



## Agenda

### Winsford 1-5 Business Environment Group Annual General Meeting

Date: 7<sup>th</sup> October 2010

Location: Winsford Lifestyle Centre

Time: 18.00-21.00

- 
1. Drinks & Canapé Reception
  2. Annual General Meeting
    - Welcome from AGM Chair –Iain Paton (Cheshire West and Chester Council)
    - Executive Reports – Annual Report and Accounts (Approval of Annual Report and Accounts of the Executive and Partnership)
  3. Launch of 2011-2016 Business Improvement District
  4. A.O.B.
  5. Presentation of the Winsford 1-5 Business Environment Awards

---

**The UK's First Industrial Estate Business Improvement District**

Support by:  Cheshire West  
and Chester

Managing Agent:



**AGM - Minutes**

Winsford I-5 Business Environment Group Meeting

Date: 7<sup>th</sup> October 2010  
Location: Winsford Lifestyle Centre  
Time: 6.30pm

Present:

Name	Company	Name	Company
Gary Chester	Ambassador Packaging	Mike Kelly	Groundwork Cheshire
Greville Kelly	Groundwork Cheshire	Jane Byrne	Groundwork Cheshire
Lucie Riley	VKR Logistics	Vinny Riley	VKR Logistics
Gary Cliffe	Furniture Finders	Jordan Kennedy	Patrick Properties
Nicola Dufty	Profile Communication	Paul Peacock	Sandersons
Dave Snasdell	Cheshire Police	Iain Paton	Cheshire West and Chester Council (Chair of the AGM)
Terry McDermott	Cheshire Fire and Rescue	Stephen O'Brien	MP-Conservative Party
Cllr Stuart Parker	Cheshire West and Chester Council	Mayor & Mayoress Gaskill	Winsford Town Council
Damon Horill	Cheshire FM	Katie Durose	Winsford Guardian
Richard Stanton	PANAD	Ken Lawton	Alpha Omega
Andrew Swan	Post & Column Company	Carol Vella	Cheshire West and Chester Council
Leeon Wong	Halton Borough Council	Diane Robinson	Halton Borough Council
Jacqueline Wilson	Cheshire East Council	Karen Burn	St Lukes Hospice
David Whatton	Cheshire Chief of Police		

Agenda Item	Minutes	Actions
Welcome from AGM Chair	Iain Paton from Cheshire West and Chester Council welcomed companies to the AGM.	
Voting for the new Executive and Chair	Voting papers were handed out to all eligible companies present to vote on the proposed new executive group.  Iain Paton, added that the Annual Report presents a very positive picture for Winsford Industrial Estate, and linked to the improved projects taking place across the Estate demonstrated that companies such as Linpac and AMS had taken the decision to expand and build new facilities in Winsford rather than moving to larger premises in other parts of the UK.	
Executive Reports –	Gary Chester reviewed the annual report and accounts.  Report attached.	

*The UK's First Industrial Estate Business Improvement District*

Annual Report and Accounts	Gary Chester thanked Groundwork, Partner Agencies and the Executive Board for their work in 2009/10	
Announcement of AGM Results	The proposed executive group was approved by all eligible companies present using the voting papers. The Executive Board for the following year consists of Gary Chester, Lucy Riley, Peter Price, John Roberts, Howard Luther, Graham Howarth and Dave Harrison.	
BID 2	Greville Kelly presented the proposal for the successor Business Improvement District.	
	Gary Chester thanked Iain Paton from CWaC for Chairing this evenings meeting.	
AOB		



# Business Improvement District (BID) Annual Report and Accounts 2009-2010



**Winsford 1-5 Business Environment Group**  
C/O Groundwork Cheshire  
Yarwoods Arm, Navigation Road, Northwich, CW8 1BE  
Project Manager: Jane Byrne  
Email: [jane.byrne@groundwork.org.uk](mailto:jane.byrne@groundwork.org.uk)  
Tel: 01606 723175  
Websites: [www.winsford1-5.co.uk](http://www.winsford1-5.co.uk)

## Contents

1.0 Chairman's Introduction .....	3
2.0 Review of 2009-10 .....	4
2.1 The Executive Board .....	5
2.2 Business Support .....	6
2.3 Security and Crime .....	8
2.4 Transport .....	9
2.5 Image Enhancement .....	10
3.0 Summary of Finances 2009-10.....	11
4.0 Plans for 2010-11.....	12
Appendix 1 – Accountants Report.....	13

## 1.0 Chairman's Introduction

2009/10 has been another successful year for the Business Improvement District on Winsford Industrial Estate.

In the last 12 months, despite the tough economic conditions, the Executive Board have taken decisions to introduce new security patrol service at key times across our estate, along with agreeing to the proposal to implement a CCTV system across the estate.

In addition to these security projects, we have continued our programme of business support, lead principally by our Estate Manager Mike Kelly, who continued to support companies large and small across Winsford Industrial Estate. Feedback I receive on the service Mike provides to companies remains excellent.



2009/10 has also seen the development of our relationship with the new Local Authority Cheshire West and Chester. This is now bearing fruit, and relationships and contacts that had been lost or diminished during local government reorganisation are now being developed. However, our main Council Officer Iain Paton has remained as ever 100% supportive and involved with the activities of the BID.

Finally, the Executive Board took the decision in 2009/10 to allocate funding towards the development of a successor BID. Companies will have the opportunity to vote on this second BID in November 2010.

To ensure all companies are involved in developing the next BID, we have carried out extensive consultation processes and events to ensure that where companies wish to input into the development of the successor BID, they are given every opportunity to do this.

The achievement of a successor BID will be essential if we are to maintain our recent investments, and build upon the foundation laid in the last four years. As austerity measures begin to take effect, the case for our business community to have the capacity to take control of its own future destiny has never been stronger. I hope you will join with me in supporting this successor BID for 2011-16.

Regards

Gary Chester

A handwritten signature in black ink, appearing to be 'G. Chester', written over a horizontal line.

Gary Chester

**Chair of the Winsford 1-5 Business Environment Group**

## **2.0 Review of 2009-2010**

This the 4<sup>th</sup> year of operation for the Business Improvement District on Winsford Industrial Estate has built upon the success of the first three years of 'the Plan 2006-11'. There have been many projects and services delivered that have enabled the estate to continue to develop; details of these are contained in the sections 2.1 to 2.5.

One of the key projects for the BID was the implementation of a CCTV system to cover the three entrances to the estate. This has proved a very challenging project, with technical issues relating to transmission of the images and the subsequent monitoring of these images. Despite this, the implementation of the CCTV System went ahead in 2010.

Sections 2.1 through to 2.5 details the projects that have been delivered, however the combined result of these projects has been to ensure that the Winsford Business Environment Group continues to work towards its vision:

"To become the premier industrial estate 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 environment."

More specifically, these projects have also moved the estate closer to the achievement of its mission, as defined in the Business Improvement District Proposal:

"To promote Winsford Industrial Estate Green Business Park as a location of choice for both employers and employees in mid-Cheshire, by working in partnership to focus on our four themes for improvement:

1. Providing a range of support functions that will benefit all businesses.
2. Increasing business security and preventing crime.
3. Developing initiatives to improve transport.
4. Image enhancement measures across the estate.

## 2.1 *The Executive Board*

At the end of the 4<sup>th</sup> year of the Business Improvement District, the membership of the Executive Board was as follows:

<b>Chair</b>	Gary Chester, Ambassador Packaging.
<b>Vice Chair</b>	Graham Howarth, Office Link.
<b>Treasurer</b>	Lucie Riley, VKR Logistics
<b>Transport Executive</b>	John Roberts, Iveco.
<b>Security and Crime Executive</b>	Dave Harrison, Henkel Consumer Adhesives.
<b>Business Support Executive</b>	Peter Price, Office Essentials.
<b>Image Executive</b>	VACANT

Tony Kershaw resigned from the Executive in 2009-2010, and his contribution towards the Winsford 1-5 Business Environment Group was commended.

The Executive Board met six times in 2009-2010, and was quorate at all meetings. Full copies of minutes 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 three times in 2009-2010. Full copies of minutes from the main Winsford 1-5 Business Environment Group meetings are available from [www.winsford1-5.co.uk](http://www.winsford1-5.co.uk).

## 2.2 Business Support

**An 'Excellent' Estate Manager who provides a vital service to the Estate, a record breaking Estate Quiz Night with 153 staff from across the Estate taking part.**

Despite the difficulties businesses have faced through the economic downturn, the year saw a good deal to feel proud about on Winsford Industrial Estate as a result of the investment in business support made by the Business Improvement District.

During what has been a tough year of trading for a number of companies, the Estate Manager Mike Kelly has continued to deliver excellent support to companies across the estate.

His work has ranged from supporting small and start up companies to begin trading from Winsford Industrial Estate, through to working with some of the largest employers ensuring that their needs and demands are met in relation to Winsford Industrial Estate providing an ongoing location for their business operations.



In addition Mike Kelly has continued to improve relationships and act as first point of contact with a number of partners including Cheshire West and Chester Council Highways and Streetscene departments, Cheshire Police, Cheshire Fire and St Lukes Hospice.

2009/2010, saw further development and maintenance of the website [www.winsford1-5.co.uk](http://www.winsford1-5.co.uk), with updates on the Business Directory, Property and Jobs section.

## 2009-2010 Annual Report and Accounts

The Annual Estate Challenge cup quiz saw over 20 businesses attempting to take the top spot this year. The Winning trophy went to MAST based on Oasis Park, Second Place was awarded to Meridian House and Third Place went to Office Essentials.



A range of training courses were delivered during the year on a diverse range of topics. These included first aid, health and safety, manual handling and risk assessment. In total more than 30 weeks of training were delivered, securing more than 90 training qualifications to over 100 employees from Winsford Industrial Estate.

Four estate news bulletins were produced and sent out to local companies and partners in 2009/2010.

The estate news bulletins featured articles on Estate Security, The Estate Challenge Cup Quiz, The £1m deal which saw Ambassador,



First Choice Packaging and Saica inter-estate trading and SMS Mevac who were awarded the Queen's Award for Enterprise and International Trade.

## 2.3 Security and Crime

The Business Improvement District has continued to fund the 24-7 rapid text alert service in 2009-10. This service has been taken up by over 100 members across the estate, and is providing a valuable and increasingly important means of rapidly communicating information regarding security threats and other issues to the estate.

In addition to the rapid text service, the estate manager Mike Kelly has continued to work closely with Cheshire Police, in particular the local Inspector. The outcome from this work has seen an improvement in the partnership approach to tackling crime and security issues faced by companies. Companies on the estate now also receive a weekly news update from Cheshire Police.



The Selecta Mark DNA property marking system has continued to be distributed to new companies moving onto Winsford Industrial Estate to act as a further deterrent against theft.

**SELECTADNA™**  
DNA FORENSIC PROPERTY MARKING

*Over 110 SelectaDNA property marking kits distributed to estate companies.*

In addition the Executive Board approved a mobile security patrol service throughout Bank Holiday Weekends and the Christmas and New Year period, which has proved to be an excellent service and a valuable support to the Security provision on Winsford Industrial Estate.

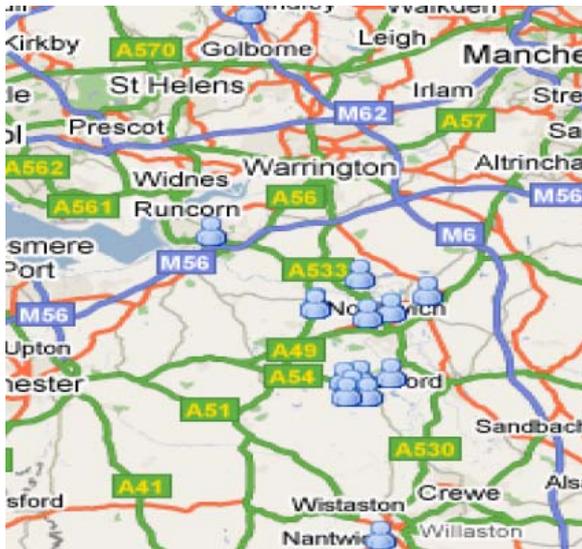
2009/2010 saw the implementation of the CCTV System on Road One and Road Two. This system once fully operational enable the recording a high quality CCTV footage of incidents on Winsford Industrial Estate.



## 2.4 Transport

### Lift Share Website

The lift share website was maintained and promoted in 2009/10. The site has over 40 registered users and 33% of journeys have been matched.



### Lorry Park

Efforts continued in 2009/2010 to identify a suitable location for the trial of a Lorry Park Facility; however despite over ten potential locations being identified since the beginning of the Business Improvement District, none of these locations have proved feasible for the trial.

## 2.5 Image Enhancement

Following the investment in signage, planting, Cheshire Fencing, Poles and Banners made in the first three years of the BID, a further investment was made in image enhancement at the Sub Station on Road One. The completed enhancement schemes have continued to be maintained by the Business Improvement District.

In keeping with the drive to improve the estates image members of The Winsford 1-5 Group worked together to complete a Big Tidy Up on the estate. Staff from Ambassador Packaging, United Utilities, Arriva, Finnings, STM and Office Essentials joined members of staff from Cheshire West and Chester Councils Street Scene Team. The Day proved to be a huge success where tidy up works were carried out on Ion Path off Road Three.



2009/2010 saw the launch of the Business Frontage Charter. The scheme has been introduced to encourage businesses to keep the industrial estate looking at its best. Companies will work with Cheshire West and Chester Council, Winsford 1-5 Environment Group and Groundwork Cheshire to ensure grass cutting, hedge trimming, grounds and buildings maintenance and the removal of rubbish and litter is up-to-date.



**Alison Herron, Gary Chester (Chair of Winsford 1-5)  
Anne Smith and Tina Warburton.**



### 3.0 Summary of Finances 2009-2010

The total income for the year for the BID was £90,545, of which £84,833 was from the BID levy. The amount spent on BID arrangements and projects for 2009/10 was £97,025.

#### Expenditure Summary

	2009/2010	
	CASH	
	Budget (As per BID business plan) *	Expenditure
Image Enhancement and Maintenance Sub total	£28,210	£10,218
Security Sub total	£9,308	£37,019
Transport Sub total	£5,050	£551
Business Support Sub total	£43,749	£49,237
Total For year	£86,317	£97,025

\* The original values in the BID proposal budget have been amended due to changes in local circumstances. Amendments to budgets have been agreed by the Executive Board and approved at meeting 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 year three of the BID.

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 the BID monies
- Attending Winsford 1-5 Executive and Business Environment Group meetings
- Taking part in estate audits

#### Income Summary 2009/2010

Income	Budget CASH (As per BID business plan) *	Actual Cash
Business Improvement District Levy	£84,833.00	£84,833.00
VRBC	£5,000.00	£5,000.00
Interest received to bank account	£ -	£632.00
Income from Awards/Courses	£ -	£80.00
Total For year	£89,833.00	£90,545.00

To date the BID now has made a surplus of £35,978. The accounts for 2009/2010 include an accrual of £31,586 for the CCTV capital works plus CCTV consultant costs.

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

## 4.0 Plans for 2010-2011

In 2010/2011 the BID will be funding the implementation of the following projects and services:

### Image

- Installation of lighting to illuminate the main entrance signs to the estate
- Image Enhancement work Northern end of Road One
- Maintenance of key sites that have been enhanced by the BID since 2006
- Promotion of the Business Frontage Charter
- Implementation of the Unit Numbering System

### Security

- Completion and Maintenance of the CCTV System
- Distribution of Selecta Mark to new companies across the estate
- Continuation of the 24/7 rapid text service
- Mobile Security Patrol at key times – Bank Holiday weekends and Christmas and New Year
- Bulk Purchase of Selecta Mark

### Business Support

- Employment of an estate manager;
- Development and maintenance of the Winsford1-5.co.uk website
- Provision of a range of health, safety and first aid training services
- Regular estate news bulletins
- Provision of business networking events and the regular Winsford 1-5 Business Environment Group meetings.
- Estate Awards
- Annual Estate Quiz Night
- Marketing of Winsford Industrial Estate to attract Inward Investment
- Resource Efficiency Development & Training
- Waste Management Survey
- Marketing and Development of Winsford Business Improvement District 2011-2016

### Transport

- Maintenance of the car share website

---

***Appendix 1 – Accountants Report***

**WINSFORD 1-5**

**BUSINESS IMPROVEMENT DISTRICT**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 2010**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2010**

	<b>Page</b>
Income and Expenditure Account	1
Balance Sheet	2
Accountants' report	3

## INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2010**

	2009/10	2008/09
	£	£
<b>INCOME</b>		
Vale Royal BID levy	84,833	84,833
VRBC contribution	5,000	4,600
Estate awards	-	2,640
Courses/awards	80	-
Bank interest	<u>632</u>	<u>3,203</u>
	90,545	95,276
<b>EXPENDITURE</b>		
Image enhancement	17,218	16,337
Security	1,776	1,721
Premises costs	2,088	2,483
Telephone	586	1,713
Transport	551	525
Printing, postage and advertising	5,443	4,450
Training	6,903	8,119
Awards	1,286	9,720
Sundries	675	730
Search and send service	-	1,200
Project management and employment of estate manager	<u>32,256</u>	<u>31,317</u>
	<u>(68,782)</u>	<u>(78,315)</u>
	21,763	16,961
<b>PROVISION FOR EXPENDITURE REQUIRED TO COMPLETE PROJECTS</b>		
Image enhancement	-	-
Security	<u>1,966</u>	<u>24,205</u>
	<u>(1,966)</u>	<u>(24,205)</u>
<b>SURPLUS / (DEFICIT) FOR THE YEAR</b>	<u>19,797</u>	<u>(7,244)</u>

**BALANCE SHEET**

**AS AT 31 MARCH 2010**

	2010	2009
	£	£
<b>CURRENT ASSETS</b>		
Cash at bank	87,162	68,437
Due from GES (Cheshire) Limited	<u>      -</u>	<u>5,607</u>
	87,162	74,044
<b>CURRENT LIABILITIES</b>		
Due to GES (Cheshire) Limited	(19,598)	-
Provision to complete projects	<u>(31,586)</u>	<u>(57,863)</u>
<b>NET ASSETS</b>	<u>35,978</u>	<u>16,181</u>
<b>FUNDS</b>		
Surplus brought forward	16,181	23,425
Surplus/ (deficit) for the year	<u>19,797</u>	<u>(7,244)</u>
	<u>35,978</u>	<u>16,181</u>

**CLIENT APPROVAL CERTIFICATE**

We approve the financial statements and confirm that we have made available all relevant records and information for their preparation.

  
.....  
G C Kelly

  
.....  
G Chester (Chair)

01.10.10  
.....  
Date

**ACCOUNTANTS' REPORT  
FOR THE YEAR ENDED 31 MARCH 2010**

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 2010 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: ...October 2010

BLANK PAGE