



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

Annual Report and Accounts 2013 - 2014

Report produced by

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Chairman's Introduction

The third year of the Business Improvement District (BID) 2011-2016 at Winsford Industrial Estate has seen a wide variety of positive projects and services successfully delivered, all to the benefit of local businesses and all ensuring that we meet our aims as set out in the BID 2 five year business plan.

As always, a key area of focus remains security, and we remain fully committed to making the estate one of the most secure in Cheshire by continuing to invest in all aspects throughout the estate, keeping our levels of crime at an exceptionally low incident level throughout 2013-2014.

One key improvement throughout the estate has been the installation of the new inner speed radar signs to keep speeds down on Road One, whilst we continue with our on-going maintenance programme of landscape features and structures in order to improve the overall image of the estate.

The Business Improvement District continued to support local businesses to grow and prosper whilst simultaneously promoting Winsford as a premier location to trade in order to attract new companies to conduct business on the estate. This was all supported in conjunction with our local partners, who we have continued to forge strong links with throughout the year, including Winsford Town Council, Cheshire West and Chester Council, Sir John Deane's College and Mid Cheshire College.

And finally, a highlight of the year was the Business Expo which took place in June and provided the opportunity to be a major showcase for the talent that businesses on the estate have to offer. The event was attended by over 300 people and highlights that Winsford is a prime business base to both work and trade for both employees and businesses alike.



Pete Price

Chairman – Winsford 1-5 Business Environment Group



Review of 2013-2014

The third year deliverance of the Business Improvement District (BID 2) on Winsford Industrial Estate is now complete with 2013-2014 resulting in a significant number of projects and services delivered across the Industrial Estate. Development work has been undertaken on a variety of future projects, whilst existing services have been sustained and been established further in relation to the BID's three themes for improvement.

The following report details the projects and services that have been delivered by the BID, all to the benefit of resident businesses as well as ensuring that Winsford Industrial Estate continues to progress in 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 that have been delivered have also allowed Winsford Industrial Estate to take further steps in achieving its mission, as detailed 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 2013-2014, the membership of the Executive Board was as follows:

Chairman	Pete Price, Office Essentials
Executive	Shaun Hardman, Iveco
Executive	George Ralston, STM
Executive	Chris Rowbottom, Weaver Vale Housing Trust
Executive	Richard Robbins, LP Chemicals
Executive	Lisa Lyons, Briggs and Stratton
Executive	Dharma Nurse, Rucks Ltd

The Executive Board met four times in 2013-2014, 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 once in 2013-2014. 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

The BID continued to maintain all of the existing features on the estate throughout the year, as well as the continuation of the landscape maintenance scheme.

New traffic calming measures were installed on Road One on the Industrial Estate to remind motorists of the 40mph speed limit and flashing '40' when drivers are travelling between 35 and 40 mph. Those exceeding the limit will be flashed with a warning to slow down. The signs can also collect vital information including the time and date of passing traffic, the number of vehicles, as well as speed capture data including the average and highest speeds recorded. The signs have received exceptionally positive feedback from businesses on the estate.



After a successful debut in 2012, June 2013 saw the return of the Winsford Business Expo, where over 50 local companies showcased the exceptional goods and services their businesses had to offer, whilst at the same time developing vital links to promote inter-trading within the estate. Free for all to attend, more than 300 people passed through the doors to broaden their knowledge and discover the wealth of jobs and training opportunities available to them on the estate, as well as finding out first-hand just how the continued developments implemented by the BID all ensure that the estate is a prime business base to both work and trade.

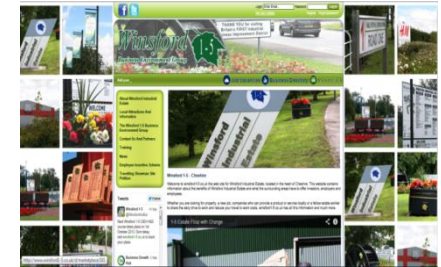
Distributed by the BID, the Winsford 1-5 Estate Bulletin continued to update companies and their employees during the year, and as always were packed full of useful information and good news stories relating to Winsford Industrial Estate. Throughout the year, articles have included regular updates from the Chairman, Pete Price, introductions and welcomes to the various companies that moved in to premises on the estate, as well as information regarding any up and coming events or free training courses and seminars all scheduled especially for Winsford Industrial Estate employees by the BID.





The Estate Manager, Mike Kelly, continued to provide excellent support and advice to all companies across Winsford Industrial Estate, as well as building and maintaining relationships with a variety of partner organisations including Cheshire West and Chester Council and Cheshire Police. Throughout the year, Mike has been busy supporting a number of small start-up companies locate suitable premises on the estate to enable them to start trading, we well as welcoming several larger companies and helping them to settle in to their new home at Winsford. Mike has worked tirelessly to consistently ensure that all companies on the estate have their needs met effectively, whether large or small, and that continuous support is provided to allow all businesses to grow and prosper.

The Winsford 1-5 website continued to provide employees on the Industrial Estate with useful information regarding up and coming training courses, as well as access to the Business Directory containing listings for Winsford companies, job vacancies and properties for sale and to let. Also available are all the downloads of meeting minutes, the Estate Manager and Project Management reports, as well as a full list of the Annual Reports and Accounts for the Winsford 1-5 Environment Group, meeting minutes and agendas.



Keen quizzers from across Winsford Industrial Estate gathered for the annual estate quiz in January 2014 to battle for the coveted Challenge Cup at Wharton Conservative Club. This year's triumphant team was Newbury Data, who lifted the trophy ahead of runners up MAST System and SPX.

The BID funded two Christmas trees to add to the festive feel of the estate during December in partnership with Streetscene at Cheshire West and Chester Council who installed the trees, with many employees from the estate helping to decorate them.



Theme Two – Secure and Safe Trading Environments

Security and crime prevention projects and services are recognised as top priority for companies by the Winsford 1-5 Business Environment Group, and as such, a variety of projects have been developed through 2013-2014. Overall crime remained at an all-time low throughout 2013-2014 due to the range of security measures funded by the BID.

The BID continues to fund mobile security patrols by Alpha Omega throughout bank holiday weekends and during the Christmas and New Year period, as well as the monitoring and maintenance of the dedicated CCTV system. The rapid text service, where businesses are urged to report any suspicious activity to the 24/7 hotline is also funded by the BID.



In December 2013, the annual Crime Seminar was held to inform businesses of the measures being taken to keep the estate safe over the festive period. Led by Police Inspector Dave Snasdell and representatives from Alpha Omega, the seminar saw SelectaDNA forensic property marking kits distributed and collective actions agreed by all those attending to maintain the low level of crime on the estate.



Cheshire’s Police and Crime Commissioner John Dwyer also visited Winsford Industrial Estate to take a look at how businesses are working together to combat crime.



Theme Three – Training, knowledge and skills

Almost 600 Winsford Industrial Estate employees have received free training since the inception of the Winsford Industrial Estate Business Improvement District in 2006, and this high uptake demonstrates the value that companies on the estate see in keeping their workforce skilled. A number of courses are validated by the Chartered Institute of Environmental Health and Qualsafe.

A packed schedule of training courses was delivered throughout the year and covered a wide variety of topics, ranging from Risk Assessment, Health & Safety and Manual Handling to Emergency First Aid at Work. Specific courses that were delivered in 2013-2014 were:

- CIEH Level 2 Award in Health and Safety in the Workplace
- CIEH Level 2 Award in Manual Handling
- CIEH Level 2 Award in Environmental Principles and Best Practice
- Groundwork Principles of Fire Risk Assessment
- Groundwork Principles of General Risk Assessment
- Qualsafe Level 2 Award in Emergency First Aid at Work
- Qualsafe Level 3 Award in First Aid at Work
- Qualsafe First Aid Annual Refresher Training



Summary of Finances 2013-2014

The total income for the year for the BID was £101,063 of which £95,000 was from the BID levy. The amount spent on BID arrangements, projects and services for 2013/2014 was £83,611.

Expenditure Summary 2013/2014

Expenditure	2013/2014	
	CASH	
	Budget (As per BID business plan)*	Expenditure
Sustainable, Supported and Promoted	53,987	59,853
Secure and Safe	16,900	13,906
Training, Knowledge and Skills	8,000	7,995
Rebate System – Multiple Occupiers	9,161	1,857
Total For year	91,063	83,611

* 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 2013/2014

Income	Budget CASH (As per BID business plan)*	Actual Cash
Business Improvement District Levy	89,046	95,000
CWaC Contribution	5,000	5,150
Interest received to bank account	-	913
Total For year	94,046	101,063

The accounts for 2013/2014 include an accrual of £250 for professional fees and £237 for the Multiple Occupier Rebate Scheme

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

Plans for Year 4 2014-2015

In the year 2014/2015, 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
- Continued maintenance of existing landscaping and environmental assets
- Installation of two further Traffic Calming signs
- Updates to the Entrance Boards
- Installation of new banners at the Southern and Northern Entrance to the Estate
- Development of new landscaping across the Estate
- Redevelopment of www.winsford1-5.co.uk
- Production and distribution of the Winsford 1-5 Annual Business Survey
- The Winsford Industrial Estate Annual Quiz
- Promote the Winsford Industrial Estate employee incentive scheme, including 20% discount on Gym and Swim membership for Winsford Industrial Estate Employees
- 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
- Development of Winsford BID 3
- Installation of two De-Fibs at key areas on Road One

Theme Two – Secure and Safe Trading Environment

- Installation of two new CCTV cameras on Road Three and Road Five
- Monitoring and maintenance of the existing 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
- 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 2014

WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT

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FOR THE YEAR ENDED 31 MARCH 2014**

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WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2014**

	2013/14		2012/13	
	£	£	£	£
INCOME				
CWaC BID levy	95,000		80,000	
CWaC contribution	5,000		5,000	
CWaC EXPO contribution	150		-	
Bank interest	913		770	
		<u>101,063</u>	<u>85,770</u>	
EXPENDITURE				
Image enhancement	11,867		4,791	
Security	13,906		17,755	
Telephone	130		86	
Printing, postage and advertising	8,269		3,969	
Training	7,995		5,459	
Networking events	1,300		2,939	
Sundries	748		952	
BID rebate scheme	1,857		1,518	
Website costs	1,175		140	
Professional fees	250		4,892	
Project management and employment of estate manager	36,114		35,868	
		<u>(83,611)</u>	<u>(78,369)</u>	
		17,452	7,401	
PROVISIONS FOR EXPENDITURE REQUIRED TO COMPLETE PROJECTS				
Rebate scheme	237		-	
Accountancy fee	250		250	
		<u>(487)</u>	<u>(250)</u>	
SURPLUS/(DEFICIT) FOR THE YEAR				
		<u><u>16,965</u></u>	<u><u>7,151</u></u>	

WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT**BALANCE SHEET****AS AT 31 MARCH 2014**

	2014		2013	
	£	£	£	£
CURRENT ASSETS				
Cash at Bank	76,343		65,057	
Due from GES (Cheshire) Limited	-		-	
	<u>76,343</u>		<u>65,057</u>	
CURRENT LIABILITIES				
Due to GES (Cheshire) Limited	(19,926)		(25,842)	
Provision to complete projects	(487)		(250)	
		<u>55,930</u>		<u>38,965</u>
FUNDS				
Surplus brought forward		38,965		31,814
Surplus/deficit for the year		<u>16,965</u>		<u>7,151</u>
		<u>55,930</u>		<u>38,965</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)

.....

Date

WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT

**ACCOUNTANTS' REPORT
FOR THE YEAR ENDED 31 MARCH 2014**

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 2014 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:

