

# Gadbrook PARK BID



Business Improvement District (BID)

Annual Report and Accounts

2017-2018

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

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## 1.0 Review of 2017-2018

The following Annual Report and Accounts covers the fourth year of the Gadbrook Park Business Improvement District BID2 (2014-2019). 2017-2018 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 details everything that has been delivered during 2017-18, 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 2017-2018 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

Gareth Rigby – Weaver Vale Housing Trust

John Dawson - The Hut Group

Jason Stevens – Career Vision

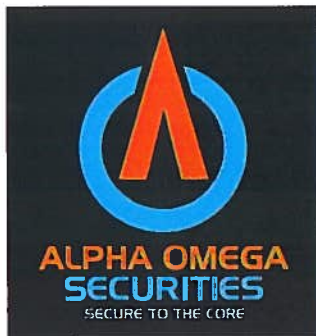
Chris McLaughlin – MIS Ltd

The Executive Board met five times in 2017-2018, and was quorate at all meetings. Full copies of minutes from these meetings are available from [www.gadbrookparkbid.co.uk](http://www.gadbrookparkbid.co.uk)

The main Gadbrook Park BID Group met two times in 2017-2018. Full copies of minutes from the main Gadbrook Park Group meetings are available from [www.gadbrookparkbid.co.uk](http://www.gadbrookparkbid.co.uk).

## 1.2 Theme One – Safe and Secure

Once again, crime levels on Gadbrook Park remained impressively low during 2017-2018 due to the various security projects and services that are funded by the BID, with just 3 incidents of crime reported over the year (2 counts of criminal damage to cars and 1 incident of HGV driver abuse to security). 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 2017-18, 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.

During 2018 a security review and consultation with businesses regarding the level of security required on Gadbrook Park was also undertaken to assess the security needs of companies present on the park.

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 Gadbrook Park BID 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 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

2017-2018 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 2017-2018 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.

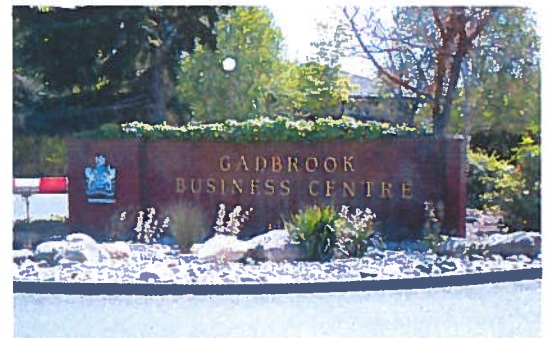


During 2017-18 the litter picking service continued to be undertaken on Gadbrook Park two hours per week, and all hot spot areas remained clean and tidy, which further enhanced the overall positive image of Gadbrook Park as a place to do business and trade. Community Payback have also been on site throughout the year providing a fantastic service by clearing litter, debris and ensuring the area is of a high quality visual standard.

A new map of walking routes around the business park was developed during the year to enable employees to get fit on their lunch breaks, while a new sign was also installed at Gadbrook Business Centre with a map of the building locations displayed to assist visitors to the centre.



Summer 2018 saw the installation and maintenance of 21 hanging baskets across Gadbrook Park, providing a vibrant splash of colour for employees and visitors to enjoy while regular image audits were undertaken across the entire area by Business Park Manager David Snasdell, identifying areas for improvement and ensuring the Business Park looked it's best for employers, employees and visitors alike.





## 1.4 Theme Three - Co-ordinated and connected Business Community

The Gadbrook Park Business Park Manager role continued throughout 2017-2019, with David Snasdell providing excellent support and advice to all companies across Gadbrook Park. The past year has seen David and the BID Team working tirelessly to consistently ensure that all companies on the Business Park have their needs met effectively and has aided all businesses on the park to grow, prosper and flourish. Dave has also continued to build and maintain relationships with a variety of partner organisations including Cheshire West and Chester Council and Cheshire Constabulary.



2017-2018 saw the new Gadbrook Park website continue to be maintained and updated with users being able to book on to training courses, submit job vacancies and access minutes and reports from any meetings.



68 Gadbrook Park employees cycled to work on Thursday 14<sup>th</sup> June 2018 in a bid to support the much loved Annual Bike to Work Day. There was a great turnout for the event despite a few spots of rain, 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 delicious breakfast sandwich and a refreshing drink from Caffé Arabica free of charge while Cheshire Police were also in attendance to provide free Bike Marking to Gadbrook Park employees, of which 10 participants took up this great offer. Jack Gee Cycles from Northwich was on hand during the day to provide advice

on bike repairs while Weaver Valley Cycle club were also in attendance. The draw was made at lunchtime and Mike Alcock from Nationwide Network Services walked away as the lucky winner of the first prize bike worth £500.





2017-2018 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 2018 was once again a tremendous success, with 80 people representing 16 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. Close Brothers ended the night victorious, finally knocking Concise Technologies off top spot, with Ingenico coming a close second and Concise Technologies having to settle for 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 Caffè Arabica with complimentary mulled wine and tasty 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 with the children's choir from local charity the Joshua Tree.

The regular Gadbrook Park e-mails and weekly 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.

