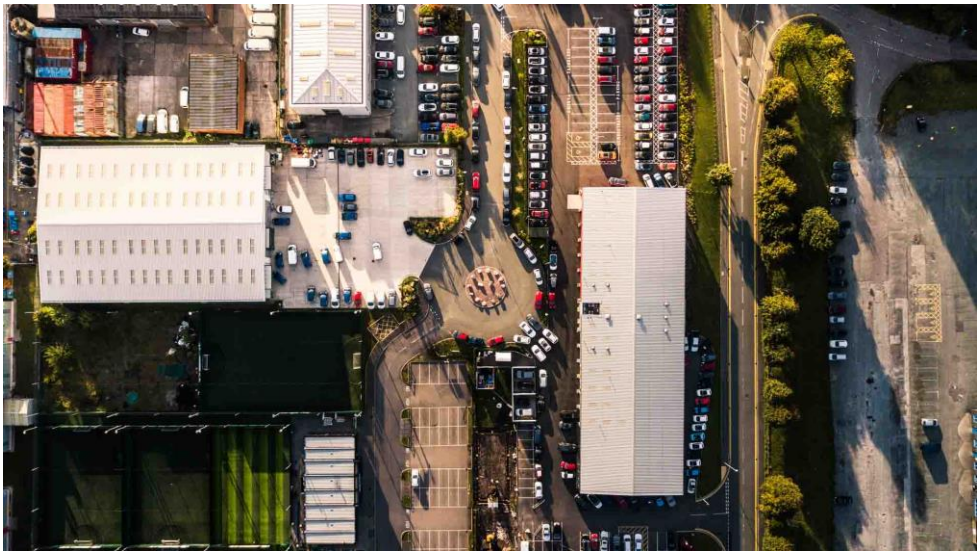
West Chester Commercial BID

Annual Report and Accounts

2017-2018

West Chester Commercial BID
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1.0 Review of 2017-2018

The following Annual Report and Accounts covers the first year of the West Chester Commercial Business Improvement District (2017-2022).

Sections 1.2 through to 1.5 of the report detail everything that has been delivered during 2017-18, ensuring that the West Chester Commercial BID continues to work towards its vision:

"***To provide a safe and more secure trading environment, to develop and maintain a range of image enhancements across the trading environment, to work towards providing sustainable travel options for companies and their employees and to provide a co-ordinated and supported Business Community"***

1.1 The Executive Board

At the end of the financial year of 2017-2018 for the West Chester Commercial Business Improvement District, the membership of the Executive Board was as follows:

Jordi Morell – Obsidian Group (Chairperson)
Steve Potts – B&S Group Ltd (Vice-Chairperson)
Ceri Roberts – Arco
Ann Rogers – Deva Designs Ltd
Mark Diaper – Legat Owen
David Brindley - CIPFA

The Executive Board met four times in 2017-2018, and was quorate at all meetings. Full copies of minutes from these meetings are available from www.westchesterbid.co.uk



1.2 Theme One – A Safe and Secure Trading Environment

During 2017-2018 crime levels on Sealand Industrial Estate and Chester West Employment Park remained low due to the various security projects and services that are funded by the BID. The West Chester Commercial BID Executive Board places security and crime prevention as a top priority for companies on the estate and Business Park and recognise the high importance that businesses place on having these BID funded measures in place.

Throughout 2017-18, the West Chester Commercial BID made investments in to 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 area remains as secure as possible.



During 2017-2018 the West Chester Commercial Business Improvement District set up and funded a 24-7 Rapid Text Service for employees based in the BID area - a 24/7 hotline that businesses are urged to report any suspicious activity to so the information can get disseminated across Sealand Industrial Estate and Chester West Employment Park. The Rapid Text Service provides a valuable and increasingly important means of communicating information as fast as possible regarding any security and crime threats, or any other issues that may affect employees in the BID area.

The BID fostered an excellent partnership with Cheshire Constabulary throughout the year in order to maintain low levels of crime in the area, and a number of security meetings and briefings were set up during the year. A police crime seminar was arranged to cover advice to businesses on crime prevention, while three police surgeries were held during the year where businesses could drop in and discuss any important matters key to their business. The BID has also facilitated the support of two PCSOs to cover the West Chester Commercial BID area.

Throughout 2017 – 2018 the BID team worked hard to facilitate the removal of several illegal traveller encampments in the area and had regular dialogue with Cheshire Police and the Gypsy/Traveller Liaison department at Cheshire West and Chester Council to ensure the encampments were removed as quickly as possible. The BID Team also met with Cheshire Police and the CCTV department at Cheshire West and Chester Council to discuss the feasibility of the installation of CCTV in the BID area.



During 2017 – 2018 the BID team distributed SelectaDNA forensic property marking kits to all companies in the West Chester Commercial BID area, 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 the event of theft.

SELECTADNA™
DNA FORENSIC PROPERTY MARKING







1.3 Theme Two – A Sustainable and Greener Trading Environment

During 2017-2018 regular image audits have been undertaken across the entire West Chester Commercial BID area and the BID team has been working with Cheshire West and Chester Council on the baseline that they are delivering in the area. By establishing a standard baseline agreement and the service that the council should be providing in the Sealand Industrial Estate and West Chester Employment Park area, the BID can now go forward and develop a plan of image enhancements, planting and maintenance schemes at key locations across the estate above and beyond what the council already provides.

To support the delivery of landscape improvement projects in year 2 of the BID, development was carried out in the first year to identify potential locations for enhancements. Sites identified include locations on Sovereign Way, Bumpers Lane and Hartford Way.

The BID was also instrumental in working with the Highways Team at Cheshire West and Chester Council to secure funding to improve the road surfaces on Sovereign Way. The works were completed in the summer of 2018.

During 2017-2018 the BID Team also established a free Joint Procurement Scheme with Power Solutions that identifies cost savings within each individual business with relation to electric, gas and water. Offering a free energy review, the service has seen a number of businesses save money over the past year.



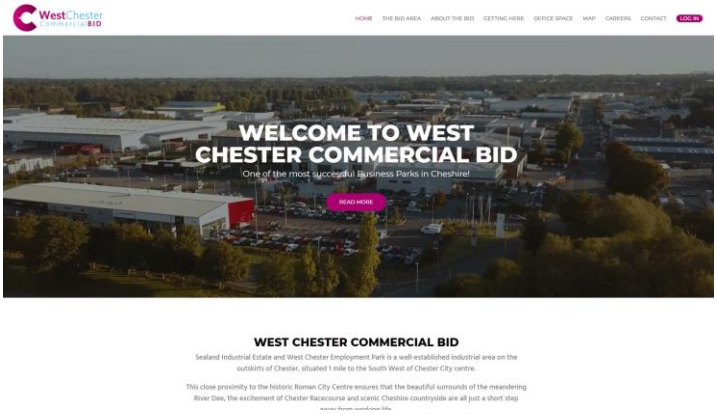




1.4 Theme Three – A Co-ordinated, Supported and Connected Business Community

The West Chester Commercial BID funded the Estate Management Service during 2017-2018, with Groundwork providing support and advice to all companies across Sealand Industrial Estate and Chester West Employment Park. The Estate Management Service is the central point of contact for all businesses in the West Chester Commercial BID area and the past year has seen the BID Team working consistently to ensure that all companies in the BID area have their needs met effectively. The team have also successfully built and maintained relationships with a variety of partner organisations including Cheshire West and Chester Council and Cheshire Constabulary.





2017-2018 saw the development of a dedicated West Chester Commercial BID website, featuring a fresh new design and concept that is easy to navigate. Going live in 2018, the website is a key source of information for business owners, their employees, the local community and inward investors. With a dedicated membership section for West Chester Commercial BID employees, users will be able to book on to training courses, submit job vacancies and access minutes and reports from any meetings.

E-mails and e-bulletins dropped into inboxes throughout the year to keep employers and employees up to date with the latest news, training courses and events taking place in the West Chester Commercial BID area, while hard copy newsletters were produced throughout the year, each issue packed full of updates and information on all the projects and improvements taking place in Sealand Industrial Estate and Chester West Employment Park.



A full schedule of training courses was delivered throughout 2017-2018 covering a wide variety of topics to upskill employees of West Chester Commercial BID businesses, ranging from First Aid at Work and Health & Safety in the Workplace to Fire Marshal Training, with courses validated by Qualsafe and The Institute of Fire Safety Managers. The high uptake of courses by businesses on Sealand Industrial Estate and Chester West Employment Park demonstrates the value that companies in the BID area see in keeping their workforce skilled.

Specific courses that were delivered in 2017-2018 were as follows:

- Qualsafe Level 3 Award in Emergency First Aid at Work
- Qualsafe Level 3 Award in First Aid at Work
- IFSM Fire Marshal Training
- Qualsafe Level 2 Award in Health and Safety in the Workplace

"72 West Chester Commercial BID employees received BID funded training in 2017-2018"



2.0 Summary of Finances 2017-2018

The total income for the year collected was £90,706 from the BID levy. The amount spent on BID arrangements and projects for 2017/2018 was £55,400.

A provision of £250 has been provided for the year end audit.

The surplus of £35,068 brought forward from earlier years will be utilised to fund specific projects and services that support the three themes for improvements in the West Chester Commercial BID business plan.

Expenditure Summary	**2017/2018**	
	CASH	
	Budget	**Expenditure**
Theme One – A Safe and Secure Trading Environment	£31,000	£10,618
Theme Two – A Sustainable and Greener Trading Environment	£9,500	£264
Theme Three – A Co-ordinated, Supported and Connected Business Community	£35,312	£37,102
Project Management and Administration	£11,734	£7,416
Total For year	**£87,546**	**£55,400**

Income	**2017/2018**	
	Budget Cash	**Actual Cash**
Business Improvement District Bank Account Income	£89,417	£90,076
Interest received in the bank account	Nil	£12
Total For year	**£89,417**	**£90,718**

Please see appendix one for full detail of income and expenditure from Murray Smith

3.0 Plans for 2018-2019

Below is a summary of the projects which will be delivered during the second year of the West Chester Commercial Business Improvement District in 2018-2019.

3.1 Theme One – A Safe and Secure Trading Environment

- Looking at the feasibility of a CCTV camera covering the entrance and exit of Sovereign Way
- West Chester Commercial BID Mobile Security Patrol unit over Bank Holidays, the Christmas and New Year Period and Easter Holidays
- Regular liaison with Cheshire Police regarding crime and security issues
- Rapid Text Service for all businesses
- Provision of SelectaDNA Property Marking kits to all new businesses
- Installation of SelectaDNA deterrent signs across the trading environment

3.2 Theme Two – A Sustainable and Greener Trading Environment

- Additional landscaping works at the West Chester Commercial BID entrance points
- Regular image audits
- Installation of new street name plates and three entrance point signs
- Working in partnership with Cheshire West and Chester Council to improve the road surfaces on the estate
- Free joint procurement service with Power Solutions
- Potential opportunity for the Business Park to look at introducing Solar Power in the future

3.3 Theme Three – A Co-ordinated, Supported and Connected Business Community

- West Chester Commercial BID Business Park Management Service
- A full schedule of training courses and seminars free of charge to West Chester Commercial BID employees
- Provision of Fork Lift Truck refresher training
- Business networking opportunities to encourage inter-business park trading
- Completion of West Chester Commercial BID website with employee membership section
- E-mail updates
- Hard copy West Chester Commercial BID news bulletin

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WEST CHESTER

BUSINESS IMPROVEMENT DISTRICT

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 AUGUST 2018

WEST CHESTER BUSINESS IMPROVEMENT DISTRICT

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FOR THE YEAR ENDED 31 AUGUST 2018

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WEST CHESTER BUSINESS IMPROVEMENT DISTRICT

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2018

	2017/18	
	£	£
INCOME		
CWaC BID levy	90,706	
Bank interest	12	
		90,718
EXPENDITURE		
Mobile security patrols (Christmas, new year & bank holidays)	7,199	
Installation of ANPR camera system	-	
Maintenance of ANPR camera system	-	
Rapid text service	717	
DNA property marking kits	2,703	
Landscape & signage design & improvements	-	
Landscape & signage maintenance	264	
Public transport initiatives	-	
Business park joint waste management service	-	
Exploring solar business park initiatives	-	
Estate management service & project management	28,887	
Network events	-	
Training courses & seminars	4,888	
Website development & maintenance	2,003	
News bulletin	1,323	
BID development & pre set up costs	5,000	
Meeting costs & administration (postage, stationery, photocopying)	2,416	
Audit & accounts	-	
		(55,400)
		35,318
PROVISIONS FOR EXPENDITURE REQUIRED TO COMPLETE PROJECTS		
Accountancy fee	250	
		(250)
SURPLUS/(DEFICIT) FOR THE YEAR		**35,068**

WEST CHESTER BUSINESS IMPROVEMENT DISTRICT

BALANCE SHEET

AS AT 31 AUGUST 2018

	2018	
	£	£
CURRENT ASSETS		
Cash at Bank	36,140	
Due from Groundwork Cheshire, Lancashire and Merseyside	-	
Accrued income	-	
	36,140	
CURRENT LIABILITIES		
Due to Groundwork Cheshire, Lancashire and Merseyside	822	
Provision to complete projects	250	
		35,068
FUNDS		
Surplus brought forward		-
Surplus/deficit for the year		35,068
		35,068

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 (West Chester Commercial BID Manager)	J Morell (Chair)

Date: .....

WEST CHESTER BUSINESS IMPROVEMENT DISTRICT

ACCOUNTANTS' REPORT

FOR THE YEAR ENDED 31 AUGUST 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 August 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: .....