



Business Improvement District (BID)

Annual Report and Accounts

2019-2021



Gadbrook Park Business Improvement District
C/O Groundwork Cheshire, Lancashire & Merseyside
Yarwoods Arm
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Northwich
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1.0 Review of 2019-2021

The following Annual Report and Accounts covers the first year of the Gadbrook Park Business Improvement District BID3 (2019-2024). The end of the financial year of the BID has been changed from 31st October to 31st March, thus Year 1 covers 17 months. Year 5 of the BID will be shortened accordingly.

July 2019 saw a remarkable 92% of companies on Gadbrook Park approve the BID 3 proposal when the BID went to ballot, securing a range of new projects and services to be delivered on Gadbrook Park over the next 5 years and proving testament as to how valuable businesses on Gadbrook see the BID.

As such, the existing services that were already in place across the park through BIDs 1 and 2 were able to be sustained and improved as Year 1 of BID 3 got underway, as well as the introduction of several new projects. 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 2019-21, 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 2019-2021 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

Richard Trout – Close Brothers

Dave Brooks – Turnkey

Gareth Rigby – Weaver Vale Housing Trust

James Coleman – The Hut Group

The Executive Board met 10 times in 2019-2021, and was quorate at all meetings. Full copies of minutes from these meetings are available from www.gadbrookparkbid.co.uk. Due to Covid-19, meetings have been held online via Zoom since March 2020.

1.2 Theme One – Safe and Secure

Crime levels once again remained exceptionally low for the first year of BID 3, due to the various security projects and services funded by the BID. The Executive Board place security and crime prevention as a top priority for businesses on Gadbrook Park, and ensuring premises remain safe and secure is of high importance.

Throughout 2019-2021 the BID continued to make significant investments in to the resourced security service provided by Alpha Omega Security. Ensuring Gadbrook is as safe as possible, mobile security guards patrol the Business Park and Business Centre between 7pm through to 7am on weekdays and 24/7 throughout the weekends and bank holiday periods. A free key-holding service is also provided to businesses on Gadbrook Park via the BID and Alpha Omega Security. The BID has also invested in a linked radio system between Alpha Omega and the security guards at Roberts, Barclays and The Hut Group, ensuring security patrols are as interlinked as possible.



The BID has continued to fund and maintain the state of the art CCTV system installed across the park, replacing any damaged cameras to ensure the system runs as smoothly as possible. The ANPR (Automatic Number Plate Recognition) camera at the entrance to Gadbrook Park was also maintained throughout the course of the year.

The BID has also invested in taking out an Injunction to stop encampments coming on to the Park. The Court is processing the injunction application and a Notice of Issue will follow shortly.

1.3 Theme Two - A Connected and Supported Business Park

The Gadbrook Park Business Park Management Service continued throughout 2019-2021, 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. During Covid-19, the BID Team worked tirelessly to ensure businesses were kept up to date and supported in terms of grants that were available through the government, with continuous communication as the pandemic progressed.



The Gadbrook Park website continued 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. The regular Gadbrook Park e-news and 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, while the Twitter account was in

regular use to update and inform employees on the daily happenings.

2019-2021 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.

The annual Gadbrook Park Christmas Carol concert once again brought a touch of festive cheer to Gadbrook Park during December 2019. 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 much loved Annual Gadbrook Park quiz also took place in January 2020, with Close Brothers scooping the top prize!



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Where Covid-19 allowed, a schedule of training courses was delivered throughout 2019-2021 covering a wide variety of topics to upskill employees of Gadbrook Park businesses, ranging from First Aid at Work to 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 2021 saw the introduction of the highly popular and much sought after Mental Health First Aid course. Whilst Covid-19 was ongoing, training courses switched to online learning, and once it was deemed that face-to-face courses could recommence, the highest precautions and measures were put in place to ensure the safety of delegates. The extremely high uptake of courses by businesses on Gadbrook Park, despite the challenges of Covid-19, demonstrates the value that companies on the Park see in keeping their workforce skilled.

Specific courses that were delivered in 2019-2021 were as follows:

- Quallsafe Level 3 Award in Emergency First Aid at Work
- Quallsafe Level 3 Award in First Aid at Work
- Quallsafe Level 3 Award in Mental Health First Aid
- IFSM Fire Marshal Training
- Quallsafe Level 2 Award in Health and Safety in the W
- Quallsafe Level 2 Award in Principles of Manual Hand
- Groundwork Principles of Fire Risk Assessment
- Groundwork Principles of General Risk Assessment
- Groundwork Principles of Asbestos Awareness
- Leadership Skills and Management Training



1.4 Theme Three – A Greener, Cleaner and Sustainable Trading Environment

Year 1 of BID 3 saw the continuation of a full maintenance programme across Gadbrook Park to ensure the area remains a green, clean trading environment for businesses and employees to enjoy, and features a full planting and grounds maintenance schedule. 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. All of the signs across Gadbrook Park were also washed down and cleansed.

Summer 2020 once again saw the installation and maintenance of 21 hanging baskets across Gadbrook Park, funded by the BID and provided by Northwich Town Council. The baskets provided a welcome splash of colour during the summer months for visitors and workers at Gadbrook Park to admire and enjoy.

Regular image audits were also undertaken across the entire Gadbrook Park BID area by Business Park Manager Hugh Shields, identifying areas for improvement and ensuring the Business Park looked its best for employers, employees and visitors alike.



2.0 Summary of Finances 2019-2021

The total income for the year collected was £175 500 from the BID levy. The amount spent on BID arrangements and projects for 2019/2021 was £284 902.

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

The surplus of £98 440 brought forward 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	2019/2021	
	CASH	
	Budget	Expenditure
Theme One – Safe and Secure	£146,850	£192 901
Theme Two – A Connected and Supported Business Park	£31,863	£76 861
Theme Three – A Greener, Cleaner and Sustainable Trading Environment	£64,500	£15 244
Total For year	£243,463	£285 006

Income	2019/2021	
	Budget Cash	Actual Cash
Business Improvement District Bank Account Income	£222,206	£186 690
Interest received in the bank account	£84	£22
Total For year	£222,206	£186 712

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

3.0 Plans for 2021-2022

Below is a summary of the projects which will be delivered during the second year of the Gadbrook Park Business Improvement District (BID3) in 2021-2022.

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 Carols and Mince Pies at Arabica (when Covid-19 allows)
- Annual Gadbrook Park Quiz (either virtually, or when Covid-19 allows)
- Gadbrook Park Bike to Work Day (when Covid-19 allows)
- Developing links further with our community through engaging schools and colleges
- Regular email updates
- Gadbrook Park E-bulletin
- Gadbrook Park Hard Copy Bulletin
- Further offers and discounts introduced for the Employee Incentive scheme
- Gadbrook Park website with employee membership section
- Social Media Presence (Twitter)

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

- Maintenance and improvement of the Gadbrook Park BID existing environmental assets
- 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

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**GADBROOK PARK
BUSINESS IMPROVEMENTS DISTRICT
FINANCIAL STATEMENTS
FOR THE 17 MONTH PERIOD ENDED
31 MARCH 2021**

INCOME AND EXPENDITURE ACCOUNT

FOR THE 17 MONTH PERIOD ENDED 31 MARCH 2021

	2019/21	2018/19
	£	£
INCOME		
CWACC BID levy	175,500	214,436
CWACC Contribution	11,190	198
Bank interest	<u>22</u>	<u>84</u>
	186,712	214,718
EXPENDITURE		
Security	168,163	138,571
Access & Egress	-	-
CCTV	18,158	10,770
Bike to work	-	767
Website Maintenance	3,235	1,218
Training	4,690	14,792
Image enhancement	-	-
Maintenance	15,244	26,436
Marketing and communications	2,362	3,017
Networking events	2,012	2,220
Postage, stationery and marketing	785	1,928
Meeting costs	-	765
Development costs BID 3	1,179	-
BID Fund (CSR)	-	500
Traveller injunction	6,580	-
Project management and employment of estate manager	<u>62,598</u>	<u>43,989</u>
	<u>(284,902)</u>	<u>(244,973)</u>
	(98,190)	(32,255)
PROVISION FOR EXPENDITURE REQUIRED TO COMPLETE PROJECTS		
Accountancy	<u>250</u>	<u>250</u>
	<u>(250)</u>	<u>(250)</u>
SURPLUS / (DEFICIT) FOR THE YEAR	<u><u>(98,440)</u></u>	<u><u>(30,505)</u></u>

BALANCE SHEET**AS AT 31 MARCH 2021**

	2021 £	2019 £
CURRENT ASSETS		
Cash at bank	2	30,714
Due from Cheshire West		
	<u>0</u>	<u>83,000</u>
	2	113,714
CURRENT LIABILITIES		
Due to Groundwork CLM	(19,329)	(34,601)
Provision to complete projects	<u>(260)</u>	<u>(260)</u>
NET ASSETS	<u>(19,587)</u>	<u>78,853</u>
FUNDS		
Surplus brought forward from earlier years	78,853	109,358
Surplus/ (Deficit) for the year	<u>(98,440)</u>	<u>(30,505)</u>
	<u>(19,587)</u>	<u>78,853</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)

.....
Date

**ACCOUNTANTS' REPORT
FOR THE PERIOD ENDED 31 MARCH 2021**

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 March 2021 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.

WR Partners
Chartered Accountants
Drake House
Gadbrook Park
Northwich
Cheshire
CW9 7RA

Date:

Notes:

Income:

Security: 2021 we reduced the cover from security so it is less than 17/12 of the prior year

CCTV: 2021 includes 2 new cameras including the posts at £7,586 2019 includes one new camera inc planning £3,115 for business centre. Maintenance at £1,440 a quarter has not changed.

Training:

	2021	2019
Microlearn	-	5,000
Emergency first aid (1 day course) £425 per day	425	2,125
First aid (3 day course) £1,250 per course	425	2,500
Fire Marshall	750	1,845
Fire risk £385 per day	-	770
Leadership skills and management	1,080	945
Principals of Manual Handling		495
Mental health first aid	850	-
Room hire	275	
Buffets	885	1,112
	4,690	14,792

Maintenance:

	2021	2019
Litter picking at £30 per day	300	1,387
Tree Musketeers	13,000	11,338
Toilet repairs	-	122
Street lighting for Business Centre	-	11,709
Gritting	-	169
Signs for Gadbrook Park	-	113
Cleaning signs on A556	-	150
Hanging baskets inc. watering	1,944	1,449
	15,244	26,436

Networking events:

	2021	2019
Christmas Carols	437	739
Quiz	1,575	1,481
	2,012	2,220