



Business Improvement District (BID)

Annual Report and Accounts

2015-2016

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

Business Improvement District Manager: Jane Hough

Email: jane.hough@groundwork.org.uk

Tel: 01606 723175

Website: www.gadbrookpark.com



Contents

1.0 Review of 2015-2016	3
1.1 The Executive Board	3
1.2 Theme One – Safe and Secure	4
1.3 Theme Two – Green, Clean and Sustainable	5
1.4 Theme Three - Co-ordinated and connected Business Community	6
2.0 Summary of Finances 2015-2016	9
3.0 Plans for 2016-2017	10
3.1 Theme One – Safe and Secure	10
3.2 Theme Two – Green, Clean and Sustainable	10
3.3 Theme Three – Co-ordinated and Connected Business Community	10

1.0 Review of 2015-2016

The following Annual Report and Accounts covers the second year of the Gadbrook Park Business Improvement District BID2 (2014-2019). 2015-2016 saw the many existing services that are already in place across the park sustained and improved, 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 2015-16, 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 2015-2016 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

Linda Colburn – Weaver Vale Housing Trust

John Dawson - The Hut Group

Jason Stevens – Career Vision

Chris McLaughlin – MIS Ltd

The Executive Board met five times in 2015-2016, 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 five times in 2015-2016. Full copies of minutes from the main Gadbrook Park Group meetings are available from www.gadbrookpark.com.

1.2 Theme One – Safe and Secure

Once again, crime levels on Gadbrook Park remained extremely low during 2015-2016 due to the various security projects and services that are funded by the BID. The Gadbrook Park Executive Board continue to place security and crime prevention as a top priority for companies on the Business Park and recognise the high importance that Gadbrook Park businesses place on having these BID funded measures in place.



Throughout 2015-16, the BID continued to make significant investments in the highly valued Gadbrook Park manned guard security service provided by Alpha Omega Securities. Ensuring Gadbrook Park is as secure as possible, mobile security guards patrol the Business Park and Business Centre between 7pm through to 7am on weekdays and 24/7 throughout weekends and bank holiday periods.

The Gadbrook Park BID continued to fund and maintain the state of the art 5 camera CCTV system that was installed and implemented throughout the park during year 1 of Gadbrook Park BID 2. Featuring a set of 5 state of the art cameras spread across Gadbrook Park and the Business Centre, the CCTV system acts as both a deterrent and a means of helping the police with any enquiries that arise should a criminal incident occur. The BID also continued to fund and maintain the Automatic Number Plate Recognition camera that is installed at the entrance to Gadbrook Park, adding an extra element of security for businesses.



The Business Improvement District has also continued to fund the 24-7 Rapid Text Service for employees based on the Park, a 24/7 hotline that businesses are urged to report any suspicious activity to so the information can get disseminated across 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.

The BID continued to maintain an excellent partnership with the Cheshire Constabulary throughout the year, with strong relationships in particular with Inspector Dave Snasdell and dedicated Gadbrook Park PCSO Angela Richardson.



The Gadbrook Park BID also continued to offer a free key holding service to all businesses on the Park with Alpha Omega Security Ltd.

1.3 Theme Two – Green, Clean and Sustainable

2015-2016 saw the BID continue to deliver a full maintenance programme of improvements to the Business Park, as well as maintaining 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, and features a full planting and grounds maintenance schedule.



During 2015-16 the litter picking service continued to be undertaken on Gadbrook Park two hours per week, and all areas remained clean and tidy, which further enhanced the overall positive image of Gadbrook Park as a place to do business and trade.



Regular image audits were undertaken across the entire Gadbrook Park BID area by Business Park Manager Louise Ashley, identifying areas for improvement and ensuring the Business Park looked it's best for employers, employees and visitors alike, quickly remedying any problems found and providing solutions in a fast and efficient manner.

The Gadbrook Park Executive Board continued to work in partnership with Cheshire West and Chester Council and other key partners to identify sustainable travel options for the trading environment. A traffic survey was devised at the end of October that was completed by over 1,400 employees on the Business Park which has been delivered to Cheshire West and Chester Council for the transport strategy for Northwich. This is the evidence base for real clear future improvements for access, egress and car parking needs in and around Gadbrook Park.



