.

The administration is currently due to end on 30 July 2018.

6.3 Future reporting

We will provide a further progress report within one month of 30 January 2018 or earlier if the administration has been completed prior to that time.

Appendix 1 Statutory information

Company information

Company name	William Sinclair Horticulture Limited
Date of incorporation	08/09/1873
Company registration number	00007633
Present registered office	KPMG LLP, One Snowhill, Snow Hill Queensway, Birmingham, B4 6GH

Administration information

Administration appointment	The administration appointment granted in High Court of Justice, Chancery Division, Manchester District Registry, 2829 of 2015
Appointor	Directors
Date of appointment	31 July 2015
Joint Administrators' details	Will Wright and Mark Orton
Values of the Net Property and Prescribed Part	Net Property is £9,593,458.94. The Prescribed Part is capped at the statutory maximum of £600,000.
Prescribed Part distribution	The Joint Administrators have paid a prescribed part distribution to the unsecured creditors during the period
Functions	The functions of the Joint Administrators are being exercised by them individually or together in accordance with Paragraph 100(2)
Current administration expiry date	30 July 2018

Appendix 2 Joint Administrators' receipts and payments account

William Sinclair Horticulture Limited - in Administration			
Abstract of receipts & payments			
Statement of affairs (£)		From 31/01/2017 To 30/07/2017 (£)	From 31/07/2015 To 30/07/2017 (£)
FIXED CHARGE ASSETS			
6,515,000.00	Freehold property	NIL	2,700,000.00
416,000.00	Freehold property - Scottish mosses	NIL	NIL
564,000.00	Leasehold property - Scottish mosses	NIL	NIL
3,990,140.00	Book debt surplus	546,268.10	622,212.76
	Property clearance costs	NIL	(2,834.00)
	Property rights/Patents	NIL	0.50
	Goodwill	NIL	1.00
	Rent	NIL	150,000.00
	Contribution to insurance cost	NIL	17,191.41
	Leasehold property - Bolton Fell	13.00	13.00
		546,281.10	3,486,584.67
FIXED CHARGE COSTS			
	Administrators' fees	(150,000.00)	(150,000.00)
	Legal fees	NIL	(27,928.27)
	Sundry costs	NIL	(500.00)
	Administrators' pre-appointment fees	NIL	(25,616.66)
	Debt collection costs	NIL	(87,765.30)
	Insurance freehold prop's/pension scheme	NIL	(16,445.93)
	Insurance of other freehold properties	(1,427.12)	(4,595.58)
		(151,427.12)	(312,851.74)
FIXED CHARGE CREDITORS			
(8,455,396.00)	Leumi ABL Limited	NIL	NIL
(3,815,000.00)	William Sinclair Holdings Pension Sch	NIL	(131,299.60)
(5,846,000.00)	Loan Note Holders	(1,100,000.00)	(3,100,000.00)
		(1,100,000.00)	(3,231,299.60)
ASSET REALISATIONS			
	Freehold property - Scottish Mosses	NIL	627,111.00
	Leasehold property - Scottish Mosses	NIL	264,000.00
5,027,000.00	Plant & machinery	NIL	4,992,000.00
4,773,000.00	Stock	NIL	4,773,000.00

William Sinclair Horticulture Limited - in Administration**Abstract of receipts & payments**

Statement of affairs (£)		From 31/01/2017 To 30/07/2017 (£)	From 31/01/2015 To 30/07/2017 (£)
94,720.00	Sundry debtors and prepayments	9,805.74	64,740.72
	Records	NIL	1.00
	Customer/Supplier contracts	NIL	1.00
	Information technology	NIL	1.00
	Cladance Cash Bond	85,887.36	85,887.36
275,000.00	Cash at bank	NIL	137,759.33
	Rent	1,171.31	89,096.03
	Contribution to insurance cost	NIL	1,534.20
1.00	Trademarks	NIL	NIL
		<hr/>	<hr/>
		96,864.41	11,035,131.64
	OTHER REALISATIONS		
	Barclays Bank interest, gross	575.79	24,059.76
	Other interest	NIL	23.90
	Sundry refunds	NIL	65,281.02
	Interest on VAT returns	NIL	5,677.33
	Rates refunds	31,852.67	31,852.67
	Third party funds	(1,405.57)	NIL
		<hr/>	<hr/>
		31,022.89	126,894.68
	COST OF REALISATIONS		
	Sundry expenses	NIL	(3,072.98)
	Statement of affairs work	NIL	(5,000.00)
	Administrators' pre-appointment fees	NIL	(92,276.21)
	Administrators' fees	(150,000.00)	(450,000.00)
	Administrators' expenses	(1,654.72)	(6,577.74)
	Irrecoverable VAT	NIL	(1,116.80)
	Sub contractor	NIL	(9,300.00)
	Agents'/Valuers' fees	NIL	(23,216.23)
	Legal fees	NIL	(82,518.76)
	Pre-appointment legal fees	NIL	(16,919.00)
	Statutory advertising	(69.00)	(294.59)
	Rent	NIL	(71,747.53)
	Rates	(31,852.67)	(33,347.74)
	Insurance of assets	(893.75)	(4,524.95)
	Barclays Bank charges	(312.50)	(1,245.50)

