



## Minutes

### Gadbrook Park Executive BID Meeting

**Meeting:** Gadbrook Park Executive Board  
**Date:** Wednesday 2<sup>nd</sup> December 2020  
**Time:** 10:30am  
**Location:** Online Zoom Meeting

Name	Company	Name	Company
Mike Roberts (MR)	Roberts Bakery	Dave Brooks (DB)	Turnkey
Fran Johnson (FJ)	Howard Worth	Richard Trout (RT)	Close Brothers
Chris McLaughlin (CM)	MIS Ltd	Jo Mitton (JM)	Barclays
Jane Hough (JH)	Groundwork CLM	Hugh Shields (HS)	Groundwork CLM
Stephanie Leese (SL)	Groundwork CLM		

#### Apologies

Name	Company	Name	Company
James Coleman (JC) Gareth Rigby (GR)	The Hut Group WVHT	Mike Bracegirdle (MB)	Butcher Barlow solicitors

		Actions
<b>Welcome, Apologies and Actions from previous minutes</b>	<p>MR welcomed everyone to the meeting and hoped everyone was keeping well. Apologies were received from Mike Bracegirdle, James Coleman and Gareth Rigby.</p> <p><b>Outstanding Actions:</b></p> <p>There were 3 Action Points from the previous meeting. HS has asked Tree Muskateers to include the Business Centre in the next maintenance round. JH has spoken with CWAC regarding the BID levy collections. JH has spoken to Cllr Cooper regarding the entrance works.</p> <p>The Minutes from the previous meeting were approved as a true and accurate record.</p>	
<b>CCTV Update</b>	<p>Lee from Onetek provided an update to the board on CCTV deployment – Onetek have added 2 additional cameras, one of which has replaced one of the failed cameras. A new column has been put up at the back of the business park where there was no coverage previously at Dalby Court. There have been issues with the weather however the column has been installed and the power and camera is on, it is just the fibre that needs sorting.</p> <p>The Quad camera at the front of the Business Park is up and running fine and it is far superior quality.</p>	

	<p>Onetek are currently awaiting a replacement for the camera on the business park – Axis are honouring the warranty and this is due in the next week or two. As soon as it arrives, Onetek will go and install.</p> <p>There have been issues with Alphabond and the CCTV there. Concerns over them thinking they would need to maintain it.</p> <p>MR thanked Lee. Lee will arrange to show the significant difference in the camera quality.</p>	<p>LD to show the board the difference in camera quality.</p>
<p><b>Business Park Managers – Report</b></p>	<p>HS went through the Business Park Managers Report. Travelers had set up camp again and the relevant authorities were contacted. Has cost the Hut Group £4.6k on getting rid of the encampments. Seems to be one individual – 3 incursions from the same individual.</p> <p>JH and HS have attended Webinars regarding HS2. HS making face to face visits on Gadbrook Park.</p> <p>Groundwork has become members of the Chamber free of charge. JH is working with Carol Vella who used to work at CWAC. Lots of information on Brexit if businesses need it – BID will be working with CV in the future in a partnership approach.</p> <p>Kickstart scheme is funded by the government for 16-24 year olds. Businesses giving the opportunity for paid employment by the government. 22 young people have been taken on by BID businesses.</p> <p>Digital Marketing webinar for businesses. Largely successful and hope to run similar in the future.</p> <p>HS and SL have met with Microlearn – they will be putting together a package and cost and the board can decide if this is something they would like to carry on with.</p> <p>MR raised that there have been large queues heading back to Lostock due to the roadworks. HS to pick this up to see if everything has been done as it should have been and they are doing the works within the specified times.</p> <p>There were no questions on the report.</p>	<p>HS to check roadworks are being done within specified times.</p>
<p><b>Accounts</b></p>	<p>JE explained that due to Covid hitting in March 2020, CWAC and Groundwork were reluctant to send out invoices in April 2020 on the basis that it was unknown territory and it felt unsympathetic to what was happening with the economy. CWAC held back and it was decided across the borough to issue the invoices in May/June 2020.</p>	

	<p>BID 3 started in November 2019 – however the BID’s financial year doesn’t match up with CWAC’s. Invoices were sent in November 2019 but were pro-rated. Liability orders couldn’t be issued for these as the courts had stopped for Covid. At the end of CWAC’s financial accounting year there was £35k outstanding in BID levies and CWAC haven’t had the power to issue liability orders.</p> <p>Invoices were issued in May/June however collection levels were a lot lower than in recent years – currently at 62%. 45% of income was drawn down in April and due to collection levels, CWAC did a full reconciliation. CWAC will pay 80%. Normally the BID would receive £98k in Sept, instead the BID will receive 77% in December. The BID has still not received the outstanding money from November 2019. This leaves the BID in quite a vulnerable position at the moment and JH has been doing some cash flow projections. There could be a £17-18k shortfall by March 2021.</p> <p>JH has spoken with MR and FJ. MR wants to change the financial year of the BID and also the timings of the BID. FJ hasn’t checked the accounts yet. 1st November 2019 – end of March 2021 –17 months set of accounts.</p> <p>In terms of accounting periods, JH explained to the board that the BID can do it on an annual basis or a quarterly basis. In terms of regulations there are no statutory regulations and the BID regulations don’t detail how BIDs need to report their accounts. Changing the accounting period is not an issue. In terms of changing the term of the BID – now it is approved and is in place, the only way to do this is to have a new proposal and a revote. The only way around it would be to run the lifetime of this BID and have a ballot in October/November, then start the second year of the BID on the 1st April the following year and have no expenditure from November – April 1st. Mike would like to end the BID early in November 2024 and then start afresh on April 1st. JH will speak with British BIDs to discuss.</p> <p>JH will get further clarity on a debtors list and HS will contact BID members to try and get payment sorted.</p> <p>No questions on getting the BID financial year in line with CWAC. All board members were in favour of changing it.</p> <p>JH will look at budgets and try and save the BID money in the meantime.</p>	<p>JH to speak with British BIDs regarding changing the term of the BID.</p> <p>JH to get debtors list and HS to speak with BID members to chase payment.</p>
<p><b>AOB and Date of next meeting</b></p>	<p>There will be no AGM in January. There will be an hour long update on the accounts at the end of January.</p>	



	<p>MR thanked everyone for attending.</p> <p>Date of next meeting: Accounts meeting – Weds 27<sup>th</sup> Jan 2021 – 11am. Next Board Meeting: Friday 28<sup>th</sup> May 2021</p>	
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