



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

Annual Report and Accounts 2015 - 2016

Report produced by

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Contents

Chairman's Introduction	3
Review of 2015-2016	4
The Executive Board	5
Theme One – Sustainable, Supported and Promoted Estate	6
Theme Two – Secure and Safe Trading Environments	8
Theme Three – Training, knowledge and skills.....	9
Summary of Finances 2015-2016.....	10
Winsford 1-5 BID 3 – 2016 – 2021	12
Plans for Year 1 of BID 3 (2016-2017).....	13
Appendix one – Accountants Reports.....	15

Chairman's Introduction

The fifth year of the Business Improvement District (BID 2) 2011-2016 at Winsford Industrial Estate has once again seen a number of key projects and services successfully delivered, all to the benefit of local businesses and supporting the many companies on the estate to grow and prosper.

Throughout the year, the Winsford Industrial Estate Business Improvement District continued to meet the needs of local businesses, implementing a range of improvements, projects and services designed to enhance the working environment for companies on the estate and to promote Winsford Industrial Estate as a premier location to trade and conduct business from.

As ever, security remains a top priority for the Winsford 1-5 Environment Group, and the Executive Board remains dedicated in ensuring that investments continue within this theme. The addition of two brand new ANPR cameras on Road One only serve to add to the existing cameras already in operation, and demonstrate the commitment from the Winsford 1-5 Group in making the estate one of the most secure trading environments in Cheshire.

Both the Annual Bike and Walk to Work Day and the much loved Winsford Industrial Estate Quiz night remain highlights in the Winsford 1-5 calendar, while the ever growing schedule of training courses throughout the year once again helped to upskill a number of companies workforces free of charge.

Finally, we have once again continued to forge strong links with all our local partners throughout the year, including Cheshire and Warrington LEP, Mid-Cheshire Development Board, Winsford Town Council, Cheshire West and Chester Council and Cheshire Constabulary, and the successes realised throughout the entirety of BID 2 highlights that Winsford continues to be a prime business base to both work and trade for employees and businesses alike.

With the successful vote for BID 3 realised in 2015 this ensures that a further 5 years of BID funded projects and services can continue to assist businesses on the estate to grow and prosper over the foreseeable future.



Pete Price

Chairman – Winsford 1-5 Business Environment Group



Review of 2015-2016

The fifth year deliverance of the Business Improvement District (BID2) on Winsford Industrial Estate is now complete with 2015-2016 resulting in a significant number of projects and services delivered across the Industrial Estate. Existing services were maintained to a high standard, while development work was also undertaken on a variety of projects to ensure all of the aims of the BID 2 five year business plan came to fruition.

The following report details the projects and services that have been delivered by the Winsford 1-5 BID 2 in year five, 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 2015-2016, the membership of the Executive Board was as follows:

Chairman	Pete Price, Office Essentials
Executive	Shaun Hardman, Iveco
Executive	George Ralston, STM
Executive	Apryl Biddle, Minsups
Executive	Richard Robbins, LP Chemicals
Executive	Simon Schofield, Car Transplants
Executive	Jacqui Wood, Chemical Support Systems

The Executive Board met four times in 2015-2016, 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 2015-2016. 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

Throughout 2015-2016, 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. Additional landscape and maintenance work was also commissioned in various locations on the Industrial Estate.



Signage on the estate continued to be improved during 2015-2016, with several new CCTV and ANPR signs installed throughout the estate, as well as the installation of an additional Traffic Calming sign.

The dedicated Winsford 1-5 website continued to be maintained throughout 2015-2016, with job vacancies, upcoming training courses, news events and other useful information for businesses all uploaded. The business listings of Winsford Industrial Estate companies continued to be updated, along with the addition of any units on the estate for sale or to let.



The Winsford 1-5 Estate Bulletin was distributed by the BID 4 times during the year, updating companies and their employees with good news stories, while the regular e-bulletin dropped in to businesses' inboxes with useful information relating to the Estate.

The Winsford Industrial Estate Manager role continued throughout 2015-2016 with Martin Humphreys providing excellent support and advice to all companies across Winsford Industrial Estate whilst building and maintaining relationships with a variety of partner organisations including



Cheshire West and Chester Council and Cheshire Constabulary.

Throughout the year, Martin was busy supporting a number of both small and large companies to locate suitable premises on the estate, while working tirelessly to consistently ensure that all companies on the estate have their needs met effectively and to provide continuous support throughout the year.



The Winsford 'Bike and Walk to Work Day' was a huge success in June 2015 as hundreds of employees from the estate cycled, walked and jogged in to work as opposed to taking their usual daily commute by car. Over 200 free breakfast vouchers were distributed throughout the morning to be exchanged for a tasty free breakfast sandwich and refreshing drink at either Rucks to Eat or Premier Café with 240 people cycling or walking to work throughout the morning. Everyone who registered was entered in to the grand prize draw, offering the chance for participants to win a brand new bike to the value of £350 from Jack Gee Cycles in Northwich.



January 2016 saw the return of the much loved and hotly anticipated annual Winsford Industrial Estate quiz. 16 teams battled it out to determine who would lift the coveted Winsford Challenge Cup this year and after several rounds including pictures, general knowledge and music, one team emerged victorious. Congratulations went to "Norfolk n Idea" (MAM Logistics) who came a triumphant FIRST this year after finishing a very close second last year, while "Copes Old Codgers" (SPX) and "We thought this was speed dating" (Schoeller Allibert) took second and third places respectively.

December 2015 saw the estate get well and truly into the festive spirit, with the BID funding two six foot Christmas trees positioned at either end of Road One, installed by Streetscene from Cheshire West and Chester Council and decorated by the BID team.

2015-2016 also saw the continuation of the Winsford 1-5 Employee Incentive Scheme with Brio Leisure, enabling Winsford



Industrial Estate 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 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

Once again, crime levels on Winsford Industrial Estate remained extremely low during 2015-2016 due to the various security projects and services that are funded by the BID. The Winsford 1-5 Business Environment Group continue to place security and crime prevention as a top priority for companies on the estate and recognise the high importance that Winsford businesses place on having these BID funded measures in place.



During 2015-2016, the Winsford 1-5 Business Improvement District funded and installed two brand new ANPR (Auto Number Plate Recognition) cameras at both ends of Road One. Harnessing the very latest state of the art technology, the cameras log every car number plate that passes through either entrance of Road One and further strengthens the 1-5 Group’s capability to target and tackle crime on the estate. The additional ANPR cameras reinforce the security already provided by the dedicated five camera CCTV system, the maintenance and monitoring of which was once again funded by the Winsford 1-5 Group throughout 2015-2016.



A variety of other existing projects have also been developed and sustained throughout 2015-2016. The BID continued to fund the highly valued mobile security patrols conducted by Alpha Omega during the Christmas and New Year period, the Easter Weekend and all other Bank Holiday weekends throughout the year, as well as funding the Rapid Text Service - a 24/7 hotline that businesses are urged to report any suspicious activity to so the information can get disseminated across the estate.



The BID continued to maintain an excellent relationship with the dedicated Winsford Industrial Estate PCSO and the Cheshire Constabulary, while SelectaDNA forensic property marking kits were once again distributed to all new companies on the estate, protecting the assets and belongings of businesses and ensuring the police can link criminals to the crime scene and secure a conviction.



The annual Christmas Crime Seminar was held during December 2015 to ensure all resident businesses were informed of the measures being taken over the festive season to keep the estate secure, along with a second Seminar in March 2016 to cover the Easter period. Both led by Police Inspector Dave Snasdell from the Cheshire Constabulary and security official Ken Lawton from Alpha Omega, businesses were briefed on simple procedures that can be undertaken to ensure businesses remain safe and secure, as well as several small steps that can be taken to prevent crime from occurring.



Theme Three – Training, knowledge and skills

Nearly 900 Winsford Industrial Estate employees have received free training since the inception of the Winsford Industrial Estate Business Improvement District in 2006, over 130 of whom were trained during Year 5 of BID 2 (2015-16). Training courses are validated by Quallsafe (First Aid at Work) the Chartered Institute of Environmental Health (Health & Safety in the Workplace and Principles of Manual Handling) and the Institute of Fire Safety Management (Fire Marshal Training). With the majority of training courses fully booked for each session, particularly First Aid at Work, this exceptionally high uptake from companies demonstrates the real value that businesses on the estate see in keeping their workforce skilled.

A packed schedule of training courses were delivered throughout 2015-16 covering 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. The extremely popular Fire Marshal Training course, which was introduced into the schedule in 2014, also continued through into 2015-16 due to the high demand from businesses requesting training in this area, and was extremely valued by all those that attended. Additional seminars focusing on Cybercrime and LinkedIn Training, both new for 2015-16, were also delivered and were well attended.

Specific courses that were delivered in 2015-2016 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 Principles of Manual Handling
- Groundwork Principles of Fire Risk Assessment
- Groundwork Principles of General Risk Assessment
- Defibrillator Training
- LinkedIn Training Workshop
- Cheshire Constabulary Cybercrime Awareness Seminar



Summary of Finances 2015-2016

The total income for the year for the BID was £98,054 of which £93,000 was from the BID levy. The amount spent on BID arrangements, projects and services for 2015/2016 was £104,743.

Expenditure Summary 2015/2016

	2015/2016	
	CASH	
Expenditure	Budget (As per BID business plan)*	Expenditure
Sustainable, Supported and Promoted	£55,164	£66,091
Secure and Safe	£17,305	£29,777
Training, Knowledge and Skills	£8,000	£7,879
Rebate System – Multiple Occupiers	£9,161	£996
Total For year	£89,630	£104,743

* 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 2015/2016

Income	Budget CASH (As per BID business plan)*	Actual Cash
Business Improvement District Levy	£89,046	£93,000
CWaC Contribution	£5,000	£5,000
Interest received to bank account	-	£54
Total For year	£94,046	£98,054

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

Winsford 1-5 BID 3 – 2016 – 2021

In November 2015, the vision to secure a third Business Improvement District on Winsford Industrial Estate was successful and the hopes of a further 5 years of investment for companies became a reality.

With BID 3 achieving a resounding majority of **90% by number** and **85% by rateable value**, the yes vote was a reflection of the tremendous desire amongst resident businesses to continue the good work and expand on everything that had been achieved by the Winsford 1-5 BID in the past decade.

BID 3 will now ensure that Winsford Industrial Estate can continue to be an exceptional environment to work and trade in for both employees and businesses alike, and that the essential services and projects delivered by the BID can continue to aid all companies on the estate to develop and thrive.

Together businesses can look forward to the next five years which will see Winsford Industrial Estate develop even further as one of the best premier locations to trade and conduct business in the North West.



INVEST, LIVE, WORK. VOTE YES

Plans for Year 1 of BID 3 (2016-2017)

In the year 2016/2017, the Winsford 1-5 Business Environment Group will fund the implementation of the following projects and services through the Winsford Industrial Estate BID 3.

Theme One – Sustainable, Supported and Promoted Estate

- Employment of an Estate Manager
- Production and distribution of the quarterly Winsford 1-5 Estate paper 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 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
- Updating the entrance boards to Winsford Industrial Estate
- Installation of defibrillators and signage on to Winsford Industrial Estate
- Installation of a Christmas Tree on to the estate
- 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
- Introduction of an Annual Winsford Industrial Estate Christmas Carol Concert
- Promotion of the Winsford Industrial Estate employee incentive scheme, including 20% discount on Gym and Swim membership at Brio Leisure 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 areas
- Continue partnership working with the Cheshire & Warrington LEP, Cheshire West and Chester Council, 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

Theme Two – Secure and Safe Trading Environment

- Monitoring and maintaining the dedicated Winsford Industrial Estate 5 camera CCTV System, 24 hours a day, 365 days a year
- Maintaining the two Winsford Industrial Estate Auto Number Plate Recognition cameras and investigate opportunities to link this to Cheshire Police
- 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
- Continuation of the 24/7 rapid text service and e-mail information update service
- Distribution of SelectaMark property marking kits to every new company on the estate
- Maintaining a close 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
- Distribution of regular Police Newsletters to businesses on Winsford Industrial Estate

Theme Three – Training, Knowledge and Skills

- A range of Training Courses will be delivered including:
 - Emergency First Aid at Work
 - First Aid at Work
 - Defibrillator Training
 - Fire Marshal Training
 - CIEH Health and Safety in the Workplace
 - CIEH Principles of 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 2016

WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

	Page
Income and Expenditure Account	1
Balance Sheet	2
Accountants' report	3

WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2016

	2015/16		2014/15	
	£	£	£	£
INCOME				
CWaC BID levy	93,000		116,000	
CWaC contribution	5,000		5,000	
CWaC Councillor's budget	-		750	
Bank interest	54		256	
		98,054		122,006
EXPENDITURE				
Image enhancement	9,997		12,205	
Security, CCTV and ANPR	29,777		24,953	
Telephone	105		60	
Printing, postage and advertising	5,745		2,889	
Bike to work	656		1,228	
Training	7,879		8,899	
Networking events	1,999		1,179	
Sundries	652		1,015	
Defibrillator	-		2,100	
BID rebate scheme	996		7,660	
Website costs	510		2,685	
Professional fees	250		250	
Project management, estate manager and BID 3 development	46,177		38,797	
		(104,743)		(103,920)
		(6,689)		18,086
PROVISIONS FOR EXPENDITURE REQUIRED TO COMPLETE PROJECTS				
Rebate scheme	-		-	
Accountancy fee	-		-	
		-		-
SURPLUS(DEFICIT) FOR THE YEAR		(6,689)		18,086

WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT

BALANCE SHEET

AS AT 31 MARCH 2016

	2016		2015	
	£	£	£	£
CURRENT ASSETS				
Cash at Bank	116,184		72,203	
Due from Groundwork Cheshire, Lancashire and Merseyside	-		-	
Accrued BID Income	13,000		21,000	
	<u>129,184</u>		<u>93,203</u>	
CURRENT LIABILITIES				
Due to Groundwork Cheshire, Lancashire and Merseyside	(61,607)		(18,937)	
Provision to complete projects	<u>(250)</u>		<u>(250)</u>	
	<u>67,327</u>		<u>74,016</u>	
FUNDS				
Surplus brought forward		74,016		55,930
Surplus/deficit for the year		<u>(6,689)</u>		<u>18,086</u>
		<u>67,327</u>		<u>74,016</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

Page 2

WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT**ACCOUNTANTS' REPORT****FOR THE YEAR ENDED 31 MARCH 2016**

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 2016 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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Date:

Page 3