



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

## Annual Report and Accounts 2016 - 2017

**Report produced by**

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## Chairman's Introduction

The first year of the third Business Improvement District (BID 3) 2016-2021 at Winsford Industrial Estate has seen all of the key projects and services successfully delivered during BID 2 carried over, as well as a number of great new initiatives put in place in relation to the BID's three themes for improvement, all to the benefit of local businesses.

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 always, security remained a top priority for the Winsford 1-5 BID, with the ongoing maintenance of the new ANPR and dedicated 5 camera CCTV system, the holiday period security patrols by Alpha Omega, the Rapid Text Service and a close working relationship with Cheshire Police all demonstrating the ongoing commitment of the Winsford 1-5 Group in making the estate one of the most secure trading environments in Cheshire.

A talking point of the year continues to be the Annual Bike and Walk to Work Day, which saw over 218 employees don their cycling gear to take part, while January's Annual Quiz Night once again remained a highlight in the Winsford 1-5 calendar, encouraging employees to harness their competitive side in an effort to win the coveted Winsford Industrial Estate Trophy.

The ever growing schedule of training courses throughout the year has once again helped to upskill a number of companies workforces free of charge, and we have 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.

The successes realised throughout the entirety of BID 2 and going in to the first year of BID 3 highlights that Winsford continues to be a prime business base for employees and businesses alike. BID 3 will now ensure that Winsford Industrial Estate can continue to be an exceptional environment to work and trade in 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.



Pete Price

**Chairman – Winsford 1-5 Business Environment Group**



## Review of 2016-2017

The first year deliverance of the Business Improvement District (BID 3) on Winsford Industrial Estate is now complete with 2016-2017 resulting in a positive year which saw a significant number of projects and services delivered across the Industrial Estate. With existing services maintained to a high standard, development work was also undertaken on a variety of projects to ensure we meet the aims as set out in the BID 3 five year business plan.

The following report details the projects and services that have been delivered by the Winsford 1-5 BID 3 in year one, 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 “flagship” 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 business community”***

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 – A Secure and Safe Trading Environment***

***Theme Two – Green and Clean***

***Theme Three – Co-ordinated and Supported Business Community***



## The Executive Board

At the end of 2016-2017, the membership of the Executive Board was as follows:

<b>Chairman</b>	Pete Price, Office Essentials
<b>Executive</b>	Carl Quinn, Coveris
<b>Executive</b>	George Ralston, STM
<b>Executive</b>	Apryl Biddle, Minsups
<b>Executive</b>	Jacqui Wood, Chemical Support Systems
<b>Executive</b>	Simon Schofield, Car Transplants

The Executive Board met four times in 2016-2017, 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 once in 2016-2017. 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 – A Secure and Safe Trading Environment

In 2016-2017, 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 and the high importance that Winsford businesses place on having these BID funded measures in place. As a result, crime levels remained extremely low throughout 2016-2017.



During 2016-2017, the Winsford 1-5 Business Improvement District continued to fund the maintenance of the two ANPR (Auto Number Plate Recognition) cameras at both ends of Road One, as well as the dedicated five camera CCTV system that watches over the estate.

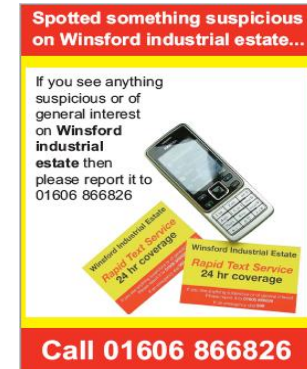


A variety of other projects have also been developed and sustained throughout 2016-2017 - the BID continued to fund the highly valued mobile security patrols conducted by Alpha Omega throughout Bank Holiday weekends, Easter Weekend and during the Christmas and New Year period, as well continuing to fund 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 also maintained an excellent relationship with the dedicated Winsford Industrial Estate PCSO and Cheshire Police.



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.

**SELECTADNA™**  
DNA FORENSIC PROPERTY MARKING



In December 2016 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 2017. 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 Two – Green and Clean



Throughout the first year of BID 3, the Winsford 1-5 Group continued to maintain all of the existing features on the estate implemented during BIDs 1 and 2 while additional landscape and maintenance work was also commissioned in various locations on the Industrial Estate. A new contract was secured at the start of 2017 to ensure the continuation of the landscape maintenance scheme, which includes general grounds maintenance, maintenance of the poles, banners, signs and Cheshire fencing, as well as maintaining the seating areas around the estate.

In 2016 the Winsford 1-5 group funded the installation of brand new banners at the northern and southern entrances to the estate, creating a fresh new look for those driving on to the estate. In addition to this, several brand new CCTV and ANPR signs were also installed throughout the estate.

A brand new defibrillator funded by the BID was installed on the Industrial Estate in 2016 at Meridian House, complete with training sessions for employees on the estate covering how to use the devices. The Winsford 1-5 Group also funded defibrillator signage for Meridian House 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 Bike and Walk to Work Day in June 2016 saw more than 200 workers cycle, jog and walk to work as opposed to taking their usual daily commute by car. 218 free breakfast vouchers were distributed throughout the morning to be exchanged for a tasty breakfast sandwich and drink 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 £350 from Twelve50 Bikes.

December 2016 saw the estate get well and truly into the festive spirit when the BID funded a brand new thirty foot Christmas tree at the top of Road One. Installed by Northwich Town Council, the fully lit tree brought a real touch of Christmas cheer to the estate, while the accompanying carol service with singing by the Winsford Academy choir at the start of December completed the Christmassy scene.







## Theme Three – Co-ordinated and Supported Business Community



The Winsford Industrial Estate Manager role continued throughout 2016-2017 with Louise Ashley providing excellent support and advice to all companies across Winsford Industrial Estate. Louise spent a great deal of time building and maintaining relationships with a variety of partner organisations such as Cheshire West and Chester Council, The Workzone and Cheshire Constabulary. Throughout the year, Louise was also 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.

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, while the regular e-bulletin also continued to drop in to businesses' inboxes with useful information relating to the 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 dedicated Winsford 1-5 website continued to be maintained throughout 2016-2017, 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.

January 2017 saw the return of the much loved and hotly anticipated annual Winsford Industrial Estate quiz. 12 teams battled it out to determine who would lift the coveted Winsford Challenge Cup this year and after several rounds including general knowledge and music, one team emerged victorious. Congratulations went to Newbury Data Team 2 - who came a triumphant FIRST this year to win back the trophy, while "Allsorts" (Newbury Data Team 1) and MAM Team 1 took second and third places respectively.



The Employee Incentive Scheme with Brio Leisure also continued throughout 2016-17, 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.

Over 1000 Winsford Industrial Estate employees have now received free training since the inception of the Winsford Industrial Estate Business Improvement District in 2006, over 160 of whom were trained during Year 1 of BID 3 (2016-17). 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 was delivered throughout 2016-17 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 2016-17 due to the high demand from businesses requesting training in this area, and was extremely valued by all those that attended. The addition of the Leadership Skills and Management Training Course in January 2017 also proved to be extremely popular, receiving excellent feedback from delegates, while additional seminars focusing on SEO and Social Media, new for 2016-17, were also delivered and were well attended.

Specific courses that were delivered in 2016-2017 were as follows:

- Quallsafe Level 2 Award in Emergency First Aid at Work
- Quallsafe Level 3 Award in First Aid at Work
- Quallsafe Level 2 Emergency First Aid at Work Refresher
- Quallsafe Level 2 Award in CPR and AED Training
- 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
- People Achieve Leadership Skills and Management Training Course
- SEO and Social Media Workshop



Chartered  
Institute of  
Environmental  
Health

## Summary of Finances 2016-2017

The total income for the year for the BID was 101,870 of which £101,827 was from the BID levy. The amount spent on BID arrangements, projects and services for 2016/2017 was £100,306.

### Expenditure Summary 2016/2017

	2016/2017	
	CASH	
Expenditure	Budget (As per BID business plan)*	Expenditure
Secure and Safe trading environment	£21,220	£20,003
Green and Clean	£11,000	£15,905
Co-ordinated and Supported Business Community	£55,963	£54,389
Project Administration	£13,250	£10,009
<b>Total For year</b>	<b>£101,413</b>	<b>£100,306</b>

**Income Summary 2016/2017**

Income	Budget CASH (As per BID business plan)*	Actual Cash
<b>Business Improvement District Levy</b>	£104,821	£101,827
<b>BID levy cash b/fwd BID 2</b>	£50,892	£67,327
<b>Interest received to bank account</b>	-	£43
<b>Total For year</b>	<b>£155,713</b>	<b>£169,197</b>

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

## Plans for Year 2 of BID 3 (2017-2018)

In the year 2017/2018, 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 – 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
- 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
- Holding Security Bike Marking sessions for employees who cycle to work
- 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 Two – Green and Clean

- Investments into a programme of physical landscape and signage improvements
- Continued maintenance of existing landscaping and environmental assets, including general grounds maintenance works, cleaning and maintaining signs, maintenance of the seating areas and maintenance of the poles, banners and Cheshire fencing.
- Installation of a Christmas Tree on to the estate
- The Annual Winsford Bike and Walk to Work Day

### Theme Three – Co-ordinated and Supported Business Community

- 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 [www.winsford1-5.co.uk](http://www.winsford1-5.co.uk)
- Continued development of Winsford Industrial Estate's Social Media presence
- Production and distribution of the Winsford 1-5 Annual Business Survey
- The Winsford Industrial Estate Annual Quiz
- The 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
- Continued 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
- Delivery of a range of free training courses including:
  - Quallsafe Emergency First Aid at Work
  - Quallsafe First Aid at Work
  - Quallsafe Defibrillator Training
  - Fire Marshal Training
  - Leadership and Management Skills Training
  - Quallsafe Health and Safety in the Workplace
  - Quallsafe Principles of Manual Handling
  - General Risk Assessment
  - Fire Risk Assessment
  - Fork Lift Truck Training
  - Employment Law Seminars
  - SEO workshops

**INVEST, LIVE, WORK.**

## Appendix one – Accountants Reports

**WINSFORD 1-5**  
**BUSINESS IMPROVEMENT DISTRICT**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 MARCH 2017**

**WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT**

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FOR THE YEAR ENDED 31 MARCH 2017**

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**WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT****INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31 MARCH 2017**

	2016/17		2015/16	
	£	£	£	£
<b>INCOME</b>				
CWaC BID levy	101,827		93,000	
CWaC contribution	-		5,000	
CWaC Councillor's budget	-		-	
Bank interest	43		54	
	<u>43</u>	101,870	<u>54</u>	98,054
<b>EXPENDITURE</b>				
Image enhancement	15,905		9,997	
Security, CCTV and ANPR	20,003		29,777	
Telephone	28		105	
Printing, postage and advertising	2,851		5,745	
Bike to work	1,242		656	
Training	10,546		7,879	
Networking events	1,007		1,999	
Sundries	2,185		652	
Defibrillator	-		-	
BID rebate scheme	4,695		996	
Website costs	571		510	
Professional fees	250		250	
Project management, estate manager and BID 3 development	41,023		46,177	
	<u>41,023</u>	(100,306)	<u>46,177</u>	(104,743)
		1,564		(6,689)
<b>PROVISIONS FOR EXPENDITURE REQUIRED TO COMPLETE PROJECTS</b>				
Rebate scheme	-		-	
Accountancy fee	-		-	
	<u>-</u>	-	<u>-</u>	-
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<u>1,564</u>		<u>(6,689)</u>

**WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT****BALANCE SHEET**

AS AT 31 MARCH 2017

	2017		2016	
	£	£	£	£
<b>CURRENT ASSETS</b>				
Cash at Bank	92,193		116,184	
Due from Groundwork Cheshire, Lancashire and Merseyside	-		-	
Accrued BID Income	8,828		13,000	
	<u>101,021</u>		<u>129,184</u>	
<b>CURRENT LIABILITIES</b>				
Due to Groundwork Cheshire, Lancashire and Merseyside	(31,880)		(61,607)	
Provision to complete projects	(250)		(250)	
	<u>68,891</u>		<u>67,327</u>	
<b>FUNDS</b>				
Surplus brought forward		67,327		74,016
Surplus/deficit for the year		<u>1,564</u>		<u>(6,689)</u>
		<u>68,891</u>		<u>67,327</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 2017**

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 2017 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: .....