



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

Annual Report and Accounts 2014 -  
2015

**Report produced by**

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## Chairman's Introduction

The fourth year of the Business Improvement District (BID) 2011-2016 at Winsford Industrial Estate has seen several important projects and services delivered in relation to the BID's three themes for improvement, all benefitting local businesses and supporting companies on the estate to grow and prosper.

Throughout the year, the Business Improvement District continued to ensure that the needs of local businesses were met, whilst simultaneously promoting Winsford Industrial Estate as a premier location to trade from in order to attract new companies to conduct business on the estate. We were delighted to welcome several new businesses on to the estate over the year, with several more hoping to expand, start up or relocate here over the coming months.

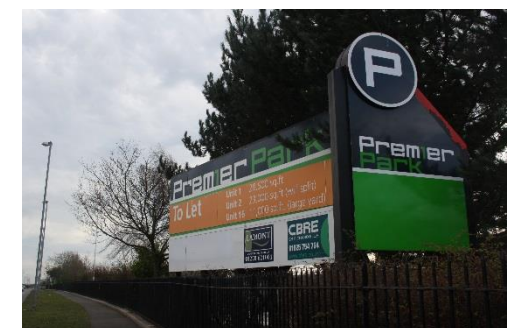
As always, security remains a top priority for the Winsford 1-5 BID. Through investments covering the whole estate, including upgrading the dedicated CCTV system from 3 cameras to 5, security patrols over the holiday periods and a close working relationship with Cheshire Police, we remain fully committed to making the estate one of the most secure in Cheshire.

A talking point of the year continues to be the Annual Bike and Walk to Work Day, which saw over 270 employees don their cycling gear to take part, while January's Quiz Night once again encouraged employees to harness their competitive side in an effort to win the coveted Winsford Industrial Estate Trophy.

Finally, we have once again continued to forge strong links with all our local partners throughout the year, including Winsford Town Council, Cheshire West and Chester Council and Cheshire Police, and the successes realised throughout the entirety of BID 2 highlight that Winsford continues to be 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 2014-2015

The fourth year deliverance of the Business Improvement District (BID 2) on Winsford Industrial Estate is now complete with 2014-2015 resulting in a positive year which saw a significant number of projects delivered across the Industrial Estate. With existing services sustained and maintained, 2014-15 also saw development work undertaken on a variety of future projects ensuring that we meet the aims as set out in the BID 2 five year business plan.

The following report details the projects and services that have been delivered by the Winsford 1-5 BID 2 in year four, all to the benefit of resident businesses whilst 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 2014-2015, the membership of the Executive Board was as follows:

<b>Chairman</b>	Pete Price, Office Essentials
<b>Executive</b>	Shaun Hardman, Iveco
<b>Executive</b>	George Ralston, STM
<b>Executive</b>	Chris Rowbottom, Weaver Vale Housing Trust
<b>Executive</b>	Richard Robbins, LP Chemicals

The Executive Board met four times in 2014-2015, 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](http://www.winsford1-5.co.uk)

The main Winsford 1-5 Business Environment Group met twice in 2014-2015. 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](http://www.winsford1-5.co.uk)

## Theme One – Sustainable, Supported and Promoted Estate

Throughout 2014-2015, the BID continued to maintain all of the existing features on the estate during the year, as well as the continuation of the landscape maintenance scheme. The entrance signs were also updated.



Two defibrillators funded by the BID and local councillors were installed on the Industrial Estate in 2014 at both Rucks to Eat and All Your Appliances, complete with training sessions for employees covering how to use the devices. The Winsford 1-5 Group also funded signage for 6 companies on the estate with defibrillators on their premises in order to raise awareness in the hope of saving a life if any incidents ever occurred. A poster containing a list of businesses on Winsford Industrial Estate with a defibrillator present was also distributed to all companies.



The Winsford 1-5 website underwent a complete redevelopment in 2014-2015, with a fresh new feel brought to the site with updated content and pages. Providing employees on the Industrial Estate with useful information regarding up and coming training courses, news and events, the website also contains listings for Winsford Industrial Estate companies, job vacancies and properties for sale and to let. Also available are all the downloads of meeting minutes, agendas, 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.

Distributed by the BID 4 times a year, the Winsford 1-5 Estate Bulletin continued to update companies and their employees with good news stories and useful information relating to Winsford Industrial Estate. 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 Winsford Industrial Estate Manager role continued throughout 2014-2015, providing excellent support and advice to all companies across Winsford Industrial Estate and building and maintaining relationships with a variety of partner organisations. Ensuring that all companies had their needs met effectively, continuous support was provided throughout the year.

With Mike Kelly taking early retirement in October 2014 after a successful 12 years as an ambassador for Winsford Industrial Estate, the role was taken over by Interim Estate Manager Mark Henshaw at the end of 2014. Mike played a significant role in the success of the Winsford 1-5 Business Improvement District, and we wish him all the best for the future.



The Winsford Bike and Walk to Work Day in June 2014 saw more than 270 workers cycle, jog and walk to work as opposed to taking their usual daily commute by car. Nearly 200 free breakfast vouchers were distributed throughout the morning to be exchanged for a tasty meal at either Rucks to Eat or Premier Café and everyone who registered was entered in to the grand prize draw to win a brand new bike to the value of £500.

January 2015 saw the return of the much loved annual Winsford Industrial Estate quiz. 11 teams gathered from across the estate to battle it out for the coveted Challenge Cup at Wharton Conservative Club. This year's triumphant team was Newbury Data, who retained the trophy for a second year, ahead of runners up MAM Logistics and SPX.



A touch of Christmas cheer was brought to the estate again during December, when the BID funded two Christmas trees at either end of Road One. Installed by Streetscene from Cheshire West and Chester Council, employees from the estate also got in to the festive spirit and helped decorate the two six foot trees.

The Employee Incentive Scheme with Brio Leisure also continued throughout 2014-15, which enables Winsford Industrial Estate employees to take advantage of a 20% discount on full membership at any Brio Leisure Centre, with the scheme also extending to family members. This gives employees access to 12 Leisure centres 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 Employee Incentive Scheme also entitles Winsford Industrial Estate employees to use the services of Purple Legal, a free legal support scheme which gives members access to legal products, helplines and services in a range of legal areas.



## Theme Two – Secure and Safe Trading Environments



In 2014-2015, the Winsford 1-5 Business Environment Group continued to recognise the security and crime prevention projects and services funded by the BID as a top priority for companies on the estate. As a result, crime remained extremely low throughout 2014-2015.

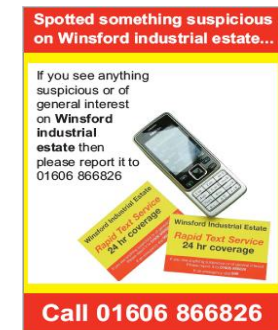
A variety of projects have been developed and sustained throughout 2014-2015 - the BID continued to fund mobile security patrols by Alpha Omega throughout bank holiday weekends and during the Christmas and New Year period, as well as the monitoring and maintenance of the dedicated CCTV system, with the number of cameras being increased from 3 to 5. Funding for the rapid text service, where businesses are urged to report any suspicious activity to the 24/7 hotline, was also continued by the BID throughout 2014-15. The BID also maintained an excellent relationship with dedicated Winsford Industrial Estate PCSO Hannah Price.



SelectaDNA forensic property marking kits continued to be distributed to all new companies on the estate, with the kits aiming to protect the assets and belongings of businesses and ensuring the police can link criminals to the crime scene and secure a conviction.



In December 2014, the annual Christmas Crime Seminar was held to inform resident businesses of the measures being taken over the festive season to keep the estate safe and to emphasise the simple procedures that can be undertaken to ensure businesses remain secure. An additional seminar to cover the Easter break also took place in March 2015. Led by Police Inspector Dave Snasdell from Cheshire Police and security official Ken Lawton from Alpha Omega, businesses were briefed on the steps needed to be taken to prevent crime, and a number of actions were agreed to help maintain the low levels of criminal incidents over the holiday periods.





## Theme Three – Training, knowledge and skills

Over 750 Winsford Industrial Estate employees have received free training since the inception of the Winsford Industrial Estate Business Improvement District in 2006, and a number of courses are validated by the Chartered Institute of Environmental Health, the Institute of Fire Safety Management and Quallsafe. This extremely high uptake demonstrates the value that companies on the estate see in keeping their workforce skilled.

A packed schedule of training courses was delivered throughout the year and covered a wide variety of topics, ranging from Emergency First Aid at Work to Principles of Risk Assessment, Health & Safety in the Workplace and Manual Handling. In 2014, the Winsford 1-5 Group also introduced the extremely popular Fire Marshal Training course into the schedule due to the high demand from businesses requesting training in this area. Three Employment Law Training Seminars were also held during 2014-2015, delivered by Derbys Solicitors. Specific courses that were delivered in 2014-2015 were as follows:

- Quallsafe Level 2 Award in Emergency First Aid at Work
- Quallsafe Level 3 Award in First Aid at Work
- IFSM Fire Marshal Training
- CIEH Level 2 Award in Health and Safety in the Workplace
- CIEH Level 2 Award in Manual Handling
- Groundwork Principles of Fire Risk Assessment
- Groundwork Principles of General Risk Assessment
- Defibrillator Training
- Recruitment Training Seminar
- Equality and Diversity Training Seminar
- Managing the Employee Relationship Training Seminar



## Summary of Finances 2014-2015

The total income for the year for the BID was £122,006 of which £116,000 was from the BID levy. The amount spent on BID arrangements, projects and services for 2014/2015 was £103,920.

### Expenditure Summary 2014/2015

	2014/2015	
	CASH	
Expenditure	Budget (As per BID business plan)*	Expenditure
Sustainable, Supported and Promoted	56,799	62,408
Secure and Safe	17,100	24,953
Training, Knowledge and Skills	8,000	8,899
Rebate System – Multiple Occupiers	9,161	7,660
<b>Total For year</b>	<b>91,060</b>	<b>103,920</b>

\* 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 1-5 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 2014/2015

Income	Budget CASH (As per BID business plan)*	Actual Cash
<b>Business Improvement District Levy</b>	89,046	116,000
<b>CWaC Contribution</b>	5,000	5,750
<b>Interest received to bank account</b>	-	256
<b>Total For year</b>	<b>94,046</b>	<b>122,006</b>

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

## Plans for Year 5 2015-2016

In the year 2015/2016, 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
- Distribution of the regular e-bulletin to all businesses on Winsford Industrial Estate
- Continued maintenance of existing landscaping and environmental assets
- Installation of a further Traffic Calming sign
- Installation of new banners at the Southern and Northern Entrance to the Estate
- Development of new landscaping across the Estate
- Continued maintenance of [www.winsford1-5.co.uk](http://www.winsford1-5.co.uk)
- Production and distribution of the Winsford 1-5 Annual Business Survey
- The Winsford Industrial Estate Annual Quiz
- The Annual Winsford Bike and Walk to Work Day
- Promotion of the Winsford Industrial Estate employee incentive scheme, including 20% discount on Gym and Swim membership for Winsford Industrial Estate Employees and access to the services of Purple Legal, a free legal support scheme which gives members access to legal products, helplines and services in a range of legal areas
- Continue partnership working with the Mid-Cheshire Development Board, Winsford Neighbourhood Plan Steering Group, 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

## Theme Two – Secure and Safe Trading Environment

- Monitoring and maintenance of the existing dedicated Winsford Industrial Estate 5 camera CCTV System, 24 hours a day, 365 days a year
- Installing two Auto Number Plate Recognition cameras to run alongside the existing Winsford Industrial Estate CCTV system (subject to approval by the Group)
- Distribution of SelectaMark property marking kits
- 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
- Crime Prevention Seminars at Easter and Christmas to inform businesses on the measures taken to keep the estate safe over those periods
- Maintaining a relationship with the dedicated PCSO for Winsford Industrial Estate and working in partnership with Cheshire Police to ensure Winsford Industrial Estate remains a low crime area

## Theme Three – Training, Knowledge and Skills

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

## Appendix one – Accountants Reports

**WINSFORD 1-5**

**BUSINESS IMPROVEMENT DISTRICT**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 2015**

**WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT**

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FOR THE YEAR ENDED 31 MARCH 2015**

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**WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT****WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT****INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31 MARCH 2015**

	2014/15		2013/14	
	£	£	£	£
<b>INCOME</b>				
CWaC BID levy	116,000		95,000	
CWaC contribution	5,000		5,000	
CWaC EXPO contribution	-		150	
CWaC Councillor's budget	750		-	
Bank interest	256		913	
		122,006		101,063
<b>EXPENDITURE</b>				
Image enhancement	12,205		11,867	
Security and CCTV	24,953		13,906	
Telephone	60		130	
Printing, postage and advertising	2,889		8,269	
Bike to work	1,228		-	
Training	8,899		7,995	
Networking events	1,179		1,300	
Sundries	1,015		748	
Defibrillator	2,100		-	
BID rebate scheme	7,660		1,857	
Website costs	2,685		1,175	
Professional fees	250		250	
Project management and employment of estate manager	38,797		36,114	
		(103,920)		(83,611)
		18,086		17,452
<b>PROVISIONS FOR EXPENDITURE REQUIRED TO COMPLETE PROJECTS</b>				
Rebate scheme	-		237	
Accountancy fee	-		250	
		-		(487)
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<b>18,086</b>		<b>16,965</b>



**WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT****BALANCE SHEET****AS AT 31 MARCH 2015**

	2015		2014	
	£	£	£	£
<b>CURRENT ASSETS</b>				
Cash at Bank	72,203		76,343	
Due from Groundwork Cheshire, Lancashire and Merseyside	-		-	
Accrued BID Income	<u>21,000</u>		<u>-</u>	
	93,203		76,343	
<b>CURRENT LIABILITIES</b>				
Due from Groundwork Cheshire, Lancashire and Merseyside	(18,937)		(19,926)	
Provision to complete projects	<u>(250)</u>		<u>(487)</u>	
	<u>74,016</u>		<u>55,930</u>	
<b>FUNDS</b>				
Surplus brought forward		55,930		38,965
Surplus/deficit for the year		<u>18,086</u>		<u>16,965</u>
		<u>74,016</u>		<u>55,930</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)

**WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT****ACCOUNTANTS' REPORT****FOR THE YEAR ENDED 31 MARCH 2015**

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 2015 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  
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Northwich  
Cheshire  
CW8 1AU

Date: .....

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