Gadbrook Park BID 2 News  
Friday, 26th October 2018 [View Full Email in your Account](#)



**Gadbrook Park Weekly News Update**

David Snasdell Gadbrook Park BID Manager

Please can you make sure that this E-Bulletin is forwarded on to all your members of staff, we'd like as many employees as possible to learn about whats going on locally, initiatives and businesses that are in our area.





## 2017-2018 Annual Report and Accounts

A packed schedule of training courses was delivered throughout 2017-2018 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 popular Leadership Skills and Management Training course was fully booked on every occasion, while a number of new workshops and seminars were introduced including the highly commended Presentation Skills Workshop. 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.

Specific courses that were delivered in 2017-2018 were as follows:

- Quallsafe Level 3 Award in Emergency First Aid at Work
- Quallsafe Level 3 Award in First Aid at Work
- 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
- Presentation Skills Workshop
- Commercial Intelligence Workshop
- Modern Day Slavery Awareness Workshop



***“119 Gadbrook Park employees received free training in 2017-2018”***



## 2.0 Summary of Finances 2017-2018

The total income for the year collected was £ 225,689 from the BID levy. The amount spent on BID arrangements and projects for 2017/2018 was £219,038

A provision of £260 has been provided for the year end audit.

The surplus of £109,359 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	2017/2018	
	CASH	
	Budget	Expenditure
Theme One – Safe and Secure	£146,850	£141,437
Theme Two – Green, Clean and Sustainable	£31,863	£17,807
Theme Three – Co-ordinated and Connected	£64,500	£59,551
<b>Total For year</b>	<b>£243,463</b>	<b>£219,038</b>

Income	2017/2018	
	Budget Cash	Actual Cash
Business Improvement District Bank Account Income	£222,206	£225,689
Interest received in the bank account	Nil	£46
<b>Total For year</b>	<b>£222,206</b>	<b>£225,735</b>

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

### 3.0 Plans for 2018-2019

Below is a summary of the projects which will be delivered during the fifth year of the Gadbrook Park Business Improvement District (BID2) in 2018-2019.

#### 3.1 *Theme One – Safe and Secure*

- CCTV and ANPR monitoring service, 24 hours a day, 365 days a year
- Installation of a new CCTV camera on Dalby Court
- 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
- Facilitate the installation of new lighting columns on the Business Park
- Looking at the feasibility of an arts project with local school children in the subway

#### 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
- Introduction of a Gadbrook Park Hard copy bulletin
- Developing links with local schools and colleges
- Further offers and discounts introduced for the Employee Incentive scheme



*Appendix 1 – Accountants Report*

**GADBROOK PARK  
BUSINESS IMPROVEMENTS DISTRICT  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 OCTOBER 2018**

2017-2018 Annual Report and Accounts

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FOR THE YEAR ENDED 31 OCTOBER 2018**

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## 2017-2018 Annual Report and Accounts

## INCOME AND EXPENDITURE ACCOUNT

## FOR THE YEAR ENDED 31 OCTOBER 2018

	2017/18 £	2016/17 £
<b>INCOME</b>		
CWACC BID levy	225,689	204,046
CWACC Contribution	-	-
Bank interest	<u>46</u>	<u>15</u>
	225,735	204,061
<b>EXPENDITURE</b>		
Security	129,758	126,713
Access & Egress	500	-
CCTV	9,915	7,295
Bike to work	1,065	1,376
Website Maintenance	912	5,267
Training	8,549	8,848
Image enhancement	1,182	-
Maintenance	17,453	17,447
Estate bulletin	1,500	1,500
Networking events	1,582	1,512
Postage, stationery and marketing	3,104	1,821
Meeting costs	712	1,030
Bank Charges	-	-
BID Fund (CSR)	3,250	5,000
Sundries	10	-
Project management and employment of estate manager	<u>39,546</u>	<u>42,733</u>
	<u>(219,038)</u>	<u>(220,542)</u>
	6,697	(16,481)
<b>PROVISION FOR EXPENDITURE REQUIRED TO COMPLETE PROJECTS</b>		
Sundries	260	250
Security	<u>-</u>	<u>-</u>
	<u>(260)</u>	<u>(250)</u>
<b>SURPLUS / (DEFICIT) FOR THE YEAR</b>	<u><b>6,437</b></u>	<u><b>(16,731)</b></u>



## 2017-2018 Annual Report and Accounts

## BALANCE SHEET


## AS AT 31 OCTOBER 2018

	2018 £	2017 £
<b>CURRENT ASSETS</b>		
Cash at bank	158,803	163,159
Due from Cheshire West	<u>-</u>	<u>-</u>
	158,803	163,159
<b>CURRENT LIABILITIES</b>		
Due to Groundwork CLM	(49,184)	(59,987)
Provision to complete projects	(260)	(250)
<b>NET ASSETS</b>	<u>109,357</u>	<u>102,922</u>
<b>FUNDS</b>		
Surplus brought forward from earlier years	102,922	119,643
Surplus/ (Deficit) for the year	<u>6,437</u>	<u>(16,731)</u>
	<u>109,359</u>	<u>102,922</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)

25/01/19.  
.....  
Date

2017-2018 Annual Report and Accounts

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**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 2018 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: