



Business Improvement District (BID)

Annual Report and Accounts

2018-2019

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

Business Improvement District Programme 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 2018-2019

The following Annual Report and Accounts covers the fifth year of the Gadbrook Park Business Improvement District BID2 (2014-2019). 2018-2019 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. Key development work was also undertaken to secure the Gadbrook Park BID 3 through to 2024. 92% of companies approved the BID 3 proposal in July 2019, securing a range of new projects and services to be delivered on Gadbrook Park over the next 5 years. Going forward the Gadbrook Park BID will aim to retain Gadbrook's position as a flagship business park in Cheshire, ensure the park is safe and secure and make it greener, cleaner and more sustainable for firms and their employees.

Sections 1.2 through to 1.5 of the report details everything that has been delivered during 2018-19, 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 2018-2019 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

Chris McLaughlin – MIS Ltd

Gareth Rigby – Weaver Vale Housing Trust

Andy Hunt - THG

Heidi Bennett – Fifield Glyn

The Executive Board met six times in 2018-2019, 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 twice in 2018-2019. Full copies of minutes from the main Gadbrook Park Group meetings are available from www.gadbrookparkbid.co.uk.

1.2 Theme One – Safe and Secure

Crime levels on Gadbrook Park remained remarkably low during 2018-2019 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. The BID continued to maintain an excellent partnership with Cheshire Constabulary throughout the year in order to maintain these low levels of crime.



Throughout 2018-19, 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 2018-2019 the BID purchased new radios for the security guards as well as security guards at Roberts, Barclays and The Hut Group to ensure that the security patrols were as interlinked as possible and helping with crime prevention.

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 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 (ANPR) camera that is installed at the entrance to Gadbrook Park, adding an extra element of security for businesses.



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

2018-2019 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 2018-2019 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.



Morrison's of litter and debris as the patch of land had become unsightly.

During 2018-19 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. Community Payback have also been on site at various points throughout the year providing a great service by clearing litter, debris and ensuring the area is of a high quality visual standard. Community Payback also cleared the area near



employers, employees and visitors alike.

Summer 2019 once again saw the installation and maintenance of 21 hanging baskets across Gadbrook Park, providing a vibrant splash of colour for employees and visitors to enjoy. A new speed sign and speed bump sign were purchased and erected on the Park while directional signage on the A556 was cleaned and washed. Regular image audits were undertaken across the entire area by the Business Park Manager, identifying areas for improvement and ensuring the Business Park looked it's best for

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Tuesday 11th June 2019 saw the return of the Annual Gadbrook Bike to Work Day, and in spite of the heavy rain there was a healthy turn out of keen cyclists. As ever the hardworking staff from Caffé Arabica and Alpha Omega were on hand to assist during the day and everyone who took part was treated to a delicious breakfast sandwich and a refreshing drink from Caffé Arabica free of charge. Cheshire Police were also in attendance to provide free Bike Marking to Gadbrook Park employees. The draw was made at lunchtime and Mike Gaskell from Johnson's Removals walked away as the lucky winner of the first prize bike worth £500 - a worthy recipient as Mike cycles from Macclesfield each day to work.



1.4 Theme Three - Co-ordinated and connected Business Community



The Gadbrook Park Business Park Management service continued throughout 2018-2019, with the BID Team providing great support and advice to all companies across Gadbrook Park. The past year has seen 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. The BID Team has also continued to build and maintain relationships with a variety of partner organisations including Cheshire West and Chester Council and Cheshire Constabulary.

2018-2019 saw the 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.



In February the annual Gadbrook Park Quiz Night for 2019 was once again a resounding success, with employees from businesses across Gadbrook Park turning up in force to battle it out at Vale Royal Abbey for the coveted Gadbrook Park Challenge Cup. 19 teams battled it out to determine who would lift the coveted Gadbrook Park Challenge Cup this year, and after several rounds where we learned that a Binturong was an animal and that Holland ISN'T classed as a country, one team emerged victorious. Butcher Barlow ended the night on top spot securing a triumphant first, with Howard Worth coming a close

second (by one point!) and Concise Technologies ending up in third place.

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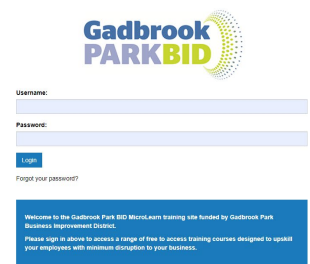
The much-loved annual Gadbrook Park Christmas Carol concert once again brought a touch of festive cheer to the Business Park during December. Taking place at Caffe Arabica with complimentary mulled wine and tasty mince pies provided for all those in attendance, the excited children from the Chrysalis Day Nursery got to meet Santa himself courtesy of Vale Royal Rotary Club whilst singing a few cheerful Christmas songs. The Leftwich High School Band were also in attendance to treat employees to a touch of festive music over lunch.



Gadbrook Park took part in Breast Cancer Awareness Day on the 18th October thanks to the arrival of the “BooBee bus” on to the park to inform and educate employees on Breast Cancer, with support from Roberts Bakery and Caffe Arabica. Many employees turned out to support the event and two employees from Principia Law won the “Best in Pink” competition.

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. The Gadbrook Park Twitter account was also in use over the year to update and inform employees about the daily happenings on Gadbrook Park and to convey important and useful information.

2019 saw the introduction of the Microlearn Online training suite being made accessible to all Gadbrook Park employees. Funded by the Gadbrook Park BID, the package offers a range of short bitesize online courses for staff to complete on topics such as Customer Service, Management and Leadership, Safeguarding and Microsoft office.



2018-2019 also saw the continuation of the Gadbrook Park Employee Incentive Scheme with Brio Leisure which enables 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.

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A packed schedule of training courses was delivered throughout 2018-2019 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 Fire Marshal Training 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 Blood Pressure Monitor Training. 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 2018-2019 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
- Blood Pressure Monitor Training
- Commercial Law Seminar



“119 Gadbrook Park employees received free training in 2018-2019”



2.0 Summary of Finances 2018-2019

The total income for the year collected was £214,436 from the BID levy. The amount spent on BID arrangements and projects for 2018/2019 was £244,973.

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

The surplus of £78,853 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	2018/2019	
	CASH	
	Budget	Expenditure
Theme One – Safe and Secure	£156,148	£149,341
Theme Two – Green, Clean and Sustainable	£30,750	£27,203
Theme Three – Co-ordinated and Connected	£71,500	£68,429
Total For year	£258,398	£244,973

Income	2018/2019	
	Budget Cash	Actual Cash
Business Improvement District Bank Account Income	£233,316	£214,634
Interest received in the bank account	N/A	£84
Total For year	£233,316	£214,718

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

3.0 Plans for 2019-2020

Below is a summary of the projects which will be delivered during the first year of the Gadbrook Park Business Improvement District (BID3) in 2019-2020.

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
- 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 – A Connected and Supported Business Park*

- Gadbrook Park Business Park Management service
- 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
- Developing links further with our community through engaging schools and colleges
- Regular email updates
- Gadbrook Park E-bulletin (Weekly)
- Gadbrook Park Hard Copy Bulletin (Quarterly)
- Further offers and discounts introduced for the Employee Incentive scheme
- Gadbrook Park website with employee membership section
- Social Media Presence (Twitter)
- Microlean Online Training Suite for Gadbrook Park Businesses.

3.3 *Theme Three – A Greener, Cleaner and Sustainable Trading Environment*

- 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

Appendix 1 – Accountants Report

**GADBROOK PARK
BUSINESS IMPROVEMENTS DISTRICT
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 OCTOBER 2019**

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FOR THE YEAR ENDED 31 OCTOBER 2019**

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INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 OCTOBER 2019

	2018/19 £	2017/18 £
INCOME		
CWACC BID levy	214,436	225,689
CWACC Contribution	198	-
Bank interest	<u>84</u>	<u>46</u>
	214,718	225,735
EXPENDITURE		
Security	138,571	131,756
Access & Egress	-	500
CCTV	10,770	9,915
Bike to work	767	1,065
Website Maintenance	1,218	912
Training	14,792	8,549
Image enhancement	-	1,182
Maintenance	26,436	15,455
Estate bulletin	3,017	1,500
Networking events	2,220	1,582
Postage, stationery and marketing	1,928	3,104
Meeting costs	765	712
Bank Charges	-	-
BID Fund (CSR)	500	3,250
Sundries	-	10
Project management and employment of estate manager	<u>43,989</u>	<u>39,546</u>
	<u>(244,973)</u>	<u>(219,038)</u>
	(30,255)	6,697
PROVISION FOR EXPENDITURE REQUIRED TO COMPLETE PROJECTS		
Accountancy	<u>250</u>	<u>260</u>
	<u>(250)</u>	<u>(260)</u>
SURPLUS / (DEFICIT) FOR THE YEAR	<u>(30,505)</u>	<u>6,437</u>

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BALANCE SHEET**AS AT 31 OCTOBER 2019**

	2019 £	2018 £
CURRENT ASSETS		
Cash at bank	30,714	158,803
Due from Cheshire West		
	<u>83,000</u>	<u>-</u>
	<u>113,714</u>	<u>158,803</u>
CURRENT LIABILITIES		
Due to Groundwork CLM	(34,601)	(49,184)
Provision to complete projects	<u>(260)</u>	<u>(260)</u>
NET ASSETS	<u>78,853</u>	<u>109,357</u>
FUNDS		
Surplus brought forward from earlier years	109,358	102,921
Surplus/ (Deficit) for the year	<u>(30,505)</u>	<u>6,437</u>
	<u>78,853</u>	<u>109,358</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)

21 January 2020

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ACCOUNTANTS' REPORT FOR THE YEAR ENDED 31 OCTOBER 2019

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 2019 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: 21 January 2020