

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

Annual Report and Accounts 2017 - 2018



Report produced by
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Chairman's Introduction

The Second 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 over the past year carried forward, 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 prime 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 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.

The Annual Bike and Walk to Work Day saw over 180 keen 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 company employees 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.

We can now look forward to the next three 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 2017-2018

The second year deliverance of the Business Improvement District (BID 3) on Winsford Industrial Estate is now complete with 2017-2018 resulting in a significant number of projects and services being 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 two (April 2017 – March 2018), 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 2017-2018, the membership of the Executive Board was as follows:

Chairman	Pete Price, Office Essentials
Executive	Robin Ashley, Coveris
Executive	Chris Smith, Tiger Trailers
Executive	Apryl Biddle, Minsups
Executive	Jacqui Wood, Chemical Support Systems
Executive	Simon Schofield, Car Transplants

The Executive Board met four times in 2017-2018, 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.

Theme One – A Secure and Safe Trading Environment

Once again, crime levels on Winsford Industrial Estate remained extremely low during 2017-2018 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 2017-2018, 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. The Winsford 1-5 BID funded the renewal of one of the cameras which had failed to ensure the continued coverage of the estate.



A number of other projects have also been developed and sustained throughout 2017-2018. 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 to ensure the estate remains as secure as possible, 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 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, while bike marking sessions took place during the annual Bike and Walk to Work Day to ensure employees bikes could be tracked if stolen and to help prevent theft.



In December 2017 the annual Christmas Crime Seminar was held in conjunction with Alpha Omega and Cheshire Police 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.



Theme Two – Green and Clean

Throughout the second year of BID 3, the Winsford 1-5 Group continued to maintain all of the existing features on the estate implemented in previous years, as well as continuing with 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.



The Winsford Bike and Walk to Work Day in June 2017 saw over 180 workers cycle, jog and walk to work as opposed to taking their usual daily commute by car. Free breakfast vouchers were distributed throughout the morning to exchange for a tasty breakfast sandwich and drink at either Rucks to Eat or Premier Café and everyone who registered was entered in to the raffle grand prize draw to win a brand new bike to the value of £350 from Cyclone Cycles. Ivor Robinson from TWM was the lucky winner on the day.

December 2017 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.

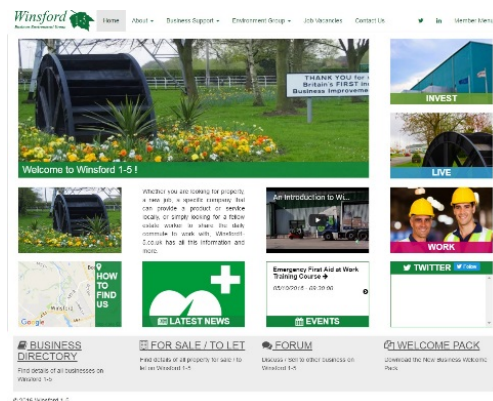


Theme Three – Co-ordinated and Supported Business Community



The Winsford Industrial Estate Manager role continued throughout 2017-2018 with Louise Ashley providing support and advice to all companies across Winsford Industrial Estate until December 2017 when David Snasdell took over the role. Both Louise and David spent time engaging and maintaining relationships with a variety of partner organisations such as Cheshire West and Chester Council, The Work zone, Cheshire Constabulary, Warrington and Vale Royal College and Winsford Academy throughout the year as well as supporting a number of new companies that have moved onto the estate. New companies over the past year have included Explore Plant Hire, Wheel Wash Ltd, UK PU Solutions Ltd, Hipswing Event Management, Sherwood Truck and Van Sales, JD Doors and a number of recruitment agencies, all of which have received a warm welcome to the estate. Louise and David have also continued to support all businesses on the estate, 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 weekly e-bulletin also continued to drop in to businesses' inboxes with useful information relating to the Estate throughout the year, including up to date roadwork information to ensure businesses can stay mobile while roadworks are completed.



The dedicated Winsford 1-5 website continued to be maintained throughout 2017-2018, 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 Employee Incentive Scheme with Brio Leisure also continued throughout 2017-18, 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.





January 2018 saw the return of the much loved and hotly anticipated annual Winsford Industrial Estate quiz. 8 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 followed by a tense tie-breaker for the cup involving the station name of “Llanfairpwllgwyngyllgogerychwyrndrobwll-llantysiliogogoch”, one team emerged victorious ...

Congratulations went to Data Recording (Newbury Data) who came a triumphant first this year to win back to back trophy, while Sharp as a Bowling Ball (MAM 2) narrowly missed out on victory to come second, with Let’s get quizzical (MAM 1) taking third place after a great effort!

During 2017-2018 free fork lift truck refresher training for counterbalance and reach was introduced for Winsford Industrial Estate employees. 38 members of staff from 10 businesses over the course of the year benefitted from the free training provided.

Over 1200 Winsford Industrial Estate employees have now received training since the inception of the Winsford Industrial Estate Business Improvement District in 2006, over 195 of whom were trained during Year 2 of BID 3 (2017-18). Training courses are validated by Quallsafe (First Aid at Work, Health & Safety in the Workplace and Principles of Manual Handling) 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 2017-18 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 2017-18 due to the high demand from businesses requesting training in this area, and was extremely valued by all those that attended. Due to the extreme popularity of the Leadership Skills and Management Training Course introduced in 2017 and the excellent feedback from delegates, two more sessions were ran during 2017-2018, while additional seminars focusing on Employment Law and Modern Day Slavery Awareness were also delivered.

Specific courses that were delivered in 2017-2018 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/Quallsafe Level 2 Award in Health and Safety in the Workplace
- CIEH/Quallsafe Level 2 Award in Principles of Manual Handling
- Groundwork Principles of Fire Risk Assessment
- Groundwork Principles of General Risk Assessment
- Groundwork Principles of Asbestos Awareness
- People Achieve Leadership Skills and Management Training Course
- Employment Law Seminar
- Modern Day Slavery Awareness Workshop



Summary of Finances 2017-2018

The total income for the year for the BID was 102,982 of which £102,960 was from the BID levy. The amount spent on BID arrangements, projects and services for 2017/2018 was £101,661.

Expenditure Summary 2017/2018

	2017/2018	
	CASH	
Expenditure	Budget (As per BID business plan)*	Expenditure
Secure and Safe trading environment	£25,078	£22,264
Green and Clean	£15,000	£9,140
Co-ordinated and Supported Business Community	£60,671	£59,259
Project Administration	£15,450	£10,998
Total For year	£116,199	£101,661

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

Plans for Year 3 of BID 3 (2018-2019)

In the year 2018/2019, the Winsford 1-5 Business Environment Group will continue to fund 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
- Holding Security Bike Marking sessions for employees who cycle to work
- Maintaining a close relationship with Cheshire Police to ensure Winsford Industrial Estate remains a low crime area
- Distribution of regular Police updates 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
- Distribution of the weekly e-bulletin to all businesses on Winsford Industrial Estate
- Continued maintenance of www.winsford1-5.co.uk
- Creation of an online map of Winsford Industrial Estate to be housed on the Winsford 1-5 website
- 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 Winsford Industrial Estate Christmas Light switch on
- 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
- Development of further discounts for Winsford Employees as part of the employee incentive scheme
- 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 Level 3 Award in Emergency First Aid at Work
 - Quallsafe Level 3 Award in First Aid at Work
 - Fire Marshal Training
 - Leadership Skills and Management Training
 - Quallsafe Level 2 Award in Health and Safety in the Workplace
 - Quallsafe Level 2 Award in Principles of Manual Handling
 - Groundwork Principles of General Risk Assessment
 - Groundwork Principles of Fire Risk Assessment
 - Groundwork Principles of Asbestos Awareness
 - Fork Lift Truck Training
 - Commercial Intelligence Workshops

Appendix one – Accountants Reports

WINSFORD 1-5
BUSINESS IMPROVEMENT DISTRICT
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2018

WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT

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WINSFORD 1-5 BUSINESS IMPROVEMENT DISTRICT**INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31 MARCH 2018**

	2017/18		2016/17	
	£	£	£	£
INCOME				
CWaC BID levy	102,960		101,827	
CWaC contribution	-		-	
CWaC Councillor's budget	-		-	
Bank interest	22		43	
	<u>102,982</u>		<u>101,870</u>	
		102,982		101,870
EXPENDITURE				
Image enhancement	9,140		15,905	
Security, CCTV and ANPR	22,264		20,003	
Telephone	151		28	
Printing, postage and advertising	4,091		2,851	
Bike to work	1,066		1,242	
Training	13,746		10,546	
Networking events	1,188		1,007	
Sundries	1,013		2,185	
Defibrillator	-		-	
BID rebate scheme	5,493		4,695	
Website costs	88		571	
Professional fees	250		250	
Project management, estate manager and BID 3 development	43,171		41,023	
	<u>43,171</u>		<u>41,023</u>	
		(101,661)		(100,306)
		1,321		1,564
PROVISIONS FOR EXPENDITURE REQUIRED TO COMPLETE PROJECTS				
Rebate scheme	-		-	
Accountancy fee	-		-	
	<u>-</u>		<u>-</u>	
		-		-
SURPLUS FOR THE YEAR		<u>1,321</u>		<u>1,564</u>

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

AS AT 31 MARCH 2018

	2018		2017	
	£	£	£	£
CURRENT ASSETS				
Cash at Bank	83,479		92,193	
Due from Groundwork Cheshire, Lancashire and Merseyside	-		-	
Accrued BID Income	8,962		8,828	
	<u>92,441</u>		<u>101,021</u>	
CURRENT LIABILITIES				
Due to Groundwork Cheshire, Lancashire and Merseyside	(21,979)		(31,880)	
Provision to complete projects	<u>(250)</u>		<u>(250)</u>	
	<u>70,212</u>		<u>68,891</u>	
FUNDS				
Surplus brought forward		68,891		67,327
Surplus/deficit for the year		<u>1,321</u>		<u>1,564</u>
		<u>70,212</u>		<u>68,891</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 2018

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 2018 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: