



Winsford 1-5
Business Environment Group
Business Improvement District
(BID)

Annual Report and Accounts 2012 -
2013

Report produced by

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Chairman's Introduction

This second year of the Business Improvement District (BID) 2011-2016 at Winsford Industrial Estate has seen many positive projects and services delivered to ensure we meet our aim towards the BID 2 five year business plan.

The main focus of the year was to continue helping local businesses to grow and prosper and promoting Winsford Industrial Estate as a great place to do business and attracting new companies to the Estate. This has been supported by developing our relationships with our key partners, Cheshire West and Chester Council Economic Development Team, Cheshire Police, Mid-Cheshire College, Winsford Town Council, Sir John Deanes College and the Winsford and Northwich Locality Board.

A big success of the year was undoubtedly the inaugural Winsford 1-5 Business Expo – the event was attended by over 20 businesses and our partners, so successful was this event that the Executive Board have decided to make it an annual occasion.

A key area of concern for the BID throughout the financial year has been the continued development of the Cheshire West and Chester Council proposal for a Travelling Showman site on land at the northern entrance to Road One. Throughout 2012-2013 the Executive Board have continued to seek professional planning advice and undertaken lobbying work to make the case for retaining the land as employment land.

Finally, one highlight of the year includes the planting of daffodils at the southern entrance of Road One, which provided us with a carpet of colourful flowers this spring. The planting scheme was developed to compliment the newly installed Cheshire fencing, the seating area and sensory garden at the southern entrance to the estate.



Pete Price

Chairman – Winsford 1-5 Business Environment Group



Review of 2012-2013

This being the second year of the operation of the Business Improvement District (BID2) on Winsford Industrial Estate. 2012-2013 has seen a number of projects and services delivered across the Industrial Estate, development work undertaken on future projects and a range of existing services sustained and further developed under our three themes for improvement.

This report details the projects and services that have been delivered, ensuring that Winsford Industrial Estate continues to work towards its vision:

“To maintain and further develop our position as one of the premier industrial estates within Cheshire and the North West capable of attracting, developing and supporting a broad spectrum of companies through the provision of a safe, clean and connected industrial estate”

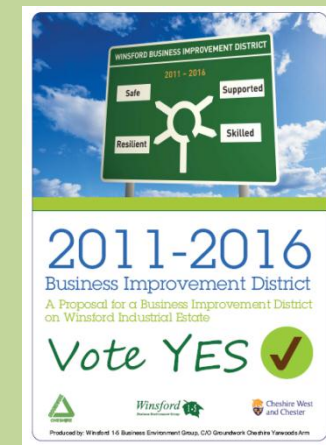
The projects and services delivered have also moved Winsford Industrial Estate closer to the achievement of its mission, as defined in the Business Improvement District proposal:

“To promote Winsford Industrial Estate as a location of choice for both employers and employees in mid-Cheshire, by working in partnership to focus on our three themes for improvements”

Theme one - Sustainable, supported and promoted estate

Theme Two - Secure and safe trading environment

Theme Three - Training, knowledge and skills



The Executive Board

At the end of 2012-2013, the membership of the Executive Board was as follows:

Chairman	Pete Price, Office Essentials
Executive	Shaun Hardman, Iveco
Executive	George Ralston, STM
Executive	Richard Robbins, Euro Lab Supplies
Executive	Jordan Kennedy, Patrick Properties
Executive	Lisa Lyons, Briggs and Stratton
Executive	Dharma Nurse, Rucks Ltd

2012-2013 saw a number of changes to the Executive Board, Liz Urwin from Britton Taco and Ian Vickery from Advanced Medical Solutions tendered their resignations to concentrate on business activity, Syd Williams from Chemical Support Systems stepped down from his role as board member due to retirement and David Harrison from Henkel who has been an Executive Board member since the inception of the BID in 2006 left the estate to set up his own private business.

The Executive Board met four times in 2012-2013, and was quorate at all meetings. Full copies of the minutes and associated papers from these meetings are available from www.winsford1-5.co.uk

The main Winsford 1-5 Business Environment Group met 3 times in 2012-2013. Full copies of minutes and associated papers from the main Winsford 1-5 Business Environment Group meetings are available from www.winsford1-5.co.uk



Theme One – Sustainable, Supported and Promoted Estate



November 2012 saw the planting of 1,200 daffodil bulbs at the southern entrance of the Industrial Estate, which saw an abundance of colour in Spring 2013. The planting further compliments the improvements the BID has made to the Estate since its inception in 2006.

The BID, in partnership with Cheshire West and Chester Council has also continued to provide seasonal planting on the roundabout at the northern end of the Industrial Estate, the planters across Road One and the landscape feature at the southern end of the Estate. In addition the BID continues to maintain the landscape schemes at the sensory garden, planting at the footbridge on Road Two and the pathway on Road Five.



2012 saw the first Winsford 1-5 Business Expo, which was attended by more than 200 people. Councillor Pam Booher, Lord Mayor of Chester officially opened the event which was held at Pineapple Park, Road One. The Expo saw businesses across the Estate and key partners including Cheshire West and Chester Council Economic Development Team, Mid-Cheshire College and Cheshire Police come together to showcase their goods and services and further develop inter-estate trading.

The Estate Bulletin continues to provide businesses and their employees with information and good news stories across the Estate. The bulletins featured articles on the Winsford 1-5 Employee Incentive Scheme, updates from the Chairman, Pete Price and information on scheduled Winsford Industrial Estate Training Courses and Seminars.



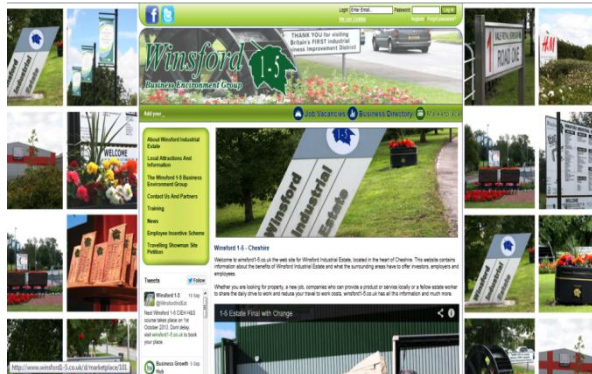


The Estate Manager, Mike Kelly continues to provide excellent support to companies across the Industrial Estate and has increased access to a range of business support services provided by local, regional and national organisations which has allowed businesses to grow and prosper.

His work has ranged from supporting small start-up companies to find premises and start trading on Winsford Industrial Estate, through to working with some of the largest employers ensuring that their needs are met. Mike has also co-ordinated a number of events this year, including the ever popular Estate Quiz and for the first time the Winsford 1-5 Business Expo.

In addition, Mike continues to build and maintain relationships with a number of partners including Cheshire West and Chester Council (Highways, Streetscene and Estates departments) and Cheshire Police.

During 2012-2013 further promotion of the Winsford 1-5 Employee Incentive Scheme took place with resident companies. The scheme has been designed to encourage employees on Winsford Industrial to shop locally, whilst providing incentives to employees. Current offers include discounts on Gym and Swim Memberships at the Brio Leisure sites across Cheshire West and Chester including, Winsford Lifestyle Centre, Moss Farm and Rudheath Leisure Centre.



The Winsford website continues to provide Estate businesses and their employees with sources of useful information on scheduled Winsford 1-5 Training Courses, access to the Business Directory, Job vacancies and Marketplace pages.

The website also contains news about the Industrial Estate, along with downloads including minutes of meetings, Estate Manager and Project Management Reports, and the Annual Report and Accounts for the Winsford 1-5 Business Environment Group.



The annual estate Quiz 2013 was a huge success, business teams from across the Estate came to battle it out at Wharton Conservative Club, Winsford. The overall winners were the Team from Rucks, who proudly accepted the Challenge Cup from Pete Price, Chairman of the Winsford 1-5 Business Environment Group.

One of the key areas of work this year has focused on the Winsford 1-5 Business Environment Groups links with our key partners, local Councillors, Winsford and Northwich Locality Board, Weavervalley Partnership Board, Sir John Deanes College and Mid-Cheshire College. These links with partners provides opportunities for business support, future growth and a future skilled workforce, which will meet the needs and demands of Winsford Industrial Estate businesses and employees in the future.



Theme Two – Secure and Safe Trading Environments



The Winsford 1-5 Business Environment Group continue to place security and crime prevention projects and services as top priority. The BID continues to fund mobile security patrols by Alpha Omega throughout bank holiday weekends and the Christmas and New Year period.

In addition to the mobile security patrols the BID funds the monitoring and maintenance of the Winsford Industrial Estate dedicated CCTV system. The system has provided high quality CCTV footage of incidents on Winsford Industrial Estate to Cheshire Police on numerous occasions over the last 12 months in a bid to reduce crime on the Estate.

In December 2012, 25 businesses attended the first ever Christmas Security briefing which was attended by Inspector Dave Snasdell from Winsford NPU (pictured right) who gave a presentation on how the partnership between the Winsford 1-5 Business Environment Group and Cheshire Police had supported the low levels of crime across the estate. The event was also attended by Alpha Omega who provided an update on the mobile security patrol service, Onetek Business Solutions who demonstrated the Winsford Industrial Estate dedicated CCTV system and Office Link who provides the Rapid Text service who encouraged attendees to sign up. The Selecta Mark DNA property marking kits were distributed to each business at the event.



SELECTADNA™
DNA FORENSIC PROPERTY MARKING



Spotted something suspicious on Winsford industrial estate...

If you see anything suspicious or of general interest on Winsford industrial estate then please report it to 01606 866826

 An image of a mobile phone and two yellow cards. One card says 'Winsford Industrial Estate Rapid Text Service 24 hr coverage' and the other says 'Winsford Industrial Estate Rapid Text Service 24 hr coverage'.

Call 01606 866826



Theme Three – Training, knowledge and skills

226 Winsford Industrial Estate employees have been involved in 241 days of training since April 2011

A suite of training courses have been delivered throughout the year covering topics including manual handling, fire safety, health and safety and first aid. Since the establishment of BID2 in 2011, 226 Winsford Industrial Estate employees have received training, with 241 days of training delivered.

The specific courses delivered were:

- CIEH Level 2 Health and Safety in the Workplace
- CIEH Level 2 in Manual Handling
- Fire Risk Assessment
- General Risk Assessment
- Quallsafe Level 2 Award in Emergency First Aid at Work
- Quallsafe Level 3 Award in First Aid at Work



Summary of Finances 2012-2013

The total income for the year for the BID was £85,770, of which £80,000 was from the BID levy. The amount spent on BID arrangements, projects and services for 2012/2013 was £78,369.

Expenditure Summary 2012/2013

	2012/2013	
	CASH	
Expenditure	Budget (As per BID business plan)*	Expenditure
Sustainable, Supported and Promoted	57,206	53,637
Secure and Safe	16,696	17,755
Training, Knowledge and Skills	8,000	5,459
Rebate System – Multiple Occupiers	9,161	1,518
Total For year	91,063	78,369

* The original values in the BID proposal budget have been amended due to changes in local circumstances. Amendments to the budgets have been agreed by the Executive Board and where appropriate approved at meetings of the Winsford -5 Business Environment Group. Therefore the budget variances detailed above reflect the changes in local circumstances that have taken place in the year.

In addition to the direct cash expenditure, a minimum of £5,000 of Gift in Kind Expenditure was committed by Cheshire West and Chester Council. This consisted of officer time for:

- The collection of BID levy monies
- Attending Winsford 1-5 Executive Board and Business Environment Group meetings
- Taking part in Estate Audits

Income Summary 2012/2013

Income	Budget CASH (As per BID business plan)*	Actual Cash
Business Improvement District Levy	89,046	80,000
CWaC Contribution	5,000	5,000
Interest received to bank account	-	770
Total For year	94,046	85,770

The actual cash received from BID levy income was lower than budgeted in the financial year; this is due to a number of bad debtors in the year. To date the BID has made a surplus of £38,965. The accounts for 2012/2013 include an accrual of £250 for professional fees.

See appendix 1 for the full set of accounts, produced by Murray Smith Accountants.

Plans for Year 3 2013-2014

In the year 2013/2014, the Winsford 1-5 Business Environment Group will fund the implementation of the following projects and services through BID 2 2011-2016.

Theme One – Sustainable, Supported and Promoted Estate

- Employment of an Estate Manager
- Production and distribution of the Winsford 1-5 Estate Bulletin, 4 times per year
- A Winsford Industrial Estate Trade Exhibition Day
- Continued maintenance of landscaping and environmental assets
- Development of landscaping across the Estate
- Maintenance and development of www.winsford1-5.co.uk to include social media
- Production and distribution of the Winsford 1-5 Annual Business Survey
- The Winsford Industrial Estate Annual Quiz
- Monitor the Travelling Showman site proposal
- Promote the Winsford Industrial Estate employee incentive scheme
- Continue partnership working with the Winsford Locality Board, Winsford Town Council and local Education Establishments to ensure that Winsford Industrial Estate is supported through Economic Development, Regeneration and locally skilled employment

Theme Two – Secure and Safe Trading Environment

- Monitoring and maintenance of the dedicated Winsford Industrial Estate CCTV System
- Distribution of Selecta Mark property marking kits to every company across the Estate
- Continuation of the 24/7 rapid test service and e-mail information update service
- Mobile Security Patrols across the Estate at key times of the year – Bank Holiday weekends, Christmas and New Year period



Theme Three – Training, Knowledge and Skills

- A range of Training Courses will be delivered to include:
 - CIEH Health and Safety in the Workplace
 - CIEH Manual Handling
 - General Risk Assessment
 - Fire Risk Assessment
 - First Aid
 - Defib-Training

- A range of seminars will be delivered each year covering business support topics
 - HR and Employment Law
 - Health and Safety updates
 - Environmental Opportunities and Risks
 - Fire Safety
 - Social Media
 - Business Improvement processes

- Information update services – to compliment training and seminars

Appendix one – Accountants Reports

WINSFORD 1-5

BUSINESS IMPROVEMENT DISTRICT

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2013

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FOR THE YEAR ENDED 31 MARCH 2013**

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INCOME AND EXPENDITURE ACCOUNT**FOR THE YEAR ENDED 31 MARCH 2013**

	2012/13		2011/12	
	£	£	£	£
INCOME				
CWaC BID levy	80,000		89,238	
CWaC contribution	5,000		5,000	
Bank interest	<u>770</u>		<u>838</u>	
		85,770		95,076
EXPENDITURE				
Image enhancement	4,791		5,980	
Security	17,755		(2,575)	
Telephone	86		110	
Printing, postage and advertising	3,969		3,983	
Training	5,459		6,243	
Networking events	2,939		1,513	
Sundries	952		491	
Waste management study	-		-	
Resource efficiency	-		2,554	
Rebate Scheme	1,518		3,322	
Website costs	140		374	
Professional fees	4,892		5,334	
Project management and employment of estate manager	<u>35,868</u>		<u>36,251</u>	
		(78,369)		(63,580)
		7,401		31,496
PROVISION FOR EXPENDITURE REQUIRED TO COMPLETE PROJECTS				
Image enhancement	-		15,562	
Web site	-		4,275	
PR and professional fees	-		1,900	
Sundries	<u>250</u>		<u>250</u>	
		(250)		(21,987)
SURPLUS FOR THE YEAR		<u>7,151</u>		<u>9,509</u>

BALANCE SHEET
AS AT 31 MARCH 2013

	2013		2012	
	£	£	£	£
CURRENT ASSETS				
Cash at bank	65,057		67,618	
Due from GES (Cheshire) Limited	—		—	
	65,057		67,618	
CURRENT LIABILITIES				
Due to GES (Cheshire) Limited	(25,842)		(13,817)	
Provision to complete projects	<u>(250)</u>		<u>(21,987)</u>	
NET ASSETS		<u>38,965</u>		<u>31,814</u>
FUNDS				
Surplus brought forward		31,814		22,305
Surplus/(deficit) for the year		<u>7,151</u>		<u>9,509</u>
		<u>38,965</u>		<u>31,814</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



P Price (Chair)



31/07/2013

.....
Date

**ACCOUNTANTS' REPORT
FOR THE YEAR ENDED 31 MARCH 2013**

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 year ended 31 March 2013 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 to 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.

Murray Smith LLP
Chartered Accountants
Darland House
44 Winnington Hill
Northwich
Cheshire CW8 1AU

Date:21/08/2013.....