

Section 106

**Return of Final Meeting in a  
Creditors' Voluntary Winding Up**

**Pursuant to Section 106 of the  
Insolvency Act 1986**

To the Registrar of Companies

**S.106**

Company Number

07210689

Name of Company

Snooks Sprinkler Services Limited

/I We

Lloyd Biscoe, The Old Exchange, 234 Southchurch Road, Southend on Sea, Essex, SS1 2EG

Domnik Thiel Czerwinke, The Old Exchange, 234 Southchurch Road, Southend on Sea, Essex, SS1 2EG

**Note** The copy account must be authenticated by the written signature(s) of the Liquidator(s)

1 give notice that a general meeting of the company was duly ~~held on~~/summoned for 08 July 2016 pursuant to section 106 of the Insolvency Act 1986, for the purpose of having an account (of which a copy is attached) laid before it showing how the winding up of the company has been conducted, and the property of the company has been disposed of, and that ~~the same was done accordingly~~ / no quorum was present at the meeting,

2 give notice that a meeting of the creditors of the company was duly ~~held on~~/summoned for 08 July 2016 pursuant to Section 106 of the Insolvency Act 1986, for the purpose of having the said account laid before it showing how the winding up the company has been conducted and the property of the company has been disposed of and that ~~the same was done accordingly~~ no quorum was present at the meeting

The meeting was held at The Old Exchange, 234 Southchurch Road, Southend on Sea, Essex, SS1 2EG

The winding up covers the period from 9 May 2013 (opening of winding up) to the final meeting (close of winding up)

The outcome of any meeting (including any resolutions passed) was as follows

The report of the liquidator and the following was put to the meeting

- 1 The joint liquidators' final report and account of receipts and payments be approved
- 2 The joint liquidators be granted their release

No creditors were present at the meeting therefore the above resolutions could neither be accepted nor rejected

Signed Lloyd Biscoe Date 08 July 2016

Begbies Traynor (Central) LLP  
The Old Exchange  
234 Southchurch Road  
Southend on Sea  
SS1 2EG

Ref SN011CVL/LCB/DTC/WM/CXG/LJT

WEDNESDAY



\*A5B4NZM1\*

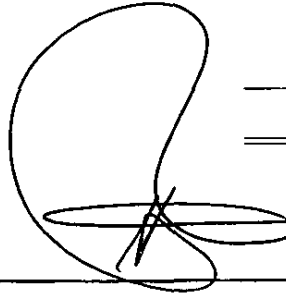
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COMPANIES HOUSE

**Snooks Sprinkler Services Limited**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**  
**From 9 May 2013 To 8 July 2016**

S of A £		£	£
	<b>ASSET REALISATIONS</b>		
1,440 00	Book Debt	NIL	
4,800 00	Book Debt - Sale of Assets	4,000 00	
	Bank Interest Gross	8 12	
		4,008 12	4,008 12
	<b>COST OF REALISATIONS</b>		
	Statement of Affairs Fee	3,616 08	
	Storage Costs	383 92	
	Bank Charges	8 12	
		(4,008 12)	(4,008 12)
	<b>UNSECURED CREDITORS</b>		
(2,000 00)	James Snooks	NIL	
(3,000 00)	H M Revenue & Customs (PAYE)	NIL	
(40 00)	H M Revenue & Customs (CT)	NIL	
(19,553 00)	H M Revenue & Customs (VAT)	NIL	
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(100 00)	Ordinary Shareholders	NIL	
		NIL	NIL
<b>(18,453.00)</b>			<b>(0.00)</b>

REPRESENTED BY

  
 \_\_\_\_\_  
**NIL**  
 \_\_\_\_\_  
 Lloyd Biscoe  
 Joint Liquidator



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## **Snooks Sprinkler Services Limited (In Creditors' Voluntary Liquidation)**

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Final report and account of the liquidation

Period: 9 May 2103 to 8 July 2016

### **Important Notice**

This report has been produced solely to comply with our statutory duty to report to creditors and members of the Company pursuant to Section 106 of the Insolvency Act 1986. This report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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## **Contents**

- Interpretation
- Company information
- Details of appointment of liquidators
- Progress since appointment
- Outcome for creditors
- Remuneration and disbursements
- Liquidators' expenses
- Other relevant information
- Conclusion
- Appendices
  - 1 Liquidators' account of receipts and payments
  - 2 Liquidators' time costs and disbursements
  - 3 Statement of Liquidators' expenses

# 1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Snooks Sprinkler Services Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators pursuant to Section 98 of the Insolvency Act 1986 on 9 May 2013
"the liquidators", "we", "our" and "us"	Lloyd Biscoe of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG and Dominik Thiel Czerwinke of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, Essex, SS1 2EG
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency Rules 1986 (as amended)
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act), and  (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

## 2. COMPANY INFORMATION

Trading name(s)	None
Company registered number	07210689
Company registered office	The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
Former trading address	17 Sandhurst Avenue, Tunbridge Wells, Kent, TN2 4JZ

## 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced	9 May 2013
Date of liquidators' appointment	9 May 2013
Changes in liquidator (if any)	None

## 4. PROGRESS SINCE APPOINTMENT

This is our final report and account of the liquidation and should be read in conjunction with the progress reports to creditors

Attached at Appendix 1 is our abstract of receipts and payments for the period from 9 May 2013 to 8 July 2016

### ASSET REALISATIONS

#### **Book Debt**

The sum of £1,440 was owed to the company in respect of one debt which the director believed would be realised in full. Unfortunately, this debt has proved unrealisable

#### **Sale of Assets**

Plant and machinery was held with a net book value of £4,390. These assets were sold to Essex Fire & Protection Limited for the sum of £4,000 plus VAT. This was an associated company and further information was disclosed in the Section 98 report in accordance with our best practise guidelines. This has been realised in full.

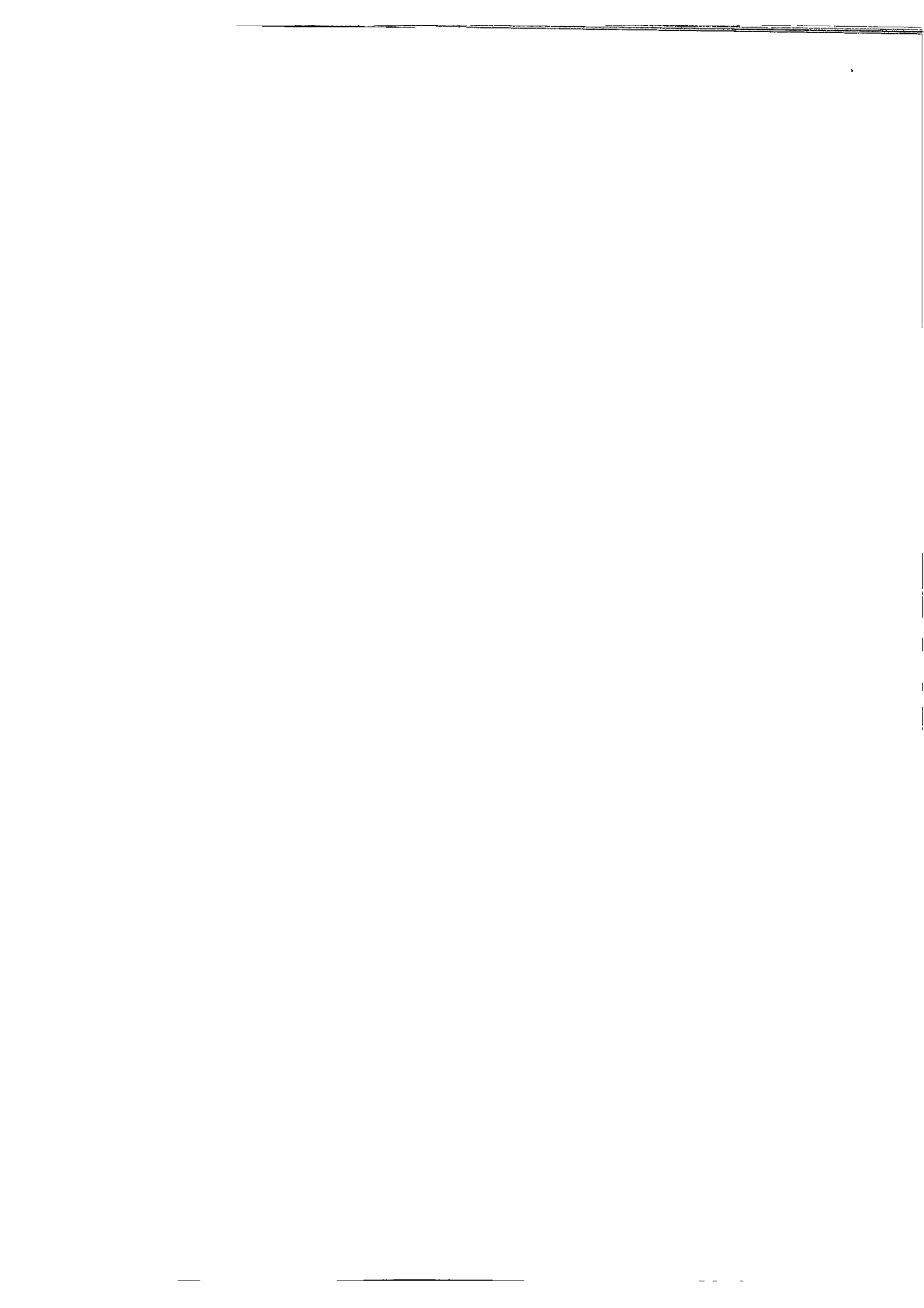
#### **Bank Interest Gross**

The sum of £8.12 has been received as interest on monies held in the Liquidation account

### COST OF REALISATIONS

#### **Storage Costs**

We can advise that the sum of £383.92 has been paid to Archive Facilities (Southend) Limited for the storage of the company's books and records. Archive Facilities (Southend) Limited is associated to partners of Begbies



Traynor (Central) LLP and therefore classed as a Category 2 disbursement which requires approval from the creditors of the company. We can advise that approval was sought at the Section 98 meeting and obtained.

### **Bank Charges**

During the liquidation period, the liquidation accounts have incurred bank charges of £8 12.

## **5. OUTCOME FOR CREDITORS**

### **Notice that no Dividend will be Declared**

In the context of the information herein presented, accordingly Notice has been given pursuant to Rule 4 186 of The Insolvency Rules 1986 that no dividend will be declared in respect of preferential/non-preferential creditors in this matter for the reason that the funds realised have already been distributed or used or allocated for defraying the expenses of the liquidation. In this connection, the particulars prescribed by Rule 11 7 of the Insolvency Rules 1986 are contained within this report and accompanying account of receipts and payments.

## **6. REMUNERATION & DISBURSEMENTS**

This firm's fee for assisting with the preparation of the Statement of Affairs was agreed at £5,000 plus VAT. To date the sum of £3,616 08 plus VAT has been paid towards these costs.

Our remuneration has been fixed by a resolution of creditors at the meeting held pursuant to Section 98 of the Act by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the liquidation and we are authorised to draw disbursements, including disbursements for services provided by our firm (defined as category 2 disbursements in Statement of Insolvency Practice 9) in accordance with our firm's policy, details of which accompanied the Statement of Affairs and other information presented to the meeting of creditors convened pursuant to Section 98 of the Act and which is attached at Appendix 2 of this report.

Our time costs for the period from 9 May 2103 to 8 July 2016 amount to £7,911 00 which represents 34 7 hours at an average rate of £227 98 per hour.

The following further information in relation to our time costs and disbursements is set out at Appendix 2.

- Table of time spent and charge-out value for the period 9 May 2103 to 8 July 2016
- Begbies Traynor (Central) LLP's charging policy

To 8 July 2016, No fees have been drawn on account of our remuneration, against our total time costs incurred since the date of our appointment. In addition to the time costs information disclosed at Appendix 2 for the period since our last progress report, our previous progress reports contained details of the time costs we had incurred as at the date of each report. Our unbilled time costs have been written off as irrecoverable. However, we reserve the right to recover our unbilled time costs in the event that circumstances subsequently permit us to do so.

No disbursements have been drawn.

Details of the Category 2 disbursements that have been taken in accordance with the approval obtained are provided in the narrative summary of time costs incurred which is at Appendix 2.

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2011' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained.



## 7. LIQUIDATORS' EXPENSES

A cumulative statement showing the total expenses incurred since the date of our appointment appears at Appendix 3

## 8. OTHER RELEVANT INFORMATION

### Investigations and reporting on directors conduct

You may be aware that a liquidator has a duty to enquire into the affairs of an insolvent company to determine its property and liabilities and to identify any actions which could lead to the recovery of funds. In addition, as explained in the report circulated at the meeting of creditors convened pursuant to Section 98 of the Act, such report having also been sent to creditors following the meeting, a liquidator is also required to consider the conduct of the Company's directors and to make an appropriate submission to the Department for Business Innovation and Skills. We can confirm that we have discharged our duties in these respects.

## 9. CONCLUSION

This report and account of receipts and payments will be laid before final meetings of the Company and the creditors to be held on 8 July 2016 in accordance with Section 106 of the Act. Formal notice of the meetings and a proxy form are enclosed with the covering letter accompanying this report.

The meetings are a formal requirement of liquidation procedure and are a prelude to the formal dissolution of the Company, which will occur automatically, approximately three months later. Unless creditors otherwise resolve, pursuant to Section 173(2) of the Act we will be released from liability at the time that we vacate office.

Although the meetings are rarely attended, if any creditor wishes to attend the meeting, it would assist us in making the necessary administrative arrangements if you would inform the case manager by telephone. This is particularly important for any creditor wishing to attend who considers that the proposed venue is inconvenient. In that event we will consider reconvening the meetings at an alternative venue to be agreed. Any such request should be made within the next seven days so that we may inform all creditors of the revised arrangements. Alternatively, if you wish a proxy to attend on your behalf, the proxy form should be returned to our office by 12 noon on the business day before the meeting. Please note that we will not accept receipt of completed proxy forms by email. Submission of proxy forms by email will lead to the proxy being held invalid and the vote not cast.

In accordance with The Insolvency Regulations 1994 Paragraph 16(2), the liquidators may, at any time after the expiration of a period of one year from the date of dissolution, destroy or otherwise dispose of the books, papers and other records of the company.

Should you require further explanation of any matters contained within this report, you should contact our office and speak to the case manager, in the first instance, who will be pleased to assist.



**Lloyd Biscoe**  
Joint Liquidator

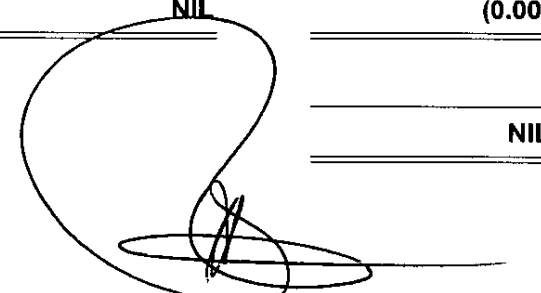
Dated 8 July 2016

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# ACCOUNT OF RECEIPTS AND PAYMENTS

