

Gadbrook PARK BID



Business Improvement District (BID)

Annual Report and Accounts

2016-2017

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.gadbrookparkbid.co.uk



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1.0 Review of 2016-2017

The following Annual Report and Accounts covers the third year of the Gadbrook Park Business Improvement District BID2 (2014-2019). 2016-2017 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 2016-17, 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 2016-2017 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)

Fran Johnson - Howard Worth (Treasurer)

Jo Mitton - Barclays Bank

Paul Baker - Caffé Arabica

Judith Burbridge – Weaver Vale Housing Trust

John Dawson - The Hut Group

Jason Stevens – Career Vision

Chris McLaughlin – MIS Ltd

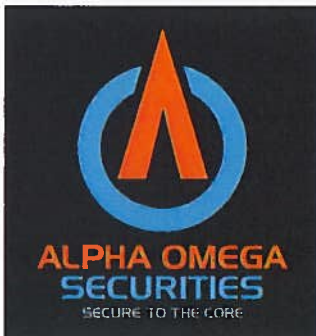
The Executive Board met five times in 2016-2017, and was quorate at all meetings. Full copies of minutes from these meetings are available from www.gadbrookparkbid.co.uk

The main Gadbrook Park BID Group met four times in 2016-2017. Full copies of minutes from the main Gadbrook Park Group meetings are available from www.gadbrookparkbid.co.uk.

There were also several meetings held to discuss specific car park issues and the Traffic Regulation Order on Gadbrook Park.

1.2 Theme One – Safe and Secure

Once again, crime levels on Gadbrook Park remained extremely low during 2016-2017 due to the various security projects and services that are funded by the BID, with just 10 incidents of crime reported over the year (3 thefts of pedal cycles, 2 thefts from employees, 3 further thefts, 1 burglary and 1 attempted burglary). There was also just one incident of Anti-social Behaviour reported during this period. 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. The BID continued to maintain an excellent partnership with Cheshire Constabulary throughout the year in order to maintain these low levels of crime.



Throughout 2016-17, the BID continued to make significant investments in the Gadbrook Park resourced 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 also continued to offer a free key holding service to businesses on the Park with Alpha Omega Security Ltd.

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 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.

Spotted something suspicious on Gadbrook Park...

If you see anything suspicious or of general interest on **Gadbrook Park** then please report it to **01606 866898**



Call 01606 866898



Several Bike Marking sessions were also undertaken during the year by Cheshire Police, where employees were given the opportunity to have their bikes security marked free of charge. The BikeRegister visible marking kit permanently marks the frame of the bike with a unique BikeRegister ID and registering a bike with BikeRegister helps police and cycle retailers identify and verify the legitimate owner of the bike that has been stolen or is trying to be resold.

1.3 Theme Two – Green, Clean and Sustainable

2016-2017 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 2016-2017 this has



included maintenance of the roundabout near the Business Centre, maintenance of the signage at the entrance to the business park and the business centre, maintaining the seating areas across the business park and business centre, and the continued upkeep of the pond area.

During 2016-17 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.



Summer 2017 saw the implementation and maintenance of 21 hanging baskets across Gadbrook Park, providing a vibrant splash of colour for employees and visitors to enjoy and majorly enhancing the aesthetics of the business environment.

Regular image audits were also undertaken across the entire 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.

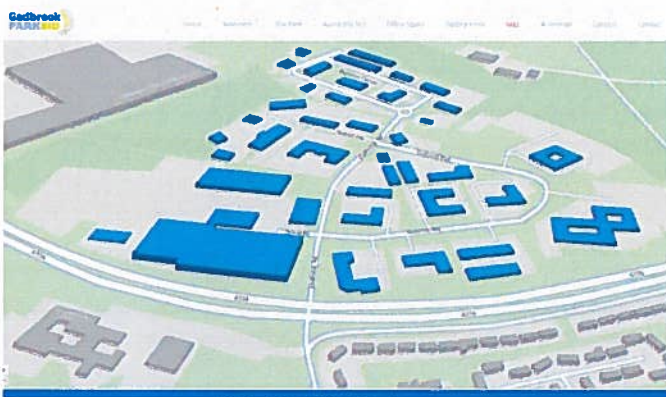
2016-2017 Annual Report and Accounts

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, and during 2016-2017 a Traffic Regulation Order was approved by the Highways department to implement double yellow lines in certain areas on the Business Park to ease parking congestion.



1.4 Theme Three - Co-ordinated and connected Business Community

The Gadbrook Park Business Park Manager role continued throughout 2016-2017, with Louise Ashley providing excellent support and advice to all companies across Gadbrook Park. The past year has seen Louise and the BID Team working tirelessly to consistently ensure that all companies on the Business Park have their needs met effectively and her ability to understand businesses individual needs has allowed companies to grow, prosper, and flourish on the Park. 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 team have continued to build and maintain relationships with a variety of partner organisations including Cheshire West and Chester Council and Cheshire Constabulary.



2016-2017 saw the Gadbrook Park website undergo a complete overhaul, with a fresh new design and concept introduced for users of the site. Going live in September 2017, the new website is a key source of information for business owners, their employees, the local community and inward investors. With a dedicated membership section for Gadbrook Park employees, the functionality of the website is now greatly improved, with users being able to book on to

training courses, submit job vacancies and access minutes and reports from any meetings.

130 Gadbrook Park employees cycled to work on Thursday 22nd June 2017 in a bid to support the much loved Annual Bike to Work Day. There was a great turnout for the event despite a few untimely rain showers, and as ever the hardworking staff from Caffé Arabica and Alpha Omega were on hand to assist during the day. Everyone who took part was treated to a tasty breakfast sandwich and a refreshing drink from Caffé Arabica free of charge while Cheshire Police were also in attendance during lunch to provide free Bike Marking to Gadbrook Park employees, of which over 30 participants took up this great offer. Cyclone Cycles also displayed their fantastic 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 BID, at Caffé Arabica during lunchtime and Abi Clarke from Access Bank walked away as the lucky winner of the first prize bike worth £500.





2016-2017 also saw the continuation of the Gadbrook Park Employee Incentive Scheme with Brio Leisure, enabling Gadbrook park employees and their family members to take 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 2017 was once again a tremendous success, with 75 people representing 15 teams from businesses 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 remarkable third year running, with Butcher & Barlow coming a close second and Gap Consulting securing third place.



The much loved annual 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 provided 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 as the children sang along to a range of Christmas songs over lunch.

The regular Gadbrook Park e-mails and e-bulletins 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.



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A packed schedule of training courses was delivered throughout 2016-2017 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 Quallsafe and The Institute of Fire Safety Managers. 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, while the introduction of Leadership Skills and Management Training also proved to be extremely popular with businesses.

Specific courses that were delivered in 2016-2017 were as follows:

- Quallsafe Level 3 Award in Emergency First Aid at Work
- Quallsafe Level 3 Award in First Aid at Work
- Quallsafe Emergency First Aid at Work Refresher
- IFSM Fire Marshal Training
- Quallsafe Level 2 Award in Health and Safety in the Workplace
- Quallsafe Level 2 Award in Principles of Manual Handling
- Groundwork Principles of Fire Risk Assessment
- Groundwork Principles of General Risk Assessment
- Leadership Skills and Management Training



“103 Gadbrook Park employees have received free training in 2016-2017”



2.0 Summary of Finances 2016-2017

The total income for the year collected was £ from the BID levy. The amount spent on BID arrangements and projects for 2016/2017 was £194,231.

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

The surplus of £102,922 brought forward from earlier years will be utilised to fund specific projects and services that support the three themes for improvements in the Gadbrook Park BID business plan.

Expenditure Summary	2016/2017	
	CASH	
	Budget	Expenditure
Theme One – Safe and Secure	£124,600	£134,008
Theme Two – Green, Clean and Sustainable	£21,500	£18,823
Theme Three – Co-ordinated and Connected	£55,306	£67,711
Total For year	£201,406	£220,542

Income	2016/2017	
	Budget Cash	Actual Cash
Business Improvement District Bank Account Income	£211,624	£204,046
Interest received in the bank account	N/A	£15
Total For year	£211,624	£204,061

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

3.0 Plans for 2017-2018

Below is a summary of the projects which will be delivered during the fourth year of the Gadbrook Park Business Improvement District (BID2) in 2017-2018.

3.1 *Theme One – Safe and Secure*

- CCTV and ANPR monitoring service, 24 hours a day, 365 days a year
- Gadbrook Park Security Patrol unit over the evenings and weekends, 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
- The continuation of a private parking enforcement scheme and parking deterrents
- Bike Marking Service by Cheshire Police for Gadbrook Park employees

3.2 *Theme Two – Green, Clean and Sustainable*

- Maintenance and improvement of the Gadbrook Park BID existing environmental assets
- Continuation of the Gadbrook Park Litter Picking service
- A full annual planting and grounds maintenance schedule for the Business Park
- Regular image audits
- Hanging baskets installed and maintained around Gadbrook Park
- Introduction of a double yellow line Traffic Regulation Order on Gadbrook 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
- Annual Christmas Carol Concert
- Annual Gadbrook Park Quiz
- Annual Gadbrook Park Bike to Work Day
- Gadbrook Park website with employee membership section
- Increased presence on Social Media
- Increased e-mail updates
- Gadbrook Park E-Bulletin
- Developing links with local schools and colleges
- Further offers and discounts introduced for the Employee Incentive scheme
- Whatsapp Group set up to aid in communication between Business Park Manager and employees

Appendix 1 – Accountants Report

**GADBROOK PARK
BUSINESS IMPROVEMENTS DISTRICT
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 OCTOBER 2017**

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FOR THE YEAR ENDED 31 OCTOBER 2017**

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INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 OCTOBER 2017

	2016/17 £	2015/16 £
INCOME		
CWACC BID levy	204,046	184,000
CWACC Contribution	-	-
Bank interest	<u>15</u>	<u>114</u>
	204,061	184,114
EXPENDITURE		
Security	126,713	123,192
CCTV	7,295	18,726
Bike to work	1,376	1,043
Website Maintenance	5,267	1,229
Training	8,848	6,353
Image enhancement	-	408
Maintenance	17,447	4,456
Estate bulletin	1,500	1,000
Networking events	1,512	857
Postage, stationery and marketing	1,821	1,575
Meeting costs	1,030	597
Bank Charges	-	23
BID Fund (CSR)	5,000	-
Project management and employment of estate manager	<u>42,733</u>	<u>34,772</u>
	<u>(220,542)</u>	<u>(194,231)</u>
	(16,481)	(10,117)
PROVISION FOR EXPENDITURE REQUIRED TO COMPLETE PROJECTS		
Sundries	250	250
Security	<u>-</u>	<u>-</u>
	<u>(250)</u>	<u>(250)</u>
SURPLUS / (DEFICIT) FOR THE YEAR	<u>(16,731)</u>	<u>(10,367)</u>

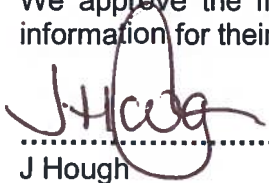
BALANCE SHEET

AS AT 31 OCTOBER 2017

	2017 £	2016 £
CURRENT ASSETS		
Cash at bank	163,159	228,239
Due from Cheshire West	<u>-</u>	<u>-</u>
	163,159	228,239
CURRENT LIABILITIES		
Due to Groundwork CLM	(59,987)	(108,346)
Provision to complete projects	(250)	(250)
NET ASSETS	<u>102,922</u>	<u>119,643</u>
 FUNDS		
Surplus brought forward from earlier years	119,643	130,010
Surplus/ (Deficit) for the year	<u>(16,731)</u>	<u>(10,367)</u>
	<u>102,922</u>	<u>119,643</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)

23/11/2018

 Date

**ACCOUNTANTS' REPORT
FOR THE YEAR ENDED 31 OCTOBER 2017**

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 2017 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
Drake House
Gadbrook Park
Northwich
Cheshire
CW9 7RA

Date: 23rd January 2018

