

LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY



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A11

29/05/2020

#183

COMPANIES HOUSE

1 Company details

Company number 03319569

Company name in full Concept Advertising And Public Relations Limited

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

2 Liquidator's name

Full forename(s) Peter Richard James

Surname Frost

3 Liquidator's address

Building name/number Staverton Court

Street Staverton

Post town

County/Region Cheltenham

Postcode GL51 0UX

Country

4 Liquidator's name ①

Full forename(s) Victor Henry

Surname Ellaby

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

5 Liquidator's address ②

Building name/number Staverton Court

Street Staverton

Post town

County/Region Cheltenham

Postcode GL51 0UX

Country

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

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6 Period of progress report

From date	^d 2	^d 0	^m 0	^m 3	^y 2	^y 0	^y 1	^y 9
To date	^d 1	^d 9	^m 0	^m 3	^y 2	^y 0	^y 2	^y 0

7 Progress report

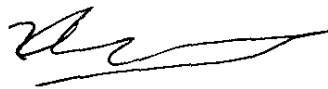
The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 1	^d 8	^m 0	^m 5	^y 2	^y 0	^y 2	^y 0
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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 **Gina Clare**

Company name **Hazlewoods LLP**

Address **Staverton Court**

Staverton

Post town

County/Region **Cheltenham**

Postcode **G L 5 1 0 U X**

Country

DX

Telephone **01242 680000**



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

Concept Advertising And Public Relations Limited
(In Liquidation)
s' Summary of Receipts & Payments

Statement of Affairs £	From 20/03/2019 To 19/03/2020 £	From 20/03/2019 To 19/03/2020 £
	ASSET REALISATIONS	
	Bank Interest Gross	2.61
10,000.00	Book Debts	1,612.00
	Cash at Bank	6,916.27
NIL	Goodwill	NIL
NIL	Office Equipment	1,247.00
		9,777.88
	COST OF REALISATIONS	
	Agents/Valuers Fees (1)	1,023.70
	Office Holders Fees	4,000.00
	Preparation of S. of A.	3,000.00
		(8,023.70)
	PREFERENTIAL CREDITORS	
(3,710.00)	Employee Arrears/Hol Pay	NIL
		NIL
	UNSECURED CREDITORS	
(95,502.00)	Directors	NIL
(39,417.00)	Employees	NIL
(22,317.00)	Trade & Expense Creditors	NIL
		NIL
	DISTRIBUTIONS	
(10,000.00)	Ordinary Shareholders	NIL
		NIL
(160,946.00)		1,754.18
	REPRESENTED BY	
	Bank Current	798.84
	Vat Control Account	1,006.05
	Vat Receivable	(50.71)
		1,754.18

CONCEPT ADVERTISING AND PUBLIC RELATIONS LIMITED – IN CREDITORS' VOLUNTARY LIQUIDATION

LIQUIDATORS' PROGRESS REPORT TO CREDITORS AND MEMBERS

For the period 20 March 2019 to 19 March 2020

STATUTORY INFORMATION

Company name:	Concept Advertising And Public Relations Limited
Company number:	03319569
Trading address:	30 St Georges Square Worcester WR1 1HX
Registered office:	Staverton Court Staverton Cheltenham GL51 0UX
Former registered office:	Old Station Yard Station Road Yate Bristol BS37 4PS
Principal trading activity:	Advertising and public relations
Joint Liquidators' names	Peter Richard James Frost and Victor Henry Ellaby
Joint Liquidators' address	Staverton Court Staverton Cheltenham GL51 0UX
Date of appointment	20 March 2019
Actions of Joint Liquidators'	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone.

LIQUIDATORS' ACTIONS SINCE LAST REPORT

I have realised the company's assets and liaised with creditors including HM Revenue & Customs. In addition, there is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my last progress report is attached.

RECEIPTS AND PAYMENTS

My Receipts & Payments Account for the period 20 March 2019 to 19 March 2020 is attached.

The funds were held in an interest bearing estate bank account.

ASSETS

The following actions have been taken to date to realise the Company's assets in the reporting period:

Goodwill

Goodwill was listed in the Company's books and records with a value of £7,500. For the purpose of the statement of affairs a prudent £nil valuation was applied.

No interest was received in respect of Goodwill.

Office Equipment

Office equipment was listed in the books and records with a book value of £1,762. The directors indicated that there is nothing more than furniture and computer equipment and that the resale value is likely to be nominal.

For the purposes of the statement of affairs a prudent value of £nil was applied.

Upon appointment Asset Management Services, independent valuers and auctioneers were instructed to value the Company's assets and to sell them as appropriate.

The Agents sold what they could and realised £1,247 plus VAT. The funds have been received.

Book Debts

The Company's books and records indicated that there were debtors of £14,293. The Directors confirmed that they were all recent debts and due for payment. There was no indication that any debts were irrecoverable.

However, for the purposes of the statement of affairs a prudent value of £10,000 was applied.

On appointment most of these debts had been paid into the Company's bank account. £2,382 was outstanding per the Company's books and records. £1,612 has been recovered.

The remaining £770 has been written off. One of the debtor companies entered into Administration with little likelihood of a dividend. The remaining debtors disputed or ignored correspondence. The value of the debts was such that it was uneconomical to pursue them further.

Cash at Bank

The statement of Affairs indicated that there were no funds in the Company's bank account. However, due to the above book debts being paid into the Company's account immediately before the date of liquidation, the bank account was in a credit position. £6,916 has been received.

Bank Interest Gross

£2.61 gross interest has been earned on funds held in the Liquidation bank account.

LIABILITIES

Secured Creditors

There are no secured creditors.

Preferential Creditors

Employee preferential claims were estimated at £2,051. I have not yet received The Redundancy Payment Services claim in the liquidation.

Crown Creditors

The statement of affairs included £1 owed to HMRC. No claim has been received from HMRC.

Non-preferential unsecured Creditors

The statement of affairs included 12 non-preferential unsecured trade creditors with an estimated total liability of £7,951; unsecured employee claims of £39,417 and the director was owed £95,502. A total of £142,870.

I have received claims from 3 creditors totalling £106,386. I have not received claims from 9 creditors with original estimated claims in the statement of affairs of £47,316.

DIVIDEND PROSPECT

A dividend will not be declared to non-preferential unsecured creditors as the funds realised have been used to make payments to meet the expenses of the Liquidation.

INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved. Specifically, I recovered, listed and reviewed the Company's accounting records; obtained and reviewed copy bank statements for the 12 months prior to the Company ceasing to trade from the Company's bankers; and compared the information in the Company's last set of accounts with that contained in the statement of affairs lodged in the liquidation and made enquiries about the reasons for the changes. There were no matters that justified further investigation in the circumstances of this appointment.

Within three months of my appointment as Liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. That report has been submitted.

PRE-APPOINTMENT REMUNERATION

On 26 April 2019, the creditors authorised a fixed fee of £3,000 for my assistance with preparing the statement of affairs and arranging the deemed consent procedure for creditors to appoint a liquidator.

This was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

LIQUIDATORS' REMUNERATION

My remuneration was approved by the creditors on 26 April 2018 on a fixed fee basis of £5,500 plus VAT. £4,000 has been drawn 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 <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Liquidators' Fees' also published by R3, are available at www.hazlewoods.co.uk. Please note, there are different versions of the Guidance Notes and in this case you should refer to the April 2017 version. An explanatory note which shows Hazlewoods LLP's fee and disbursement policy is attached.

LIQUIDATORS' EXPENSES

I have incurred Category 1 expenses of £503.50. £30 plus VAT in respect of the statutory bond; £262.50 plus VAT in respect of three notices in the London Gazette and £211 plus VAT in re-directing the Company's mail.

In addition, I have incurred Category two expenses of £96.80 in respect of staff mileage. Nothing has been drawn to date.

Professional advisors

AMS Valuers and Auctioneers were instructed to value the Company's assets and to sell them where appropriate. They charged 20% plus VAT commission on sales and charged a fixed fee of £550 plus VAT to attend the Company premises, value the assets and remove what could be sold. These fees and their expenses of £24.30 plus VAT have been paid in full and are shown in the attached receipts and payments account.

Evolve HR were instructed to assist the employees with their claims, calculating the claims, submitting claims to the RPO and liaising with the RPO. Their fixed fee of £500 plus VAT has been paid in full by Hazlewoods LLP. Hazlewoods have not drawn this from the liquidation.

Evolve were also instructed to assist with the Company's pension scheme. Their fixed fee of £350 plus VAT has been paid in full by Hazlewoods LLP. Hazlewoods have not drawn this from the liquidation.

The choice of professionals was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances of this case.

FURTHER INFORMATION

An unsecured creditor may, with the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), request further details of the Joint Liquidators' remuneration and expenses within 21 days of their receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the Court, or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Joint Liquidators as being excessive, and/or the basis of the Joint Liquidators' remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

The processing of personal data is regulated in the UK by the General Data Protection Regulations ("GDPR") and other legislation (Data Protection Law). In providing our services, we act as an independent controller and are, therefore, responsible for complying with Data Protection Law in respect of any personal data we process in providing our services to the company. Our privacy policy explains how we process personal data and can be accessed at www.hazlewoods.co.uk under "Useful Links". If you require a hard copy please email creditors@hazlewoods.co.uk or write to me at the address on page 1.

To comply with the Provision of Services Regulations, some general information about Hazlewoods LLP can be found at www.hazlewoods.co.uk.

SUMMARY

I am waiting for the final VAT to be refunded in order to bill my final fees and costs, after which I will close the Liquidation.

If you have any queries please contact Gina Clare on 01242 680000, or at creditors@hazlewoods.co.uk.

A handwritten signature in black ink, appearing to read 'VH Ellaby', with a long horizontal stroke extending to the right.

VH Ellaby
Joint Liquidator

Concept Advertising And Public Relations Limited
(In Liquidation)
s' Summary of Receipts & Payments

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	ASSET REALISATIONS	
	2.61	2.61
10,000.00	1,612.00	1,612.00
	6,916.27	6,916.27
NIL	NIL	NIL
NIL	<u>1,247.00</u>	<u>1,247.00</u>
	9,777.88	9,777.88
	COST OF REALISATIONS	
	1,023.70	1,023.70
	4,000.00	4,000.00
	<u>3,000.00</u>	<u>3,000.00</u>
	(8,023.70)	(8,023.70)
	PREFERENTIAL CREDITORS	
(3,710.00)	<u>NIL</u>	<u>NIL</u>
	NIL	NIL
	UNSECURED CREDITORS	
(95,502.00)	NIL	NIL
(39,417.00)	NIL	NIL
(22,317.00)	<u>NIL</u>	<u>NIL</u>
	NIL	NIL
	DISTRIBUTIONS	
(10,000.00)	<u>NIL</u>	<u>NIL</u>
	NIL	NIL
(160,946.00)	<u>1,754.18</u>	<u>1,754.18</u>
	REPRESENTED BY	
		798.84
		1,006.05
		(50.71)
		<u>1,754.18</u>

HAZLEWOODS LLP

FEES AND DISBURSEMENTS POLICY STATEMENT AS AT 1 NOVEMBER 2019

Fees and Charging Policy

- Grades of staff are charged at an hourly rate that is subject to periodic review. Below are the present hourly rates.
- Work undertaken by cashiers and support staff relating to specific tasks is charged. Support staff time is charged to the case and the rates are within the Administrator grade banding.
- Time spent by partners and all staff in relation to the insolvency estate are charged to the estate.
- Time is recorded in 6 minute units.
- Time billed is subject to Value Added Tax (VAT) at the applicable rate.

Time properly incurred in connection with the case is charged at the following hourly rates.

Grade	1 November 2019 £	1 May 2019 £
Partner	285	285
Appointment Taker	280	190-280
Associate Partner	212	212
Manager	129-172	128-172
Associates	101-130	100-130
Administrator	47-89	46-88

Hourly rates are reviewed on 1 May and 1 November each year.

Expenses

Where expenses are incurred in respect of the insolvent estate, they will be recharged and comprise two categories.

Category 1 (Approval not required)

These are where Hazlewoods LLP has met a specific cost to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), searches at Companies House, land registry searches, fees in respect of swearing legal documents, external printing costs, bonding etc. In each case, the charge will be reimbursement of a specific expense incurred.

Category 2 (Approval required)

These are not capable of precise identification and allocation, eg: expenses that include an element of shared or allocated costs. This type of expense requires the approval of Members/Creditors prior to being drawn from the estate.

This includes the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. A charge is made at HM Revenue & Customs approved rate, presently 45p per mile.

Summarised below are the categories of expenses, which may be incurred in connection with the *administration of this case*.

Expense	Charge policy	Category of disbursement
Business mileage	HM Revenue & Customs approved rate (currently 45p per mile)	2
Postage	At cost	1
Storage	Offsite storage at cost	1
Company searches	At cost	1
Individual/Directors searches	At cost	1
Other third party expenses incurred directly in connection with the case	At cost	1

Where applicable, disbursements will be subject to VAT at the prevailing rate

Routine work carried out in since appointment

1. 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 office holders must follow.

- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- 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 an annual progress report to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.
- Seeking closure clearance from HMRC and other relevant parties.
- Preparing, reviewing and issuing a final account of the liquidation to creditors and members.
- Filing a final return at Companies House.

2. 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 his statutory functions.

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.