William Sinclair Horticulture Limited - in Administration

Abstract of receipts & payments

Statement of affairs (£)	From 31/01/2017 To 30/07/2017 (£)	From 31/07/2015 To 30/07/2017 (£)
	(184,782.64)	(801,158.03)
PREFERENTIAL CREDITORS		
Subrogated EP(C)A claim	NIL	(5,019.23)
	NIL	(5,019.23)
FLOATING CHARGE CREDITORS		
Leumi ABL	NIL	(5,413,649.12)
Loan note holders	NIL	(4,000,000.00)
	NIL	(9,413,649.12)
UNSECURED CREDITORS		
(7,278,500.00) Trade & expense	(479,628.64)	(479,628.64)
(54,000.00) Employees	NIL	NIL
EP(C)A bal. & redundancy	(242.91)	(242.91)
(36,185,000.00) Pension	NIL	NIL
(1,090,000.00) HM Revenue & Customs	NIL	NIL
(3,167,000.00) Accruals	NIL	NIL
(710,000.00) Provision for restoration of mosses	NIL	NIL
	(479,871.55)	(479,871.55)
DISTRIBUTIONS		
(510,000.00) Ordinary shareholders	NIL	NIL
	NIL	NIL
(45,456,035.00)	(1,241,912.91)	404,761.72
REPRESENTED BY		
Floating ch. VAT rec'able		152,496.58
Floating charge current		404,748.11
Fixed charge VAT rec'able		56,349.42
Fixed charge VAT payable		(37,355.84)
Floating ch. VAT payable		(57,566.36)
Floating ch. VAT control		(94,916.62)
Fixed charge VAT control		(18,993.57)
		404,761.72

Appendix 3 Schedule of expenses

Schedule of expenses (31/01/2017 to 30/07/2017)			
Expenses (£)	Paid in the period (£)	Incurred in the period not yet paid (£)	Total (£)
Fixed charge costs			
Administrators' fees	150,000.00	26,805.75	176,805.75
Insurance of other freehold properties	1,427.12	0.00	1,427.12
Cost of realisations			
Administrators' fees	150,000.00	106,845.00	256,845.00
Administrators' expenses	1,654.72	1,076.74	2,731.46
Legal fees	0.00	25,141.00	25,141.00
Agents'/Valuers' fees	0.00	4,777.90	4,777.90
Statutory advertising	69.00	0.00	69.00
Rates	31,852.67	0.00	31,852.67
Insurance of assets	893.75	0.00	893.75
Barclays Bank charges	312.50	0.00	312.50
TOTAL	336,209.76	164,646.39	500,856.15

Requests for further information and right to challenge our remuneration and expenses

Creditors' requests for further information

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

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

Creditors' right to challenge our remuneration and expenses

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

Applications by unsecured creditors must be made with concurrence of at least 10% in value of unsecured creditors (including the unsecured creditor making the challenge) or with the permission of the Court.

The full text of the relevant rules can be provided on request by writing to Amy Rose at KPMG LLP, One Snowhill, Snow Hill Queensway, Birmingham, B4 6GH.

Appendix 4 Joint Administrators' charging and disbursements policy

Joint Administrators' charging policy

The time charged to the administration is by reference to the time properly given by us and our staff in attending to matters arising in the administration. This includes work undertaken in respect of tax, VAT, employee, pensions and health and safety advice from KPMG in-house specialists.

Our policy is to delegate tasks in the administration to appropriate members of staff considering their level of experience and requisite specialist knowledge, supervised accordingly, so as to maximise the cost effectiveness of the work performed. Matters of particular complexity or significance requiring more exceptional responsibility are dealt with by senior staff or us.

A copy of "A Creditors' Guide to Joint Administrators Fees" from Statement of Insolvency Practice 9 ('SIP 9') produced by the Association of Business Recovery Professionals is available at:

<https://www.r3.org.uk/what-we-do/publications/professional/fees/administrators-fees>

If you are unable to access this guide and would like a copy, please contact Amy Rose on 0115 9353582.

Hourly rates

Set out below are the relevant hourly charge-out rates for the grades of our staff actually or likely to be involved on this administration. Time is charged by reference to actual work carried out on the administration; using a minimum time unit of six minutes.

All staff who have worked on the administration, including cashiers and secretarial staff, have charged time directly to the administration and are included in the analysis of time spent. The cost of staff employed in central administration functions is not charged directly to the administration but is reflected in the general level of charge-out rates.

Table of charge-out rates

Charge-out rates (£) for: Restructuring	
Grade	From 01 Nov 2016 £/hr
Partner	625
Director	560
Senior Manager	510
Manager	425
Senior Administrator	295
Administrator	215
Support	131

The charge-out rates used by us might periodically rise (for example to cover annual inflationary cost increases) over the period of the administration. In our next statutory report, we will inform creditors of any material amendments to these rates.

Policy for the recovery of disbursements

Where funds permit the officeholders will seek to recover both Category 1 and Category 2 disbursements from the estate. For the avoidance of doubt, such expenses are defined within SIP 9 as follows:

Category 1 disbursements: These are costs where there is specific expenditure directly referable to both the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses, and equivalent costs reimbursed to the officeholder or his or her staff.

Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage.

Category 2 disbursements charged by KPMG Restructuring include mileage. This is calculated as follows:

Mileage claims fall into three categories:

- Use of privately-owned vehicle or car cash alternative – 45p per mile.
- Use of company car – 60p per mile.
- Use of partner's car – 60p per mile.

For all of the above car types, when carrying KPMG passengers an additional 5p per mile per passenger will also be charged where appropriate.

We have incurred the following disbursements (excluding VAT) during the period 31 January 2017 to 30 July 2017.

SIP 9 - Disbursements					
Disbursements	Category 1		Category 2		Totals (£)
	Paid (£)	Unpaid (£)	Paid (£)	Unpaid (£)	
Courier & delivery costs	26.70		NIL		26.70
External printing	121.26		NIL		121.26
Postage	928.78		NIL		928.78
Total	1,076.74		NIL		1,076.74

We have the authority to pay Category 1 disbursements without the need for any prior approval from the creditors of the Company.

Narrative of work carried out for the period 31 January 2017 to 30 July 2017

The key areas of work have been:

Statutory and compliance	<ul style="list-style-type: none"> ■ preparing statutory receipts and payments accounts; ■ obtaining approval from the High Court of Justice of a 12-month extension of the administration; ■ dealing with closure related formalities; ■ ensuring compliance with all statutory obligations within the relevant timescales.
Strategy documents, Checklist and reviews	<ul style="list-style-type: none"> ■ regular case management and reviewing of progress, including regular team update meetings and calls; ■ reviewing and authorising junior staff correspondence and other work; ■ dealing with queries arising during the appointment; ■ reviewing matters affecting the outcome of the administration; ■ allocating and managing staff/case resourcing and budgeting exercises and reviews; ■ liaising with legal advisors regarding the various instructions, including agreeing content of engagement letters; ■ complying with internal filing and information recording practices, including documenting strategy decisions.
Reports to debenture holders	<ul style="list-style-type: none"> ■ providing written and oral updates to representatives of secured creditors regarding the progress of the administration and case strategy.
Cashiering	<ul style="list-style-type: none"> ■ preparing and processing vouchers for the payment of post-appointment invoices; ■ creating remittances and sending payments to settle post-appointment invoices; ■ reconciling post-appointment bank accounts to internal systems; ■ ensuring compliance with appropriate risk management procedures in respect of receipts and payments.
Tax	<ul style="list-style-type: none"> ■ analysing VAT related transactions; ■ dealing with post appointment tax compliance; ■ completing obligations under the Sale and Purchase agreement in relation to the surrender of tax assets.
Shareholders	<ul style="list-style-type: none"> ■ providing copies of statutory reports to the shareholders.
General	<ul style="list-style-type: none"> ■ reviewing time costs data and producing analysis of time incurred which is compliant with Statement of Insolvency Practice 9; ■ drawing remuneration in accordance with the basis which has been approved by creditors.
Asset realisations	<ul style="list-style-type: none"> ■ liaising with Leumi regarding debtor recoveries; ■ collecting final rent in respect of the Bolton Fell property; ■ receipt of the cash bond relating to Cladance Moss; ■ obtaining the pre-appointment private medical insurance refund from Westland.
Open cover insurance	<ul style="list-style-type: none"> ■ arranging ongoing insurance cover for the Company's business and assets; ■ liaising with the post-appointment insurance brokers to provide information, assess risks and ensure appropriate cover in place; ■ assessing the level of insurance premiums.
Pensions	<ul style="list-style-type: none"> ■ liaising with the trustees of the defined benefit pension scheme, the Pensions Regulator and the Pensions Protection Fund concerning the changes caused to the pension scheme as a result of our appointment.
Creditors and claims	<ul style="list-style-type: none"> ■ updating the list of unsecured creditors; ■ responding to enquiries from creditors regarding the administration and submission of their claims; ■ reviewing completed forms submitted by creditors, recording claim amounts and maintaining claim records; ■ agreeing unsecured claims; ■ arranging distributions to the secured/unsecured creditors; ■ drafting our progress report.
Committees	<ul style="list-style-type: none"> ■ providing the Creditor's Committee with updates.

Time costs

SIP 9 –Time costs analysis (31/01/2017 to 30/07/2017)

	Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & planning			
Bankrupt/Director/Member			
Distributions	1.50	937.50	625.00
Cashiering			
General (Cashiering)	20.00	4,405.00	220.25
Reconciliations (& IPS accounting reviews)	1.60	344.00	215.00
General			
Fees and WIP	7.70	3,817.00	495.71
Statutory and compliance			
Appointment and related formalities	6.00	1,290.00	215.00
Checklist & reviews	22.20	5,214.00	234.86
Closure and related formalities	16.70	8,396.00	502.75
Statutory receipts and payments accounts	0.30	64.50	215.00
Strategy documents	2.10	1,071.00	510.00
Tax			
Post appointment corporation tax	105.75	31,569.50	298.53
Post appointment VAT	21.30	6,432.00	301.97
Creditors			
Creditors and claims			
Agreement of unsecured claims	59.50	19,592.00	329.28
General correspondence	31.90	7,625.50	239.04
Payment of dividends	24.60	6,860.00	278.86
Pre-appointment VAT / PAYE / CT	0.30	127.50	425.00
Secured creditors	12.70	6,477.00	510.00
Statutory reports	22.50	4,879.50	216.87
Employees			
DTI redundancy payments service	0.40	170.00	425.00
Pensions reviews	2.50	984.50	393.80
Investigation			
Investigations			
Mail redirection	0.40	118.00	295.00
Realisation of assets			
Asset Realisation			
Cash and investments	9.10	4,647.50	510.71

SIP 9 –Time costs analysis (31/01/2017 to 30/07/2017)

	Hours	Time Cost (£)	Average Hourly Rate (£)
Debtors	10.50	3,072.50	292.62
Freehold property	25.85	9,762.75	377.67
Insurance	1.80	387.00	215.00
Leasehold property	2.90	1,377.50	475.00
Other assets	7.90	4,029.00	510.00
Total in period	418.00	133,650.75	319.74

Brought forward time (appointment date to SIP 9 period start date)	3,133.73	1,047,786.90
SIP 9 period time (SIP 9 period start date to SIP 9 period end date)	418.00	133,650.75
Carry forward time (appointment date to SIP 9 period end date)	3,551.73	1,181,437.65

All staff who have worked on this assignment, including cashiers and secretarial staff, have charged time directly to the assignment and are included in the analysis of time spent. The cost of staff employed in central administration functions is not charged directly to the assignment but is reflected in the general level of charge out rates.

All time shown in the above analysis is charged in units of six minutes.

Appendix 5 Glossary

Bank/Leumi	Leumi ABL Limited
Company	William Sinclair Horticulture Limited - in Administration
Group	The Company together with; William Sinclair Holdings Plc ('Holdings') Joseph Metcalf Limited Boothby & Penicuik Peat Company Limited
Joint Administrators/we/our/us	Will Wright and Mark Orton
KPMG	KPMG LLP
Loan Note Holders	The various beneficiaries of loan notes held in Holdings
The Pension Scheme	The William Sinclair Holdings Plc Pension scheme
TUPE	Transfer of Undertakings (Protection of Employment) Regulations 2006.
Westland/the Purchaser	Westland (GB Trading) Limited

Any references in this progress report to sections, paragraphs and rules are to Sections, Paragraphs and Rules in the Insolvency Act 1986, Schedule B1 of the Insolvency Act 1986 and the Insolvency Rules (England and Wales) 2016 respectively.

Appendix 6 Notice: About this report

This report has been prepared by Will Wright and Mark Orton, the Joint Administrators of William Sinclair Horticulture Limited – in Administration (the 'Company'), solely to comply with their statutory duty to report to creditors under the Insolvency Rules 1986 on the progress of the administration, and for no other purpose. It is not suitable to be relied upon by any other person, or for any other purpose, or in any other context.

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

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

Any person that chooses to rely on this report for any purpose or in any context other than under the Insolvency Rules 1986 does so at its own risk. To the fullest extent permitted by law, the Joint Administrators do not assume any responsibility and will not accept any liability in respect of this report to any such person.

William James Wright is authorised to act as an insolvency practitioner by the Institute of Chartered Accountants in England & Wales.

Mark Jeremy Orton is authorised to act as an insolvency practitioner by the Insolvency Practitioners Association.

We are bound by the Insolvency Code of Ethics.

The Joint Administrators act as agents for the Company and contract without personal liability. The appointments of the Joint Administrators are personal to them and, to the fullest extent permitted by law, KPMG LLP does not assume any responsibility and will not accept any liability to any person in respect of this report or the conduct of the administration.

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