



Business Improvement District (BID)

Annual Report and Accounts

2021-2022



Gadbrook Park Business Improvement District
C/O Groundwork Cheshire, Lancashire & Merseyside
Waterside House
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1.0 Review of 2021-2022

The following Annual Report and Accounts covers the second year of the Gadbrook Park Business Improvement District BID3 (2019-2024) from 1st April 2021 – 31st March 2022.

The Gadbrook Park BID will aim to keep Gadbrook's position as a flagship business park in Cheshire, ensuring 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 2021-22, 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 2021-2022 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 – WR Partners (Treasurer)

Jo Mitton - Barclays Bank

Chris McLaughlin – MIS Ltd

Richard Trout – Close Brothers

Dave Brooks – Turnkey

Gareth Rigby – Weaver Vale Housing Trust

The Executive Board met 3 times in 2021-2022, 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 Microsoft Teams but returned to in person at the end of March 22.

1.2 Theme One – Safe and Secure

Crime levels once again remained exceptionally low during the second 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 2021-2022 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, ensuring security patrols are as interlinked as possible.



The BID has continued to fund and maintain the CCTV system installed across the park, replacing any damaged/failed 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 Team also continued to maintain an excellent working relationship with Cheshire Police and holds monthly security meetings with Alpha Omega & CCTV Providers Onetek Business Solutions which is fed back to the Police.

Due to traveller encampments posing a potential issue on Gadbrook Park, the BID has also invested in taking out an Injunction to stop illegal encampments coming on to the Park. The Court has approved the application and the injunction became live during 2022 – a great step forward in keeping the business park a safe environment for companies and employees as a result.



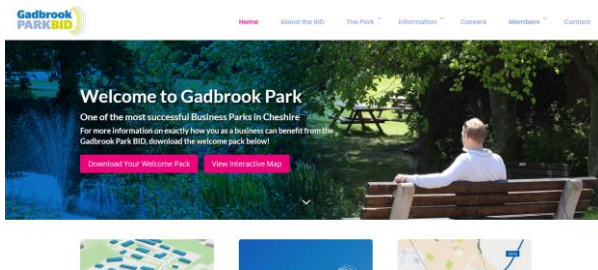
1.3 Theme Two - A Connected and Supported Business Park



The Gadbrook Park Business Park Management Service continued throughout 2021-2022, with the BID Team providing great support and advice to all companies across Gadbrook Park. BID Project Manager Hugh Shields met with all new businesses that joined the Business Park throughout the year, providing the Gadbrook Park Welcome Pack detailing information on all the projects and services the BID can deliver plus useful contact numbers and email addresses. The BID Team have also provided support and advice to companies on a day-to-day basis; topics include Covid 19 support, growth (looking for bigger premises), advertising jobs, issues around traffic management, Inter-trading opportunities and sharing CV's for employees who are under threat of redundancy.

The quarterly Gadbrook Park Bulletin and regular e-bulletins continued to update companies and their employees with good news stories and useful information relating to Gadbrook Park, while the dedicated Gadbrook Park website (www.gadbrookparkbid.co.uk) continued to be maintained throughout 2021-2022, with job vacancies, news, events and other useful information for businesses all

uploaded. The Gadbrook Park Twitter account (@GadbrookParkBID) was also in regular use throughout the year to update and inform employees on the daily happenings.



The Employee Incentive Scheme with Brio Leisure also continued throughout 2021-22, which enables Gadbrook Park employees to take advantage of a 20% discount on full membership at any Brio Leisure Centre and unlimited use of all activities including the gym, swimming pool, fitness classes, off peak racquet sports, toning tables, sauna steam and the Jacuzzi. The scheme also extends to family members.

A full schedule of BID funded training courses took place from early April 2021 onwards when Covid-19 restrictions made it safe to do so, all free to employees of BID businesses. Key courses that were requested by businesses were included, namely Emergency First Aid in the Workplace, Mental Health First Aid at Work and Fire Marshal training, with courses validated by Ofqual and Highfield. Whilst the onset of Covid-19 in 2020 impacted the delivery of training courses, a full Risk Assessment was undertaken to allow training to be completed in a controlled and Covid-19 safe environment with precautions and measures put in place to ensure the safety of delegates. In some instances, online learning was approached, with several Mental Health First Aid courses conducted online. 2021-22 saw a huge demand for the free training places by businesses on the Business Park, and as such all courses have been fully booked with additional sessions put on to meet the high demand. 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 2021-2022 were as follows:

- Level 3 Award in Emergency First Aid in the Workplace (x5 courses delivered)
- Level 3 Award in Mental Health First Aid in the Workplace (x7 courses delivered)
- Fire Marshal Training (x3 courses delivered)

In total, 15 training courses were delivered by the BID between April 2021 and March 2022



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

Year 2 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.

Summer 2021 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 2021-2022

The total income for the year collected was £233,715 from the BID levy. The amount spent on BID arrangements and projects for 2021/2022 was £208,994.

A provision of £330 has been provided for the year end audit.

The surplus of £24,395 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	2021/2022	
	CASH	
	Budget	Expenditure
Theme One – Safe and Secure	£153,068	£138,428
Theme Two – A Connected and Supported Business Park	£58,970	£55,444
Theme Three – A Greener, Cleaner and Sustainable Trading Environment	£13,750	£15,122
Total For year	£243,463	£208,994

Income	2021/2022	
	Budget Cash	Actual Cash
Business Improvement District Bank Account Income	£260,957	£233,715
Interest received in the bank account	-	£4
Total For year	£260,957	£233,719

Please see appendix one for full detail of income and expenditure from WR Partners.

3.0 Plans for 2022-2023

Below is a summary of the projects which will be delivered during the third year of the Gadbrook Park Business Improvement District (BID3) in 2022-2023.

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
- Continued injunction regarding illegal encampments on the park
- 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
- Gadbrook Park welcome pack for all new companies
- Business networking opportunities to encourage inter-business park trading
- Attending Job Fairs to promote vacancies on the Business Park
- 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
- Continued maintenance of the Gadbrook Park website
- 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

2021-2022 Annual Report and Accounts

**GADBROOK PARK
BUSINESS IMPROVEMENTS DISTRICT
FINANCIAL STATEMENTS
FOR THE 17 MONTH PERIOD ENDED
31 MARCH 2022**

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FOR THE YEAR ENDED 31 MARCH 2022**

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INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	12 months 2021/22	17 months 2021/19 £	12 months 2018/2019 £
INCOME			
CWACC BID levy	233,715	175,500	214,436
CWACC Contribution	0	11,190	198
Bank interest	<u>4</u>	<u>22</u>	<u>84</u>
	233,719	186,712	214,718
EXPENDITURE			
Security	120,245	168,163	138,571
Bank charges	1	-	-
CCTV	11,478	18,158	10,770
Bike to work	-	-	767
Website Maintenance	1,427	3,235	1,218
Training	5,192	4,690	14,792
Image enhancement	-	-	-
Maintenance	15,122	15,244	26,436
Marketing and communications	-	2,258	3,017
Networking events	-	2,012	2,220
Postage, stationery and marketing	2,353	785	1,928
Meeting costs	-	-	765
Development costs BID 4	-	1,179	-
BID Fund (CSR)	-	-	500
Traveller injunction	6,705	6,580	-
Project management and employment of estate manager	<u>46,471</u>	<u>62,598</u>	<u>43,989</u>
	<u>(208,994)</u>	<u>(284,902)</u>	<u>(244,973)</u>
	24,725	(98,190)	(32,255)
PROVISION FOR EXPENDITURE REQUIRED TO COMPLETE PROJECTS			
Accountancy	<u>330</u>	<u>250</u>	<u>250</u>
	<u>(330)</u>	<u>(250)</u>	<u>(250)</u>
SURPLUS / (DEFICIT) FOR THE YEAR	<u>24,395</u>	<u>(98,440)</u>	<u>(30,505)</u>

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BALANCE SHEET**AS AT 31 MARCH 2022**

	2022	2021
	£	£
CURRENT ASSETS		
Cash at bank	657	2
Due from Cheshire West	<u>52,458</u>	<u>0</u>
	53,115	2
CURRENT LIABILITIES		
Due to Groundwork CLM	(47,387)	(19,329)
Provision to complete projects	<u>(920)</u>	<u>(260)</u>
NET ASSETS	<u>4,808</u>	<u>(19,587)</u>
 FUNDS		
Surplus brought forward from earlier years	(19,587)	78,853
Surplus/ (Deficit) for the year	<u>24,395</u>	<u>(98,440)</u>
	<u>4,808</u>	<u>(19,587)</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

2022 Annual Report and Accounts

**ACCOUNTANTS' REPORT
FOR THE PERIOD ENDED 31 MARCH 2022**

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 2022 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: