

Touching **BASE**

The Basepoint quarterly newsletter

Offices | Flexi-Space | Virtual Licences | Meeting Rooms Unique workspaces for your business

Issue #03 JAN 2015



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Basepoint appointed to create and run new Centre

Basepoint Business Centres has been appointed by Broxbourne Borough Council to design, develop and operate its Broxbourne Enterprise Centre – a new 25,000 sq ft. business centre which is being created as part of Broxbourne Council's Ambition Broxbourne initiative.

Building work for the £3.9m project is set to commence next summer, and will provide 25,000 square foot of modern flexible managed business space, focusing on the needs of small, medium and start-up businesses with easy-in, easy-out terms. Other benefits include on site management, serviced meeting rooms,

high speed internet access, free parking and business support. It will strengthen the local economy and encourage businesses to invest in the area. Brian Andrews, Managing Director of Basepoint, comments: "We're delighted to be involved in developing and managing the Broxbourne

Enterprise Centre which will offer SMEs and start-up businesses comprehensive support and high quality accommodation, encouraging growth which, in turn, will have a positive impact on the area." Council Leader, Mark Mills-Bishop, added: "This is excellent news, as we are one step

closer to achieving something quite special as part of the Ambition Broxbourne initiative. The Centre will play a pivotal role in nurturing innovation, enterprise and entrepreneurship as the cornerstones for sustainable economic prosperity across the area."



BOROUGH OF BROXBOURNE

40 years serving the community



Licensee Focus Eastcote



Basepoint Eastcote are pleased to welcome OCB Site Services to their Centre.

OCB Site Services is an established training company started in 2005.

Over the years, OCB have developed a set of services tailored specifically for the utility, construction, logistics and rail industries.

OCB Site Services have helped businesses with everything from grant claims to on-site training and are fast, engaging and competitive. For more information visit www.ocb-safety.co.uk

Charity licensee wins Arts & Health Award

Sing For Your Life, a Basepoint Folkestone Licensee, has been commended by The Royal Society For Public Health.

The Sing For Your Life charity, which supports older people with Dementia, has been presented with an Excellent and Innovative Contribution to Arts and Health Practice Award.



Stuart Brown, the Executive Director said, " We are very privileged to receive this Award which coincides with the 10th anniversary of the formation of the charity."



Crawley hits 100%

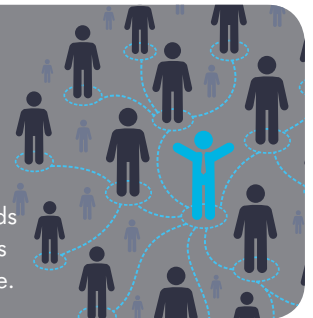
Congratulations to our team at Basepoint Crawley who have successfully filled their Centre, letting out all of their units.

Centre Manager, Rebecca Gattinesi, commented, "We are really pleased to have hit 100% occupancy in our Centre and hope that all our licensees, old and new, will be very happy here!"

A networking resolution

Why not make it your new years resolution to do more networking?

Networking is a great opportunity to meet new people, build on existing business relationships and develop new leads. Basepoint holds regular networking events from B2B hubs to informal coffee mornings all free of charge! To find your next nearest free event visit our website.



Wishing a Happy Birthday to Canterbury & Bournemouth

It's been a busy year for Basepoint with events being hosted across all of our sites in aid of the Company's 20th anniversary.

But in this issue we're also celebrating two milestone birthdays with our Bournemouth Centre turning 10 and our Canterbury Centre turning 5. The icing on the cake being that our Canterbury Centre is also now 100% occupied.



Bournemouth Centre Manager, Karl Fuller, cuts the cake with Mandy Payne, president of the Bournemouth Chamber of Trade and Commerce.



Canterbury management team, Jo Clark and Tracy Blazey celebrate with Regional Manager, Alan Paterson and Managing Director, Brian Andrews.

Making switching simple for small businesses

CURRENT ACCOUNT

SWITCH
GUARANTEE

It isn't just personal current account customers who can take advantage of the free Current Account Switch Service to swap between banks – small businesses up and down the country can make the most of the service too, if they want to move to another current account provider.

Launched by the banking industry last September, the service ensures that existing payments such as Direct Debits or standing orders will be moved to the new account automatically, and any transactions which do go through to the old account will be redirected to the new one for 13 months, avoiding the problem of any payments going missing. The company making or taking the payment using the old account details

will also get a message instructing them to update their records with the new account information. On top of that, the service is backed by a guarantee which means that if something should go wrong during a switch, any charges or interest will be refunded: <http://www.simplerworld.co.uk/Downloads/AccountSwitchingGuarantee.pdf>

Until the service was brought in, changing from one account to another could be a lengthy process, with the switch typically taking between 18 and 30 days after the new account had been opened. That was a huge hurdle for small businesses heavily reliant on cash flow, with worries about missing out on invoice payments landing in the right account or suppliers not being paid according to

terms, with the possibility of late payment charges being incurred.

But that timeline's been reduced right down to seven working days from the day the switching process starts to when the switch takes place.

One of the drivers behind the Current Account Switch Service has been to increase competition between banking providers, and make it much easier for small businesses to vote with their feet when it comes to picking the account which works best for them.

For more information visit www.simplerworld.co.uk/business

So, is it time for you to look at whether you're getting a good deal with your business banking? Here are the things you should consider:

Do I need a business bank account at all?

If your business is either a limited or incorporated company you must have a business account. If you are a sole trader or partnership, you could use your personal current account but that can make your finances messy – keeping personal and business accounts separate is the better option.

Am I spending too much on bank charges?

Some banks charge a fee for business banking services, and some don't. Other costs are transaction-based, like fees for cash withdrawals, cheques, Bacs transfers and overseas payments. Think about exactly what you need to use and check the charges for each service. Some providers offer free banking, either for a set time or with limits on the number of transactions over a month – look at the penalties for going over those limits, and charges which kick in when the free banking period ends.

What if I need an overdraft?

Costs can be quite high but will vary between banks – check interest rates, set up fees and the amount you can borrow this way.

And what about a business debit card?

Lots of business accounts come with these facilities but ask if you're eligible for a debit card – and a cheque book, if you need one – before changing to an account where you might not qualify for these.

What if I'm not happy with the service at my new bank?

With the new Current Account Switch Service, you can change your provider again quickly and easily.

Will switching bank accounts affect my business credit rating?

No, as long as you repay any outstanding overdraft with your old bank or building society. If there are any problems with payments as part of the switching process, your new bank or building society will put those right and make sure your credit rating is not affected.



WORDSEARCH

Find the words in the list below in the grid. The words may appear horizontally, vertically or diagonally.

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|-----------|------------|
| AWARD | FSB |
| BASEPOINT | HALLOWEEN |
| BUSINESS | NETWORKING |
| CHARITY | STARTUP |
| COFFEE | WORK |

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SUDOKU

Use the numbers 1 to 9 each nine times to complete the grid in such a way so that the horizontal, vertical, and two main diagonal lines all add up to the same total.

Should you join the Federation Of Small Businesses?

Ian Cording, from The Federation Of Small Businesses (FSB) Bedfordshire Region, tells us what you need to know about FSB membership and how it could help you grow your business.



How can the FSB save me money?

You can save up to £775 on right-of-membership benefits alone and even more by using discounts with our partners. Services offered include insurance, free business banking, independent financial services, a pension scheme for using for auto-enrolment, card payment processing, mobile card payment terminals, telecoms, fuel cards and portable WiFi hotspot.

Why should I join the FSB?

Let's call it enlightened self-interest. The Federation of Small Businesses (FSB) has around 200,000 members across 33 regions and 188 branches. The fact that the FSB – formed 40 years ago – has so many members gives it a buying power to offer discounts on many beneficial services.

How can the FSB help me grow my business?

The FSB is a fantastic network of experienced business people who want to help you grow through networking and their own expertise. The services offered through membership include tax investigation protection, legal protection, help with employment and

“Members can take advantage of the FSB’s membership network and specially negotiated partnerships that will help you grow your business.”

health and safety law, legal documents so you are less likely to make costly mistakes in business.

How much does FSB membership cost?

Membership rates are determined by the number of employees you have. If you are a sole trader the current basic rate of annual membership is £125, rising to £890 if you have 150 employees. There is also a £30 registration fee. For more information on membership rates and benefits, visit <http://www.fsb.org.uk/value>



For more information on the FSB or to register your business contact them on:

www.fsb.org.uk

Tel: 0808 20 20 888

Email: customerservices@fsb.org.uk



How to get your start-up business funded

It is good to see that well known faces, including members of the Royal family, are fronting positive schemes for start-up businesses.

The Duke of York has been involved in launching iDEA (Inspiring Digital Enterprise Awards), and recently announced the first winners under the scheme, which aims to help a million young people across the country develop digital business skills.

While it is good to see Royals and other celebrities putting the

focus on small business start-ups and promoting schemes, the most important thing is the schemes themselves. These projects are vital because they give budding entrepreneurs somewhere to turn for help. Often, when people are newly starting out in business, they are full of enthusiasm but need start-up funding to turn great ideas into a working reality. Also needed are information and advice on how to go about setting up a venture that will be successful and have potential to grow.

What schemes are available to help Start-Ups?

Start Up Loans:

More than 21,000 British businesses have received help via the Start Up Loans scheme, backed by the Department for Business, Innovation and Skills. Under this initiative, loans are usually made to businesses that have been operating for under a year, sometimes extended to two years. The loans are made through "delivery partners", based around the country, who help individuals to develop workable business plans. They also find mentors to help the new business develop.

New Enterprise Allowance:

This is another Government-backed scheme, which aims to help people on certain benefits to start their own business. Jobcentre Plus staff can advise on whether individuals are eligible. Once an applicant's idea is approved, they can receive a weekly allowance for up to 26 weeks to help them get started and will also get support from a business mentor during their first few months.

Prince's Trust Enterprise Programme:

Young people aged from 18 to 30 can get help to set up in business via this scheme, which has already backed more than 80,000 people over the past 30 years. Low-interest loans are available, while some people can also be eligible for grant help. Training, mentoring and support are all part of the programme, available to individuals who are either unemployed or working only a small number of hours.

Inspiring Digital Enterprise Awards/Nominet Trust:

Backed by the Duke of York and the Nominet Trust, Inspiring Digital Enterprise Awards (iDEA) runs an annual competition for young people with business ideas, with funding for the winning projects. It is also offering training to help a million people aged from 14-25 improve their business skills. Separately from the youth awards scheme, Nominet provides business funding for some types of technology project.

Local Authority Schemes:

