

AM10

Notice of administrator's progress report



Companies House

FRIDAY



A12 *A8290IMQ* #19
29/03/2019
COMPANIES HOUSE

1 Company details

Company number 0 3 9 3 6 7 3 2

Company name in full Blair Installations Limited

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

2 Administrator's name

Full forename(s) Adrian

Surname Graham

3 Administrator's address

Building name/number 4th Floor, Fountain Precinct

Street Leopold Street

Post town Sheffield

County/Region

Postcode S 1 2 J A

Country

4 Administrator's name

Full forename(s)

Surname

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

5 Administrator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

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 8	^y 2	^y 0	^y 1	^y 8	
To date	^d 2	^d 7	^m 0	^m 2	^y 2	^y 0	^y 1	^y 9	

7 Progress report

<input checked="" type="checkbox"/> I attach a copy of the progress report	
--	--

8 Sign and date

Administrator's signature	Signature X <i>Alhane</i> X								
Signature date	^d 2	^d 6	^m 0	^m 3	^y 2	^y 0	^y 1	^y 9	

Administrator's Progress Report

Blair Installations Limited - In Administration

26 March 2019

BLAIR INSTALLATIONS LIMITED - IN ADMINISTRATION

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BLAIR INSTALLATIONS LIMITED - IN ADMINISTRATION

THE ADMINISTRATOR'S PROGRESS REPORT

1 Introduction and Statutory Information

- 1.1 I was appointed Administrator of Blair Installations Limited (the Company) on 31 August 2018. The appointment was made by the director Stephen Blair.
- 1.2 This Administration is being handled by Graywoods at 4th Floor, Fountain Precinct, Leopold Street, Sheffield, S1 2JA. The Administrator's contact details are by phone on 0114 285 9500 or via fax at 0114 285 9501. The Administration is registered in the High Court Business and Property Courts in Leeds, reference number 846 of 2018.
- 1.3 Information about the way that we will use and store personal data on insolvency appointments can be found at www.graywoods.co.uk/privacy-notice. If you are unable to download this, please contact us and a hard copy will be provided to you.
- 1.4 The principal trading address of the Company was The Old Fire Station, 80 Church Road, Portslade, BN41 1LA.
- 1.5 The registered office of the Company was changed from Cornelius House, 178-180 Church Road, Hove, East Sussex, BN3 2DJ to 4th Floor, Leopold Street, Fountain Precinct, Sheffield, S1 2JA and its registered number is 03936732.
- 1.6 As Administrator, I am required to provide a progress report covering the period of six months commencing from the date the Company entered Administration and every subsequent period of six months. This progress report covers the period from 31 August 2018 to 27 February 2019 (the Period) and should be read in conjunction with my earlier proposals report.

2 Progress of the Administration

- 2.1 This section of the report provides creditors with an update on the progress made in the Period, both in terms of the achievement of the statutory objective, an explanation of the work done by the Administrator and his staff and work which is required of the under other related legislation.
- 2.2 You may recall that the statutory objective being pursued in the Administration was achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration. In addition to the pursuance of this statutory objective, the Administrator has duties imposed by insolvency and other legislation, some of which may not provide any financial benefit to creditors.
- 2.3 At Appendix A is my Receipts and Payments Account for the Period.

Administration (including statutory compliance & reporting)

- 2.4 As you may be aware, the Administrator must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated undertaking in this regard was outlined previously and I would confirm that during the Period the following has been undertaken:
 - Notifying creditors of the Administrator's appointment and other associated formalities including statutory advertising and filing relevant statutory notices at Companies House
 - Preparing and issuing the administrator's proposals
 - Preparing and issuing six monthly progress reports to creditors
 - Lodging periodic returns with the Registrar of Companies for the administration
 - Complying with statutory duties in respect of the administrator's specific penalty bond
 - Creation and update of case files on the firm's insolvency software
 - Securing the Company's books and records
 - Periodic case progression reviews (typically at the end of Month 1, Month 3 and every 6 months thereafter)
 - Opening, maintaining and managing the administration estate cashbook and bank account

BLAIR INSTALLATIONS LIMITED - IN ADMINISTRATION

- Completion and filing of the notice of the Company's insolvency to HMRC
- Maintaining physical case files and electronic case details on our case management system
- Dealing with all routine correspondence
- Case planning and administration

2.5 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors but is required on every case by statute.

Trading

2.6 The business was not traded during the administration due to the pre-packaged sale completed on 31 August 2018.

Realisation of Assets

Pre-packaged Sale

2.7 A pre-packaged sale of the Company's business and assets was concluded on 31 August 2018 to Solar Power Installations Limited. Full information on the sale pursuant to the requirements of Statement of Insolvency Practice 16 was provided in the proposals sent to creditors on 07 September 2018.

2.8 The sale consideration of £68,400 was allocated as follows:

Asset	Consideration	
	Fixed Charge £	Floating Charge £
The Equipment		7,500
The Stock		1,500
The Contracts and the Contract Book Debts		40,000
The Goodwill, the Name, the Data Assets & the Intellectual Property	3,400	
The Vehicles		16,000
	<u>3,400</u>	<u>65,000</u>

2.9 The attached receipts and payments accounts shows that the sum of £40,000 was received during the Period of the report.

2.10 Since 27 February 2019 a further £20,000 has been paid by the purchaser with a balance of £8,400 now outstanding. This final payment was due on 27 February 2019 and I have been in dialogue with the purchaser for the balance of funds to be paid. The final payment should be received by the end of March 2019.

2.11 As detailed in my proposals to creditors, the full sale consideration is personally guaranteed by the director Stephen Blair.

Completed Contracts

2.12 There were several completed contracts which were excluded from the Pre-packaged Sale. I instructed agents Leslie Keats to pursue these debts.

2.13 During the Period the total of £13,035.56 was recovered from this source.

2.14 There are still several debtors which Leslie Keats are pursuing.

BLAIR INSTALLATIONS LIMITED - IN ADMINISTRATION

Cash at Bank

- 2.15 I wrote to the Company's previous bankers National Westminster Bank plc to request that the balance held be forwarded to me.
- 2.16 I can confirm that the balance of £20,752.12 was received which was less than the £22,661.00 estimated in the director's statement of affairs. The difference being certain payments leaving the bank account prior to the date of administration.

Payments

Pre-Appointment Costs

- 2.17 The pre-administration costs of Graywoods, Irwin Mitchell, Leslie Keats and Walker Singleton were reported in my proposals dated 07 September 2018 and were approved by creditors on 28 September 2018. Further details of the fees paid are provided in Section 4 below.

Agents Fees

- 2.18 The total sum of £6,227.11 has been paid to Leslie Keats in relation to the collection and assessment of the completed contracts.

Legal Fees

- 2.19 The total sum of £2,586.00 has been paid to Irwin Mitchell for their legal advice during the course of the Administration. This relates to advice on the Administrator's proposals, collection of the deferred consideration and dealing with a creditor claim.
- 2.20 In addition to this the sum of £603 has been paid to Irwin Mitchell for their disbursements incurred.

Statutory Advertising

- 2.21 A total of £70.00 has been paid in accordance with the advertising for my statutory duty.
- 2.22 It is considered that the work the Administrator and his staff have undertaken to date will bring a financial benefit to creditors. This may be a distribution to secured creditors of the Company only (from which a Prescribed Part fund may be derived for the benefit of unsecured creditors) or may, depending on realisations and the extent of any 3rd party security, result in a distribution to the preferential and unsecured creditors of the Company.

Creditors (claims and distributions)

- 2.23 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. An Administrator is not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 2.24 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal. Further details can be found at section 3 below.
- 2.25 The following duties have been undertaken during the Period:
- Dealing with creditor queries
 - Review creditor claims received and maintain creditor information on the case management system
 - Obtaining creditors views by decision procedure

BLAIR INSTALLATIONS LIMITED - IN ADMINISTRATION

- 2.26 The above work will not necessarily bring any financial benefit to creditors generally, however an Administrator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Administrator in dealing with those claims.
- 2.27 I consider the following matters worth noting in my report to creditors at this stage:
- There are approximately 50 unsecured creditor claims in this case with a value per the director(s) statement of affairs of £659,223.17.

Investigations

- 2.28 Some of the work the Administrator 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 Administrator can pursue for the benefit of creditors.
- 2.29 I can confirm that I have submitted a report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.
- 2.30 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account information provided by creditors either at the initial meeting (where held) or as a response to my request to complete an investigation questionnaire. I can confirm that my investigations into the affairs of the Company are still ongoing and a further update will be provided in my next report to creditors.
- 2.31 The following duties have been undertaken during the Period:
- Initial assessment required by Statement of Insolvency Practice 2 and the Company Directors Disqualification Act 1986 (CDDA) including the review of the Company's books and records and the identification of potential further asset realisations which may be pursued in the administration
 - Submitting a statutory report to the Insolvency Service under the CDDA
 - Correspondence with director and banks
 - Analysing the Company's bank statements
 - Making enquiries with the Company's creditors
 - Following up creditor queries
 - Instruction and correspondence with solicitors

Other/Case Specific Matters

- 2.32 The following duties have been undertaken during the Period:
- Dealing with all post-appointment corporation tax and VAT compliance
 - Inspecting the Company records and relevant databases to determine whether the Company has a pension scheme
 - Pension regulatory reporting and auto-enrolment cancellation
 - Attendance at meetings
 - Travel to meetings
- 2.33 These tasks do not necessarily produce any direct financial benefit for creditors, but nonetheless still have to be undertaken.

BLAIR INSTALLATIONS LIMITED - IN ADMINISTRATION

Matters still to be dealt with

- 2.34 As previously detailed the final deferred consideration payment is outstanding and the collection of the remaining funds due for the completed contracts is currently ongoing.

Connected party transactions

- 2.35 In accordance with Statement of Insolvency Practice 13, I would advise you that the following assets were sold to a connected company to the Company:

Connected Party Transactions				
Date	Assets Sold	Value	Buyer	Notes
31/08/2018	Goodwill, Name, Intellectual Property Plant & Machinery and Office Furniture Stock Contracts and Contract Book Debts Motor Vehicles and Motor Vehicle Equity Sale and Purchase Agreement	£10,000 paid on 3 September 2018	Solar Power Installations Limited	Stephen William Blair is the director/shareholder of the Company and the purchaser
		£10,000 paid on 8 October 2018		
		£10,000 paid on 1 November 2018		
		£10,000 paid on 12 December 2018		
		£10,000 paid on 8 March 2019		
		£10,000 paid on 20 March 2019		
		£8,400 is currently outstanding and overdue		

3 Creditors

Secured Creditors

- 3.1 There are no funds owed to any secured creditor.

Preferential Creditors

- 3.2 As a result of the Pre-Packaged Sale of the business, there are no preferential creditors.

Unsecured Creditors

- 3.3 I received claims totalling £452,746.86 from 19 creditors. I have not received claims from 31 creditors whose debts total £241,076.17 as per the Company's statement of affairs. No claims have been agreed to date.
- 3.4 The Company granted a floating charge to National Westminster Bank plc on 26 November 2008.
- 3.5 There are no funds due to National Westminster Bank plc under their floating charge and as a result 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).
- 3.6 I would confirm that it is anticipated there will be sufficient funds realised after defraying the expenses of the administration to pay a dividend to unsecured creditors.
- 3.7 An Estimated Outcome Statement as at 27 February 2019 is attached at Appendix C.

BLAIR INSTALLATIONS LIMITED - IN ADMINISTRATION

4 Pre-administration Costs

- 4.1 On 28 September 2018 the following amounts in respect of pre-administration costs were approved:

NAME OF FIRM	DESCRIPTION OF SERVICES PROVIDED	AMOUNT PAID
Graywoods	Discussions regarding marketing of the company & negotiation of the sale to Solar Power Installations Limited Discussions regarding the appointment of the administrator	£25,000.00
Walker Singleton	Valuation of plant & machinery and marketing of business	£5,750.00 plus disbursements £1,430.00
Leslie Keats	Valuation of the Company's contracts, applications, retentions and book debts	£4,247.20 plus disbursements £12.20
Irwin Mitchell	Dealing with associated sale contract and appointment of administrator	£7,837.00 plus disbursements £50.00

- 4.2 The pre-administration costs have been paid in full.

5 Administrator's Remuneration

- 5.1 The basis of the Administrator's fees has been fixed in the Administration as a set amount of £30,000. My fees estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.
- 5.2 The Administrator has drawn £Nil against the total set fee agreed of £30,000 approved by creditors.
- 5.3 At the date of this report, I would confirm that I my fees estimate for the administration remains unchanged. This is because I consider my estimate to be sufficient.
- 5.4 A copy of 'A Creditors' Guide to Administrators' Fees' is available on request or can be downloaded from www.graywoods.co.uk/creditor-portal/.
- 5.5 Attached at Appendix B is additional information in relation to the Administrator's fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

6 Ending the Administration

- 6.1 Based on current information a dividend distribution will be paid to the unsecured creditors other than by virtue of the Prescribed Part. As a result, the Administrator will file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors' Voluntary Liquidation (CVL) to facilitate this distribution.

BLAIR INSTALLATIONS LIMITED - IN ADMINISTRATION

- 6.2 The Administrator will become the Liquidator following the approval of the Administrator's proposals.
- 6.3 The Administrator will be discharged from liability under Paragraph 98(3) of Schedule B1 to the Insolvency Act 1986 immediately upon his appointment as Administrator ceasing to have effect.

7 Creditors' Rights

- 7.1 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 Administrator provide further information about his remuneration or expenses (other than pre-administration costs) which have been itemised in this progress report.
- 7.2 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 Administrator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Administrator, as set out in this progress report, are excessive.

8 Next Report

- 8.1 As noted at 2.34 above, the final deferred consideration and the realisation of the completed contracts remain outstanding. The Administrator is required to provide a progress report within one month of the end of the next six months of the Administration or earlier if the Administration has been finalised or he wishes to extend it.
- 8.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 0114 285 9500 or by fax on 0114 285 9501. Alternatively, please contact Ryan Holdsworth on 0114 285 9507 or by email on ryan.holdsworth@graywoods.co.uk.

For and on behalf of
Blair Installations Limited



Adrian Graham
Administrator

BLAIR INSTALLATIONS LIMITED - IN ADMINISTRATION

Appendix A

Receipts and Payments Account for the Period from 31 August 2018 to 27 February 2019

Blair Installations Limited
(In Administration)
Administrator's Summary of Receipts & Payments

Statement of Affairs £	From 31/08/2018 To 27/02/2019 £	From 31/08/2018 To 27/02/2019 £
	SECURED ASSETS	
NIL	Goodwill, Name, Intellectual Property	NIL
		NIL
	ASSET REALISATIONS	
5,000.00	Plant & Machinery and Office Furniture	NIL
14,121.00	Motor Vehicles and Motor Vehicle Equi	NIL
NIL	Stock	NIL
NIL	Contracts in Progress	40,000.00
Uncertain	Completed Contracts	13,035.56
22,661.00	Cash at Bank	20,752.12
	Bank Interest Gross	13.37
		73,801.05
		73,801.05
	COST OF REALISATIONS	
	Pre-Administration - Administrators Fe	25,000.00
	Pre-Administration - Legal Fees	7,837.00
	Pre-Administration - Legal Disburseme	50.00
	Pre-Administration - Agents Fees	9,997.20
	Pre-Administration - Agents Disbursem	1,442.20
	Agents Fees	6,227.11
	Legal Fees	2,586.00
	Legal Disbursements	603.00
	Statutory Advertising	70.00
		(53,812.51)
		(53,812.51)
	UNSECURED CREDITORS	
(359,355.67)	Trade & Expense Creditors	NIL
(2,999.67)	Landlord	NIL
(21,060.00)	HM Revenue & Customs (PAYE/NIC)	NIL
(256,412.83)	HM Revenue & Customs (VAT)	NIL
(19,395.00)	HM Revenue & Customs (CT)	NIL
		NIL
		NIL
	DISTRIBUTIONS	
(100.00)	Ordinary Shareholders	NIL
		NIL
		NIL
(617,541.17)		19,988.54
		19,988.54
	REPRESENTED BY	
	Vat Receivable	10,752.50
	Bank 1 Current	11,436.04
	Vat Payable	(2,200.00)
		19,988.54
		19,988.54

Adrian Graham

Adrian Graham
Administrator

BLAIR INSTALLATIONS LIMITED - IN ADMINISTRATION

Appendix B

Additional Information in Relation to the Administrator's Fees, Expenses & Disbursements

1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 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.
- 1.3 On this case I have used the services of the following sub-contractors during the Period:

Sub-Contractors			
Book debt collection	Leslie Keats	% of realisations and time costs	£6,227.11

2 Professional Advisors

- 2.1 On this assignment I have used the professional advisors listed below. I have also indicated alongside, the basis of my fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
Irwin Mitchell (legal advice)	Hourly rate and disbursements
Walker Singleton (valuation and disposal advice)	Hourly rate and disbursements

- 2.2 My choice was based on our 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.

3 Administrator's Expenses & Disbursements

- 3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Administration was provided to creditors in the Administrator's Proposals Report a copy of which is set out below:

Agents' costs	3,000.00
Solicitors' costs	5,000.00
Statutory advertising	140.00
Specific penalty bond	272.00
External storage of company's books and records	350.00
Postage & Stationary	150.00

BLAIR INSTALLATIONS LIMITED - IN ADMINISTRATION

Current position of Administrator's expenses

- 3.2 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

Agents' costs	Nil	6,227.11	Nil	6,227.11
Solicitors' costs	Nil	2,586.00	Nil	2,586.00
Statutory advertising	Nil	70.00	Nil	70.00
Specific penalty bond	Nil	Nil	420.00	420.00
External storage of books & records	Nil	Nil	Nil	350.00
Postage and Stationary	Nil	Nil	67.15	150.00

- 3.3 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 3.4 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided in the Administrator's Proposals Report and approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

BLAIR INSTALLATIONS LIMITED - IN ADMINISTRATION

Appendix C

Estimated Outcome Statement as at 27 February 2019

Blair Installations Limited (in administration)

Estimated Outcome Statement as at 27 February 2019

	Statement of Affairs £	Current £	Est Future £	Total £
Assets Specifically Pledged				
Goodwill, Name, Intellectual Property	Nil		3,400	3,400
			<u>3,400</u>	<u>3,400</u>
Assets Not Specifically Pledged				
Plant & Machinery and Office Furniture	5,000		7,500	7,500
Motor Vehicles and Motor Vehicle Equity	14,121		16,000	16,000
Stock	Nil		1,500	1,500
Contracts in Progress and Contract Book Debts	Nil	40,000		40,000
Completed Contracts - Book Debts/Retentions	Uncertain	13,036	Uncertain	13,036
Cash at Bank	22,661	20,752		20,752
	<u>41,782</u>	<u>73,788</u>	<u>25,000</u>	<u>98,788</u>
Total Assets Available for Costs				<u>102,188</u>
Less Costs of Administration				
Pre-Administration - Administrators Fees		(25,000)		(25,000)
Pre-Administration - Legal Fees		(7,837)		(7,837)
Pre-Administration - Legal Disbursements		(50)		(50)
Pre-Administration - Agents Fees Walker Singleton		(5,750)		(5,750)
Pre-Administration - Agents Fees Leslie Keats		(4,247)		(4,247)
Pre-Administration - Agents Disbursements		(1,442)		(1,442)
Administrators Fees			(30,000)	(30,000)
Administrators Disbursements			(500)	(500)
Legal Fees		(2,586)	(3,000)	(5,586)
Legal Disbursements		(603)		(603)
Agents Fees		(6,227)	Uncertain	(6,227)
Agents Disbursements			(500)	(500)
Specific Bond			(272)	(272)
Accountants Fees			(250)	(250)
Statutory Advertising		(70)	(70)	(140)
		<u>(53,812)</u>	<u>(34,592)</u>	<u>(88,404)</u>
Total Funds Available to Preferential Creditors				<u>13,783</u>
Less Preferential Creditors				
RPO			0	
Employees			<u>0</u>	<u>0</u>
Total Funds Available to Unsecured Creditors				<u><u>13,783</u></u>