Period 9 May 2103 to 8 July 2016

**Snooks Sprinkler Services Limited  
(In Liquidation)  
Joint Liquidators' Abstract of Receipts & Payments**

Statement of Affairs	From 09/05/2016 To 08/07/2016	From 09/05/2013 To 08/07/2016
<b>ASSET REALISATIONS</b>		
1,440 00	Book Debt	NIL
4,800 00	Book Debt - Sale of Assets	NIL
	Bank Interest Gross	4,000 00
		<u>8 12</u>
		<u>4,008 12</u>
<b>COST OF REALISATIONS</b>		
	Statement of Affairs Fee	NIL
	Storage Costs	3,616 08
	Bank Charges	383 92
		<u>8 12</u>
		<u>(4,008 12)</u>
<b>UNSECURED CREDITORS</b>		
(2,000 00)	James Snooks	NIL
(3,000 00)	H M Revenue & Customs (PAYE)	NIL
(40 00)	H M Revenue & Customs (CT)	NIL
(19,553 00)	H M Revenue & Customs (VAT)	NIL
		<u>NIL</u>
		<u>NIL</u>
<b>DISTRIBUTIONS</b>		
(100 00)	Ordinary Shareholders	NIL
		<u>NIL</u>
<b>(18,453.00)</b>		<b><u>(0.00)</u></b>
 <b>REPRESENTED BY</b>		
		 <b>NIL</b> <hr/>
		 
		<b>Lloyd Biscoe Joint Liquidator</b>

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## TIME COSTS AND DISBURSEMENTS

- a Begbies Traynor (Central) LLP's charging policy,
- b Table of time spent and charge-out value for the period from 9 May 2103 to 8 July 2016

## BEGBIES TRAYNOR CHARGING POLICY

### INTRODUCTION

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance<sup>1</sup> requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm and also where payments are to be made to outside parties in which the office holder or his firm or any associate has an interest. Best practice guidance<sup>2</sup> requires that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

### OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

### OFFICE HOLDERS EXPENSES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Best practice guidance classifies expenses into two broad categories:

- **Category 1 expenses (approval not required)** - specific expenditure that is directly related to the case usually referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- **Category 2 expenses (approval required)** - items of incidental expenditure directly incurred on the case which include an element of shared or allocated cost and which are based on a reasonable method of calculation.

(A) The following items of expenditure are charged to the case (subject to approval):

- Internal meeting room usage for the purpose of statutory meetings of creditors may be charged by some offices and is charged at the rate of £100 (London £150) per meeting. External meeting room usage is charged at cost.
- Car mileage is charged at the rate of 45 pence per mile.
- Expenses which should be treated as **Category 2 disbursements (approval required)** – in addition to the 2 categories referred to above, best practice guidance indicates that where payments are made to outside parties in which the office holder or his firm or any associate has an interest these should be treated as **Category 2 disbursements**. The

following items of expenditure which relate to services provided by entities within the Begbies Traynor Group are to be charged to the case (subject to approval)

- Storage of books and records (when not rechargeable as a **Category 1 expense**) is charged by Archive Facilities (Southend) Limited, an associated company. The rates applying as at the date of this report are: Minimum charge of £40 per quarter for up to three boxes, Four to Two Hundred Boxes charged at £11 per quarter per box, over two hundred boxes are charged at half the aforementioned price, (£5.50 per box per quarter). Mileage for collection of books and records is charged at 55p per mile. Provision of cardboard box charged at £2.75 per box. Where Archive Facilities (Southend) Limited are required to physically pack the books and records, there is a minimum charge of 2 hours at £15 per hour per person required, and at £15 per hour for each hour thereafter. All figures stated are net.

- BTG Asset Consulting may be engaged to undertake valuations and/or disposal of assets. BTG Asset Consulting is a part of Begbies Traynor Group plc and is therefore an associated company. Their charges are based on 15% of realisations or time costs at a Partner rate of £125 per hour and Manager rate of £100 per hour. A separate charge will be levied for any valuations to be provided at a fixed fee of £500 + VAT. Disbursements are charged at cost and mileage is recovered at 40p per mile. All figures stated are net of VAT.

(B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a **Category 1 expense**:

- Telephone and facsimile
- Printing and photocopying
- Stationery

### BEGBIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the Southend-on-Sea office are as follows:

	Charge-out Rate (£ per hour)	
Grade of staff	From 01 May 2011	01 July 2008 to 01 May 2011
Partner	450	450
Partner 2	N/A	395
Director	395	375
Senior Manager	365	350
Manager	315	300
Assistant Manager	270	250
Senior Administrator	235	220
Administrator	185	180
Junior Administrator	160	150
Support	160	150

Time spent by support staff for carrying out shorter tasks, such as typing or dealing with post, is not charged to cases but is carried as an overhead. Only where a significant amount of time is spent at one time on a case is a charge made for support staff. Time is recorded in units of 0.10 of an hour (i.e. 6 minute units).

<sup>1</sup> Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales (Effective 1 April 2007)

<sup>2</sup> Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales (Effective 1 April 2007)

SIP9 Snooks Sprinkler Services Limi - Creditors Voluntary Liquidation - 03SN011.CVL : Time Costs Analysis From 09/05/2013 To 08/07/2016

Staff Grade	Partner	Director	Sr Mngr	Mngr	Asst Mngr	Sr Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning				14						14	441.00	315.00
Administration	19						13	42		74	1,663.00	224.73
Total for General Case Administration and Planning	19			14			13	42		88	2,104.00	239.08
Compliance with the Insolvency Act, Rules and best practice	0.6						4.6		4.3	9.5	1,796.00	189.26
Banking and Bonding						2.1				2.1	493.50	235.00
Case Closure								3.9		7.2	1,927.50	267.71
Statutory reporting and statement of affairs	1.6	1.7										
Total for Compliance with the Insolvency Act, Rules and best practice	2.2	1.7				2.1	4.6	3.9	4.3	18.6	4,219.00	226.41
Investigations	1.0	0.7						2.5		4.2	1,071.50	255.12
CDDA and Investigations								2.5		4.2	1,071.50	255.12
Total for Investigations	1.0	0.7						2.5		4.2	1,071.50	255.12
Realisation of assets												0.00
Debt collection												0.00
Property business and asset sales												0.00
Retention of Title/Third party assets												0.00
Total for Realisation of assets												0.00
Trading												0.00
Total for Trading												0.00
Dealing with all creditors (secured employees) claims, dividends and distributions								0.3		0.3	48.00	160.00
Secured												0.00
Others								0.3		0.3	48.00	160.00
Creditors committee												0.00
Total for Dealing with all creditors claims (for employees), correspondence and distributions								0.3		0.3	48.00	160.00
Meetings												0.00
Other												0.00
Tax						0.7		1.9		2.6	468.50	180.19
Lepton												0.00
Total for Other matters						0.7		1.9		2.6	468.50	180.19
Total hours by staff grade	5.1	2.4		14		2.8	9.9	12.8	4.3	34.7		
Total time cost by staff grade	2,036.50	848.00		441.00		638.00	1,081.50	2,048.00	688.00		7,911.00	
Average hourly rate £	399.31	356.00	0.00	315.00		215.00	118.00	160.00	160.00		0.00	277.88
Total fees drawn to date £											0.00	

APPENDIX 3

**STATEMENT OF EXPENSES**

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
<b>Expenses incurred with entities not within the Begbies Traynor Group</b>				
Statutory Advertising	London Gazette	150 00	0	150 00
Specific Penalty Bond	AUA Insolvency Risk Services	20 00	0	20 00
<b>Expenses incurred with entities within the Begbies Traynor Group (for further details see Begbies Traynor Charging Policy)</b>				
Photocopies & Faxes	Begbies Traynor (Central) LLP	45 00	0	45 00
Telephone, Postage & Stationary	Begbies Traynor (Central) LLP	16 77	0	16 77