

Gadbrook Park BID

Business Improvement District (BID)

Annual Report and Accounts

2014-2015

Gadbrook Park Business Improvement District
C/O Groundwork Cheshire, Lancashire & Merseyside
Navigation Road
Northwich
CW8 1BE

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Group BID is
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1.0 Review of 2014-2015

The following Annual Report and Accounts covers the first year of the Gadbrook Park Business Improvement District BID2 (2014-2019). With a range of new projects and services secured for Gadbrook Park over a 5 year period as a result of the successful BID 2 proposal in July 2014, 2014-2015 saw the continuation of the many existing services that were already in place on the park through BID1, as well as the introduction of several new projects.

Sections 1.2 through to 1.5 of the report detail everything that has been delivered during 2014-15, ensuring that Gadbrook Park continues to work towards its vision:

“To retain its position as a premier location within Cheshire and the North West capable of attracting, developing and supporting a broad spectrum of companies through the provision of a safe, sustainable, clean and connected business environment.”

1.1 The Executive Board

At the end of the financial year of 2014-2015 for the Gadbrook Park Business Improvement District, the membership of the Executive Board was as follows:

Mike Roberts - Roberts Bakery (Chair)

Mike Bracegirdle - Butcher & Barlow (Vice Chair)

Stephen Grayson - Howard Worth (Treasurer)

Jo Mitton - Barclays Bank

Paul Baker - Caffé Arabica

Stephen Hall - H&M Disinfectant Services

John Dawson - The Hut Group

Chris Rowbottom - Weaver Vale Housing Trust

Chris McLaughlin – MIS Ltd

The Executive Board met six times in 2014-2015, and was quorate at all meetings. Full copies of minutes from these meetings are available from www.gadbrookpark.com

The main Gadbrook Park BID Group met twice in 2014-2015. Full copies of minutes from the main Gadbrook Park Group meetings are available from www.gadbrookpark.com

1.2 Theme One – Safe and Secure

In 2014-2015, the Gadbrook Park Executive Board continued to recognise the security and crime prevention projects and services funded by the BID as a top priority for companies on the Business Park. As a result, crime yet again remained extremely low throughout 2014-2015.



A brand new CCTV system funded by the Gadbrook Park BID was installed and implemented throughout the park. Featuring a set of 5 state of the art cameras spread across Gadbrook Park and the Business Centre, the CCTV system will now act as both a deterrent and a means of helping the police with any enquiries that arise should a criminal incident occur.

An Automatic Number Plate Recognition camera was also installed at the entrance of Gadbrook Road to capture precise details on all vehicles entering and exiting the park. These measures will add an extra element of security for businesses on Gadbrook Park, and the use of ANPR is widely proven to be key in the detection of many offences, dramatically speeding up investigations.



Throughout 2014-15, the BID continued to make significant investments in the Gadbrook Park manned guard security service. Alpha Omega Securities continued to ensure Gadbrook Park was as secure as possible by patrolling the Business Park and Business Centre between 7pm through to 7am on weekdays and 24/7 throughout weekends and bank holiday periods.

The Business Improvement District has also continued to fund the 24-7 Rapid Text Service for employees based on the Park. The Rapid Text Service provides a valuable and increasingly important means of communicating information as fast as possible regarding any security and crime threats, or any other issues that may affect employees on the Business Park.



A key focus again this year was the close partnership between the Business Park Manager and Cheshire Police, with strong relationships in particular with both Inspector Dave Snasdell and PCSO Angela Richardson. Monthly Surgery sessions where businesses can voice any concerns regarding crime and security issues have also taken place throughout the year. The continued support and partnership working with Cheshire Police ensured once again that Gadbrook Park remained a low crime area throughout 2014-15.

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1.3 Theme Two – Green, Clean and Sustainable



The Gadbrook Park BID continues to deliver a full maintenance programme of improvements to the Business Park, and maintains all the services that have been in operation since the inception of the Business Improvement District in 2009. The maintenance programme has been implemented to ensure that Gadbrook Park remains a green, clean trading environment for businesses and employees to enjoy. During 2014-15 this has included improvements to the roundabout near the Business Centre, maintenance of the signage at the entrance to the business park and the business centre, maintaining the 10 seating areas across the business park and business centre, and the continued upkeep of the pond area.

During 2014-15 the litter picking service continued to be undertaken on Gadbrook Park two hours per week, and all hot spot areas remained clean and tidy, which further enhanced the overall positive image of Gadbrook Park as a place to do business and trade.

Around 100 Gadbrook Park employees cycled to work on Tuesday 16th June 2015 in a bid to support the much loved Annual Bike to Work Day. The popular annual event was co-ordinated by Stephen and Angela Hall of H&M and everyone who took part was again treated to a tasty breakfast sandwich and a refreshing drink from the Café Arabica free of charge. The sponsors of the event, Wild Bikes based in Stockton Heath, displayed a selection of fantastic bikes outside Café Arabica and provided the prizes for the annual prize draw for all those that took part. First Prize went to Mark Bowyer from Roberts Bakery, who was the lucky winner of a bike to the value of £500.



The Gadbrook Park Executive board continue to work with partners to look at initiatives that will improve the access and egress on Gadbrook Park. The Executive Board are currently looking into projects that improve cycling and walking routes on Gadbrook Park, as well as the feasibility of alternative car parking arrangements.

“100% of respondents to the annual business survey stated that the overall image of the Business Park was excellent or good”

The Gadbrook Park Group BID is supported by:

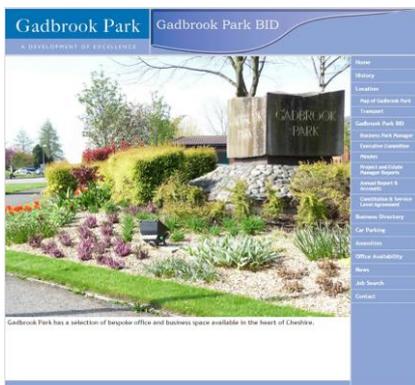


1.4 Theme Three - Co-ordinated and connected Business Community

The Business Park Manager's role continued throughout 2014-2015, providing excellent support and advice to all companies across Gadbrook Park whilst building and maintaining relationships with a variety of partner organisations. Martin Humphreys permanently took over the role from interim Business Park Manager Mark Henshaw in May 2015, and has spent his time since ensuring that all companies had their needs met effectively. Providing continuous support throughout the year, his ability to understand businesses individual needs has allow companies to grow, prosper, and flourish on the Park.



The Gadbrook Park BID Board continued to focus on links with key partners throughout the year, including Cheshire West and Chester Council and Cheshire Police. The Mid-Cheshire BID's Breakfast event in July was an essential briefing for Gadbrook Park BID Businesses that was well attended by employees and employers. Covering the key economic developments set to transform Northwich and Rudheath and offering a greater understanding of what the strategic plans were for the area concerning Economic growth, the meet also served as an excellent opportunity to network with businesses from two other Mid-Cheshire Business Improvement Districts in the area.



The Gadbrook Park website continues to be a key source of information for business owners, their employees, the local community and Inward Investors. The website also contains the latest news about the Business Park, along with a number of downloads including minutes of meetings, the group's Constitution and the Service level Agreement between Cheshire West and Chester Council, Groundwork and the Gadbrook Park Business Improvement District Group. Any vacancies from businesses on Gadbrook Park are also listed on the website to help with recruitment.

The annual Gadbrook Park Quiz Night for 2015 was again a tremendous success, and over 100 people representing 20 teams of businesses from across Gadbrook Park turned up to battle it out at Vale Royal Abbey for the coveted Gadbrook Park Challenge Cup. Concise Technologies ended the night victorious, with the Cheshire and Warrington LEP taking second place and Close Brothers securing third position.



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The Christmas Carol Concert once again brought a touch of festive cheer to Gadbrook Park, with the Joshua Tree Brass band entertaining the crowds, along with the children from the Chrysalis Day Nursery and Santa himself kindly supplied by the Rotary Club.



The Employee Incentive Scheme with Brio Leisure also continued throughout 2014-15, which enables Gadbrook Park employees to take advantage of a 20% discount on full membership at any Brio Leisure Centre, with the scheme also extending to family members.

This gives employees access to 12 Leisure centres with unlimited use of all activities including the gym, swimming pool, fitness classes, off peak racquet sports, toning tables, sauna steam and the Jacuzzi.

The regular Gadbrook Park e-bulletin also kept employers and employees up to date with the latest news, training courses and events that took part on the Business Park. A key source of information for businesses, the e-bulletin is an immediate resource of useful and specific information for all companies on Gadbrook Park.



A significant number of Gadbrook Park employees have received free training since the inception of the Gadbrook Park Business Improvement District in 2009, and a number of courses are validated by the Chartered Institute of Environmental Health and Qualsafe. The extremely high uptake of courses by businesses on Gadbrook Park demonstrates the value that companies on the Park see in keeping their workforce skilled.

A packed schedule of training courses was delivered throughout 2014-15 and covered a wide variety of topics, ranging from Emergency First Aid at Work to Principles of Risk Assessment, Health & Safety in the Workplace and Manual Handling. Specific courses that were delivered in 2014-2015 were as follows:

- Qualsafe Level 2 Award in Emergency First Aid at Work
- Qualsafe Level 3 Award in First Aid at Work
- CIEH Level 2 Award in Health and Safety in the Workplace
- CIEH Level 2 Award in Manual Handling
- Groundwork Principles of Fire Risk Assessment
- Groundwork Principles of General Risk Assessment



"88% of businesses think that Gadbrook Park has improved as a place to trade and operate since the inception of the BID in 2009"

The Gadbrook Park Group BID is supported by:



2.0 Summary of Finances 2014-2015

The total income for the year collected was £265,000 from the BID levy. The amount spent on BID arrangements and projects for 2014/2015 was £192,817.

A provision of £250 has been provided for the year end audit.

Expenditure Summary	2014/2015	
	CASH	
	Budget	Expenditure
Theme One – Safe and Secure	£135,000	£136,757
Theme Two – Green, Clean and Sustainable	£6,500	£8,371
Theme Three – Co-ordinated and Connected	£49,605	£45,768
Project Management and Administration	£2,445	£1,921
Total For year	£193,550	£192,817

Income	2014/2015	
	Budget Cash	Actual Cash
Business Improvement District Bank Account Income	£191,950	£265,000
Interest received in the bank account		£73.00
Total For year	£191,950	£265,073

Please see appendix one for full detail of income and expenditure from Howard Worth

3.0 Plans for 2015-2016

Below is a summary of the projects which will be delivered by the second year of the Gadbrook Park Business Improvement District (BID2) in 2015-2016.

3.1 *Theme One – Safe and Secure*

- A manned CCTV and ANPR monitoring service, 24 hours a day, 365 days a year
- Gadbrook Park Security Patrol unit
- Free key holding service for all companies
- Regular liaison with Cheshire Police regarding crime and security issues
- Rapid Text Service for all businesses

3.2 *Theme Two – Green, Clean and Sustainable*

- A full review of sustainable transport initiatives on the business park, including alternative car park solutions and cycling initiatives
- Maintenance and improvement of the Gadbrook Park BID existing environmental assets
- Gadbrook Park Litter Picking service
- A full annual planting and maintenance schedule for the Business Park

3.3 *Theme Three – Co-ordinated and Connected Business Community*

- Gadbrook Park Business Park Management service (Business Park Manager)
- A full schedule of training courses and seminars free of charge to Gadbrook Park employees
- Business networking opportunities to encourage inter-business park trading and inter BID trading
- Annual Christmas Carol Concert
- Annual Business Park Quiz
- Annual Gadbrook Park Bike to Work Day
- Maintenance of the Gadbrook Park website
- Increased presence on Social Media
- Gadbrook Park E-Bulletin
- Developing links with our local schools and colleges

Appendix 1 – Accountants Report

**GADBROOK PARK
BUSINESS IMPROVEMENTS DISTRICT II
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 OCTOBER 2015**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2015**

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INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 OCTOBER 2015

	2014/15 £
INCOME	
CWACC BID levy	230,000
CWACC Recovery of bad debt from BID I	35,000
Bank interest	<u>73</u>
	265,073
EXPENDITURE	
Security	115,932
CCTV	20,825
Bike to work	369
Website maintenance	1,328
Training	5,968
Image enhancement	3,820
Image enhancement maintenance	4,182
Sundries	1,354
Meeting costs	567
Project management and employment Of estate manager	<u>38,472</u>
	<u>(192,817)</u>
	72,256
PROVISION FOR EXPENDITURE REQUIRED TO COMPLETE PROJECTS	
Estate website maintenance	-
Bike to work	-
Image enhancement / subway	-
Sundries	200
Security	<u>-</u>
	<u>(200)</u>
SURPLUS FOR THE YEAR	<u>72,056</u>

BALANCE SHEET

AS AT 31 OCTOBER 2015

	2015 £
CURRENT ASSETS	
Cash at bank	267,359
Due from Cheshire West	<u>-</u>
	267,359
CURRENT LIABILITIES	
Due to Groundwork CLM	(137,099)
Provision to complete projects	<u>(250)</u>
NET ASSETS	<u>130,010</u>
FUNDS	
Surplus brought forward from BID I	57,954
Surplus for the year	<u>72,056</u>
	<u>130,010</u>

CLIENT APPROVAL CERTIFICATE

We approve the financial statements and confirm that we have made available all relevant records and information for their preparation.

.....
J Hough

.....
M Roberts (Chair)

27.1.16
.....
Date

**ACCOUNTANTS' REPORT
FOR THE YEAR ENDED 31 OCTOBER 2015**

In accordance with our terms of engagement and in order to assist you to fulfil your duties, we have compiled the financial statements of the entity for the period ended 31 October 2015 which comprise an Income and Expenditure Account and Balance Sheet from the accounting records and information and explanations you have given to us.

This report is made to the entity's Board as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the entity's Board that we have done so, and state those matters that we have agreed to state them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the entity and the entity's Board, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England & Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Howard Worth
Chartered Accountants
Bank Chambers
3 Churchyardside
Nantwich
Cheshire
CW5 5DE

Date: 27th January 2016