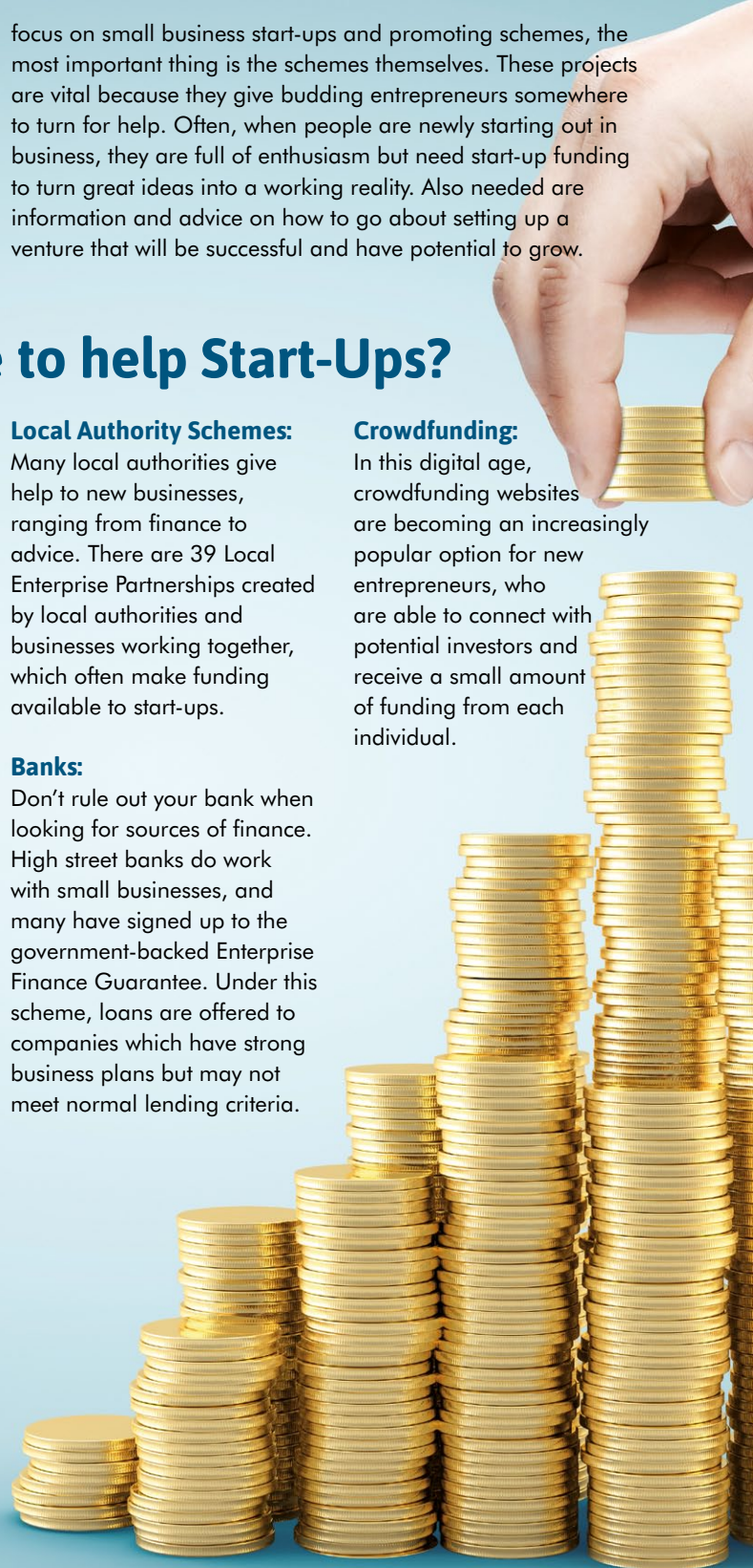
Many local authorities give help to new businesses, ranging from finance to advice. There are 39 Local Enterprise Partnerships created by local authorities and businesses working together, which often make funding available to start-ups.

Banks:

Don't rule out your bank when looking for sources of finance. High street banks do work with small businesses, and many have signed up to the government-backed Enterprise Finance Guarantee. Under this scheme, loans are offered to companies which have strong business plans but may not meet normal lending criteria.

Crowdfunding:

In this digital age, crowdfunding websites are becoming an increasingly popular option for new entrepreneurs, who are able to connect with potential investors and receive a small amount of funding from each individual.



Want to read more?

Visit blog.basepoint.co.uk for more useful articles

Licensee Focus Evesham



Basepoint Evesham are pleased to introduce Exceptional Thinking who have recently moved into the Centre after outgrowing their previous premises.

Exceptional Thinking provide support in all areas of marketing including telemarketing, email marketing, social media, PR, online marketing, mystery shopping and design.

For more information visit www.exceptionalthinking.co.uk

Centre staff get up and go for charity



In the last issue we featured two of our lovely lady Centre Managers who took part in sponsored sports events. This issue it's the boys turn.

Antony Wootton, Centre Manager at Dartford, recently completed a gruelling 60 mile London to Brighton bike ride in 6 hours and 35 minutes, arriving at the finish line at 4.50am!

Antony has raised over £1,000 for Macmillan Cancer Support and commented, "I wanted to raise money to help the amazing people at Macmillan Cancer Support continue to help cancer sufferers and their families when they most need support".



Since our last issue we have also seen Mark Chivers, Centre Manager at Gosport, take part in the Great South Run.

Mark crossed the finish line of the 10 mile course in just under 1 hour and 45 minutes putting him in 10,920th place.

Mark has raised just over £400 for Home-Start Gosport and Fareham, who supports parents with at least one child under 5 who are dealing with mental health issues.

Mark commented, "I am proud to have completed the Great South Run, a full 5 minutes ahead of my target time!"

A few tricks and plenty of treats at Basepoint



All of our staff enjoy an excuse to celebrate and this year Halloween was no different.

Centre Management teams across the company donned their favourite scary fancy dress and invited their licensees to join them for spooky treats. Amy Sparling, Centre Manager at Waterlooville commented, "Lots of licensees and visitors joined us for Halloween in our decorated reception area. Luckily we didn't scare them away!"



Basepoint Crawley licensee, Rosemary French, Executive Director of the Gatwick Diamond Initiative, has recently been awarded an OBE.

Rosemary has been a licensee at Crawley since July 2011, and has received the OBE for her services to women in business.

You're honoured!

When asked about her award Rosemary said, "I am delighted and amazed to receive this honour. I also feel privileged accepting it on behalf of all the women in business that I have worked with over the years. I am also accepting it on behalf of the women who have not yet started their own business or broken through the glass ceiling but they will! And the girls who are still in school wondering what their future careers will look like. My advice to them is that for a woman in business 'everything is possible.'"



CHARITY ROUND UP



ACT supports flagship epilepsy centre



The ACT Foundation is pleased to announce that it has granted £100,000 to Young Epilepsy.

The charity provides care and services to children and young people with epilepsy and associated learning and behavioral difficulties.

The Grant has been given towards the building of the charity's Education Resource Centre, which will support over 80 of the UK's young people most severely affected by epilepsy and associated conditions. The Centre will be a beacon of best practice for special education and building independence.

The Education Resource Centre will feature new technology including overhead tracking to all internal facilities, so that children with limited mobility are able to make their own way through the school, and a highly specialised Art Science Suite with adjustable hobs and oven so that everyone can learn to cook for themselves.

Total cost of the project is £10.6m with a planned completion date of September 2015.

Registered Charity No. 311877

Lunch on the Run



Lunch On The Run is a unique charity based in Dudley which provides a place for people with learning disabilities to learn about working in catering.

The programme is tailored to the individual needs and abilities of each trainee and key tasks include food preparation, food storage, food hygiene and customer service incorporating functional skills and health and safety.

The charity also runs an on-site coffee shop and the ACT Foundation is pleased to have granted £1,500 towards the cost of the refurbishment of the coffee shop and the purchase of new kitchen resources.

Registered charity No. 10809000

Fun for Children In Need

On Friday 14th November, Basepoint Centres across the South, Midlands, East Anglia and Wales held a variety of Children In Need fundraising events.

A wide variety of events took place across the Centres; from coffee mornings and raffles to dressing up in onsies and live entertainment. In total over £1,300 was raised for the charity which helps disadvantaged children and young people.

Vicky Foot, Centre Manager at our Romsey Centre commented, "The Romsey Centre held an event to raise money for Children in Need. With live acoustic music provided by the handyman Neil Dowling the licensees at the Centre had a great time listening, singing along to music, and enjoying a coffee and slice of cake."

Thank you to everyone who took part and supported on the day.

Registered Charity No. 802052



ACT now!

Do you or does somebody you know with disabilities need help to become self-sufficient?

ACT is a grant making charity and we'd love to hear from you.

Visit us online to find out if you are eligible for a grant and to apply.

theactfoundation.co.uk

CELEBRATING 20 YEARS
THE ACT FOUNDATION
1994 - 2014



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