1.4 Theme Three - Co-ordinated and connected Business Community

The Gadbrook Park Business Park Manager role continued throughout 2015-2016, with Martin Humphreys providing excellent support and advice to all companies across Gadbrook Park until his departure in March 2016. April 2016 saw Louise Ashley take over the role of Business Park Manager, and the past few months have seen Louise working tirelessly to consistently ensure that all companies on the Business Park have their needs met effectively. In particular, Louise has provided continuous support with regards to the numerous parking issues that are being experienced on the Park, while herself and the BID Executive Board have continued to build and maintain relationships with a variety of partner organisations including Cheshire West and Chester Council and Cheshire Constabulary.



The website continued to be maintained throughout 2015-2016, remaining a key source of information for business owners, their employees, the local community and Inward Investors. Towards the end of October the process of creating a brand new dedicated Gadbrook Park BID website began, with the aim of designing a website that is both functional and has a whole new fresh look and feel. The new website will go live in 2017.

Over 70 Gadbrook Park employees cycled to work on Tuesday 14th June 2016 in a bid to support the much loved Annual Bike to Work Day. Despite short outbursts of rain there was a great turnout for the event and as ever the hardworking staff from Caffé Arabica, Active Cheshire and Alpha Omega were on hand to assist during the day. The invaluable help and support from Stephen Hall of H&M Disinfection Systems ensured the day ran smoothly and everyone who took part was treated to a tasty breakfast sandwich and a refreshing drink from Caffé Arabica free of charge. Twelve50 Bikes based in Frodsham displayed bikes and accessories on the day and provided the prizes for the annual prize draw for all those that took part. The draw was made by Mike Roberts, the Chairman of the Gadbrook Park Executive Board at Caffé Arabica and Cesar Roux from The Hut Group walked away as the lucky winner of the first prize bike worth £500.



2015-2016 also saw the continuation of the Gadbrook Park Employee Incentive Scheme with Brio Leisure, enabling Gadbrook park employees and their family members to take

2015-2016 Annual Report and Accounts

advantage of a 20% discount on full membership at any Brio Leisure Centre 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 annual Gadbrook Park Quiz Night for 2016 was once again a tremendous success, with over 90 people representing 18 teams from businesses from across Gadbrook Park turning up in force to battle it out at Vale Royal Abbey for the coveted Gadbrook Park Challenge Cup. Concise Technologies ended the night victorious for a second year running, with Close Brothers coming a close second after a tense tie-breaker question with The Cheshire and Warrington LEP, who secured third position.



The much loved Gadbrook Park Christmas Carol concert once again brought a touch of festive cheer to Gadbrook Park during December. Taking place at Caffe Arabica with complimentary mulled wine and delicious mince pies for all those in attendance, the excited children from the Chrysalis Day Nursery got to meet Santa himself courtesy of Vale Royal Rotary Club, while employees were treated to a touch of festive music from the Joshua Tree Brass Band to get everyone into the Christmas spirit.

The regular Gadbrook Park e-bulletin also dropped into inboxes throughout the year to keep employers and employees up to date with the latest news, training courses and events taking place 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 packed schedule of training courses was delivered throughout 2015-2016 covering a wide variety of topics to upskill employees of Gadbrook Park businesses, ranging from First Aid at Work to Principles of Risk Assessment, Health & Safety in the Workplace and Manual Handling with courses validated by the Chartered Institute of Environmental Health, The Institute of Fire Safety Managers and Quallsafe. 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 and the introduction of Fire Marshal Training also proved to be extremely popular with businesses. Specific courses that were delivered in 2015-2016 were as follows:

- Quallsafe Level 2 Award in Emergency First Aid at Work
- Quallsafe Level 3 Award in First Aid at Work
- IFSM Fire Marshal Training
- 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
- LinkedIn Workshop
- Social Media and SEO Workshop
- Cybercrime Prevention Seminar



“138 Gadbrook Park employees have received free training in 2015-2016”

2.0 Summary of Finances 2015-2016

The total income for the year collected was £184,000 from the BID levy. The amount spent on BID arrangements and projects for 2015/2016 was £194,231.

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

Expenditure Summary	2015/2016	
	CASH	
	Budget	Expenditure
Theme One – Safe and Secure	£121,250	£141,918
Theme Two – Green, Clean and Sustainable	£11,500	£5,907
Theme Three – Co-ordinated and Connected	£53,945	£46,406
Total For year	£186,695	£194,231

Income	2015/2016	
	Budget Cash	Actual Cash
Business Improvement District Bank Account Income	£194,000	£184,000
Interest received in the bank account	N/A	£114
Total For year		£184,114

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

3.0 Plans for 2016-2017

Below is a summary of the projects which will be delivered during the third year of the Gadbrook Park Business Improvement District (BID2) in 2016-2017.

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 including Bank Holidays
- Free key holding service for all companies
- Regular liaison with Cheshire Police regarding crime and security issues
- Rapid Text Service for all businesses
- Plans to implement a security barrier on the Business Centre
- The implementation of a private parking enforcement scheme and parking deterrents

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
- Increased Gadbrook Park Litter Picking service
- A full annual planting and grounds maintenance schedule for the Business Park
- Regular image audits

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
- New user-friendly Gadbrook Park website
- Increased presence on Social Media
- Gadbrook Park E-Bulletin
- Developing links with our local schools and colleges
- Introduction of a new networking summer event
- New Gadbrook Park branding and logo

Appendix 1 – Accountants Report

**GADBROOK PARK
BUSINESS IMPROVEMENTS DISTRICT II
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 OCTOBER 2016**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2016**

	Page
Income and Expenditure Account	1
Balance Sheet	2
Accountants' report	3

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 OCTOBER 2016

	2015/16 £	2014/15 £
INCOME		
CWACC BID levy	184,000	230,000
CWACC Recovery of bad debt from BID I	-	35,000
Bank interest	<u>114</u>	<u>73</u>
	184,114	265,073
EXPENDITURE		
Security	123,192	115,932
CCTV	18,726	20,825
Bike to work	1,043	369
Website maintenance	1,229	1,328
Training	6,353	5,968
Image enhancement	408	3,820
Image enhancement maintenance	4,456	4,182
Sundries	3,432	1,354
Meeting costs	597	567
Bank charges	23	-
Project management and employment Of estate manager	<u>34,772</u>	<u>38,472</u>
	<u>(194,231)</u>	<u>(192,817)</u>
	(10,117)	72,256
PROVISION FOR EXPENDITURE REQUIRED TO COMPLETE PROJECTS		
Estate website maintenance	-	-
Bike to work	-	-
Image enhancement / subway	-	-
Sundries	250	200
Security	<u>-</u>	<u>-</u>
	<u>(250)</u>	<u>(200)</u>
(DEFICIT)/ SURPLUS FOR THE YEAR	<u>(10,367)</u>	<u>72,056</u>

BALANCE SHEET

AS AT 31 OCTOBER 2016

	2016 £	2015 £
CURRENT ASSETS		
Cash at bank	228,239	267,359
Due from Cheshire West	<u>-</u>	<u>-</u>
	228,239	267,359
CURRENT LIABILITIES		
Due to Groundwork CLM	(108,346)	(137,099)
Provision to complete projects	<u>(250)</u>	<u>(250)</u>
NET ASSETS	<u>119,643</u>	<u>130,010</u>
 FUNDS		
Surplus brought forward from BID I	57,954	57,954
Surplus brought forward from BID II	72,056	-
(Deficit)/ Surplus for the year	<u>(10,367)</u>	<u>72,056</u>
	<u>119,643</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)

26.1.17
.....
Date

**ACCOUNTANTS' REPORT
FOR THE YEAR ENDED 31 OCTOBER 2016**

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 2016 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: 26 January 2017